

REGULAR MEETING
Board of Park Commissioners
June 3, 2020 - 6:30 PM

Meeting will be held via Zoom online meeting
Click to Connect: [Zoom Meeting](#)

Dial in Number: (312)-626-6799 - Meeting ID: 813 3405 8832- Password: 269591

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of May 6, 2020 meeting minutes
3. Lease agreement with Northward Peddle and Paddle for two vacant buildings in Iverson Park for water and land recreation equipment rentals and concessions.
4. 2020 Donald Copps Municipal Pool Operations
5. Organized activities and sports in City Parks.
6. Lodge and facility rentals in City Parks.
7. To award 2020 Goerke Football Stadium Exterior Restoration Project #20-10 to Holton Brothers Inc. out of Grafton, WI in the amount not to exceed \$53,600.
8. Director's Report
 - a. Covid-19 Department Update
9. Adjournment

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strong's Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

SPECIAL NOTICE

Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this

meeting.

MEETING MINUTES
BOARD OF PARK COMMISSIONERS
May 6, 2020 AT 6:30 P.M.
Meeting held via Zoom online meeting

- 1. Roll Call**
- 2. Approval of the March 4, 2020 Minutes**
- 3. Lease agreements with Golden Sands Resource Conservation & Development council, Inc. for garden sites located at 300 Franklin Street and on the corner of West Cornell and West Whitney streets (Mead Park).**
- 4. Emerson Park Concept Plan Design**
- 5. Bench request for Bukolt Park by Prime Water Anglers**
- 6. Election of Officers (Chairperson and Vice Chairperson).**
- 7. Maintenance Agreement with North Central Conservancy Trust for property parcels adjacent Bukolt Park.**
- 8. Director's report**
- 9. Adjournment**

1. Roll Call

Present: Freckmann, Glodosky, McDonald, Okonek, Przybylski, Slowinski, Shorr, Alderperson Zarazua

Absent: Hall, Kirsch

Also Present: Director Dan Kremer, Alder Meleesa Johnson, Alder Cindy Nebel, Amy Thorstenson

2. Approval of the March 4, 2020 Minutes

Motion by McDonald, seconded by Okonek to approve the March 4, 2020 Minutes.

Ayes all; Nays none; Motion carried.

3. Lease agreements with Golden Sands Resource Conservation & Development council, Inc. for garden sites located at 300 Franklin Street and on the corner of West Cornell and West Whitney streets (Mead Park).

Motion by McDonald, seconded by Okonek to approve lease agreements with Golden Sands Resource Conservation & Development council, Inc. for garden sites located at 300 Franklin Street and on the corner of West Cornell and West Whitney streets (Mead Park). Amy Thorstenson from Golden Sand RC&D reported garden sign ups have increased and the gardens are open since May 1, 2020.

Ayes all; Nays: none; Motion carried.

4. Emerson Park Concept Plan Design

Director Kremer presented on the updated concept design for Emerson Park. Alder Meleesa Johnson, Friends of Emerson Park member, spoke to the great relationship between the Parks Department, Rettler Corporation, UWSP, the Friends of Emerson Parks and all the community members to move the project forward. The Friends of Emerson Park continue to update the park neighbors about new plans and meetings. Przybylski asked about a dedication to the history of the site. Alder Johnson said there are plans to incorporate a dedication of the site and community history.

Motion by Okonek, seconded by Przybylski to approve the new Emerson Park concept plan design.

Ayes: all; Nays: none; Motion Carried

5. Bench request for Bukolt Park by Prime Water Anglers

Motion by McDonald, seconded by Okonek to deny the bench request for Bukolt Park by Prime Water Anglers. The board recommends staff develop a memorial bench program.

Ayes all; Nays none; Motion carried.

6. Election of Officers (Chairperson and Vice Chairperson).

Gladosky nominated McDonald for Park Commission Board Chairperson.

Ayes all; Nays none; Motion carried.

McDonald nominated Gladosky as Park Commission Board Vice Chairperson.

Ayes all; Nays none; Motion carried.

7. Maintenance Agreement with North Central Conservancy Trust for property parcels adjacent Bukolt Park.

Motion by Sorenson, seconded by Alder Zarazua to approve the maintenance agreement with North Central Conservancy Trust for property parcels adjacent Bukolt Park.

Ayes all; Nays none; Motion carried.

8. Director's report

Administration

- Online reservation went live on Friday, May 1 st via CivicRec program. Anne Hylla and Kate Gullickson were instrumental in getting this programmed and ready to roll out to the community.
- I have delayed seasonal hiring and overtime expenditures during the month of May except for a handful of seasonal employees we needed to complete our essential duties due to loss of 2 full time staff for the next several weeks who are out on leave. We have our regular number of seasonal employees on stand by and hope to hire them for a normal full-time schedule if restrictions improve after May 26.
- We were on a modified schedule for a few weeks in late March and early April in response to Covid-19 but have now transitioned into everyone reporting to work on a normal schedule. We have spread staff out through 6 work site locations to limit employees being in the same spot. We have also increased our daily sanitizing and cleaning of touchable surfaces. The staff has

responded to Covid-19 incredibly well thus far and has continued to keep our parks safe for people to enjoy.

Forestry

- Spring tree planting is in full swing.
- We were unable to celebrate a traditional Arbor Day this year but the department will be doing a separate celebration for Arbor Day at a later date.
- Performing playground structure repairs to be ready for them to possibly open in late May.

K.B. Willett Arena, Goerke Stadium, Pool

- KB Willett is receiving LED light upgrades above the ice area. This is being paid for via an energy efficiency grant through the Treasurer's office.
- K.B. Willett ice is out and available for summer use and rental once we are allowed to do so via Safer and Home expiration
- Swimming Pool filter project is in full swing and over half done. Contractor will fill the pool to test the equipment when they finish in late May. o We continue to monitor guidance from the state about if pools will be allowed to open this summer. We are building out a plan to open on time and a plan to open a month late. We also are preparing if we are not allowed to open due to regulations, timing or lifeguard availability. This is a very fluid situation we are continuing to monitor and will provide updates in June.

Parks

- Lodge rentals, special events, and activities are all cancelled through May 26
- All playgrounds, swings and play structures are closed through May 26
- Park locations are open for walking, running, hiking, bicycling, exercising and passing through • Mead shelter, Iverson main restroom, Bukolt Boat Landing and Goerke West restrooms are open and cleaned and disinfected once daily including the weekends
- Tennis courts, skate park, disc golf courses, Goerke Community Stadium are all open. Signs have been posted with guidelines that must be followed in order for the facilities to remain open
- Park security has started patrolling in the evenings on a reduced schedule of 8 pm to 11 pm.
- Pfiffner Pioneer Park irrigation project began Thursday.

Riverfront Rendezvous

- Being evaluated and discussed with planning team, local health officials and the Wisconsin Park and Recreation Association as we continue to monitor the Covid-19 guidance and regulations. An announcement will be made later in May for the festival.

Our park spaces have become a safe haven during Covid-19 response and we are seeing record numbers of people using them. We are fortunate to have these spaces for our community, especially during these challenging times.

"Crowded parks may lead to closed parks, please do your part to follow CDC guidelines"

9. Adjournment

Motion by Okonek, seconded by Sorenson to adjourn the meeting 7:33pm

Ayes all; Nays none; Motion carried.

Agenda Notes

June 3, 2020

3. Lease agreement with Northward Peddle and Paddle for two vacant buildings in Iverson Park for water and land recreation equipment rentals and concessions.

Naturetreks vacated buildings in Iverson and Bukolt Parks at the end of April 2020. Earlier this year, the Park Commission directed staff to issue a Request for Proposals to seek if another vendor was interested in using the vacant buildings. One proposal was received from Northward Peddle and Paddle and the agreement is in the packet for this vendor to operate in Iverson Park. The vendor has plans to open in Bukolt Park in the future.

Staff recommendation is to approve the agreement as written with Northward Peddle and Paddle for use of two building in Iverson Park for rentals and concessions.

4. 2020 Donald Copps Municipal Pool Operations

At the May finance committee meeting, a motion was passed in which the pool would not open until Phase 3 of the Badger Bounce Back plan was declared. That motion included that Phase 3 would need to be declared by June 15 in order for the pool to open by July 1st. It was decided at that meeting the pool would not open later than July 1 under any circumstance.

Since that meeting, more guidance has been released by the CDC, state and local health departments, the stay at home order was reversed and pools in the surrounding areas have been making decisions to either open or close. Staff has constructed a plan which will be shared with the park commission at the meeting.

Staff will demonstrate to the Park Commission that the pool is allowed to open by local order; however, it will result in significantly less people able to go to the pool, many modifications to pool operations and amenities, a larger financial impact on the budget and will look unlike any other pool season we have ever seen. Staff will ask for decision from the Park Commission to open/close the pool for the 2020 season.

5. Organized activities and sports in City Parks.

Currently, no leagues or organized activities are permitted in City parks. Since the Safer at Home Order was reversed, our local sport league organizers have been in communication with our office about if they are permitted to open and offer activities. Each organization listed below has prepared "Return to Play" plans in which they detail the modifications they will follow if they are permitted to begin organizing activities and athletic events on City park property.

These plans have been submitted the Portage County Health Department, reviewed and approved with 50-person maximums, social distancing being followed along with other CDC guidelines and contact tracing abilities. The organizations who have submitted plans are as follows

Stevens Point Youth Baseball Association
Stevens Point Fastpitch
Stevens Point Softball Association

Stevens Point Horseshoe Club
Stevens Point Baseball Club
Stevens Point Area Flying Disc Association

City staff will demonstrate that allowing these activities is permitted under local guidance and will ask the Park Commission for a decision on if organized activities and sports in City Parks may be permitted.

6. Lodge and facility rentals in City Parks

Currently, lodge rentals have been cancelled or rescheduled through June 5, 2020. City staff has developed a phased approach included in the packet which details daily cleaning, signage and person limits for lodge facilities. This plan has been submitted and approved by the Portage County Health Department.

Staff recommendation is to permit lodge and facility rentals using the phased approach detailed in the agenda packet.

7. To award 2020 Goerke Football Stadium Exterior Restoration Project #20-10 to Holton Brothers Inc. out of Grafton, WI in the amount not to exceed \$53,600.

The 2020 capital improvement budget included \$50,000 to repair four areas that are in dire need of repair on the Goerke Community Stadium. Pictures of these areas on include in the packet. Two bids were received and the low bid is a contractor the City has worked with on projects in the past. The low bid amount is \$3,600 over budget and a memo is included in the packet which details a reallocation request to be able to award the low bid and set up a project contingency amount.

Staff recommendation is to award the contract to Holton Brothers Inc. in the amount not to exceed \$53,600 and to request reallocation of funds from the finance committee as per the memo in the packet.

AGREEMENT FOR RECREATION RENTALS AND CONCESSION SALES IVERSON PARK NATURE CENTER & BEACHHOUSE

THIS AGREEMENT is made this ____ day of _____, 2020, by and between the City of Stevens Point, a municipal corporation with offices located at 2442 Sims Avenue, Stevens Point, Wisconsin (hereinafter referred to be as "City") and Northward Paddle and Paddle, with offices located at 711 East Grand Avenue, Wisconsin Rapids, WI 54494 (hereinafter referred to be as "Renter"). City and Renter are sometimes hereinafter jointly referred to as the "Parties".

WHEREAS, the City owns two vacant buildings known as the Nature Center (4201 C Main Street) and Beach House (4201 D Main Street) located in Iverson Park, and

WHEREAS, the Renter is desirous of operating their business out of these two buildings, and

WHEREAS, the initial term of this agreement shall begin on the agreement date above and end on December 31, 2020. Either party may terminate the agreement by providing written notice to the other with a (90) ninety-day notice of termination.

NOW, THEREFORE, in consideration of the terms and covenants set forth herein, it is agreed as follows:

1. The City grants to the renter the exclusive right to operate the recreation rentals and concession sales in Iverson Park Nature Center and Beach house for the term of this agreement.
2. The Renter shall provide the rental and/or purchase of paddle sport equipment, bikes, and snow shoes. If the Renter wishes to expand the items offered for rent or sale, the Renter shall submit a request to the City for approval prior to being authorized to rent or sell within Iverson Park.
3. The Renter acknowledges that no restrooms or running water is available within the two buildings. Water and restrooms are available in Iverson Park. Those restrooms are opened, closed and cleaned by the City.
4. The Renter shall pay the City \$200 per month for the months of May – October; rent shall be due in full the 1st of each month.
5. The Renter shall pay \$100 per month for the months of November and December; rent shall be due in full the 1st of each month.
6. The Renter shall pay (5 %) five percent of Renter's net profits derived from its activities within Iverson Park. Monthly financial statements showing deposits

and expenses must be submitted on the 1st of each month showing the previous months revenue and expenses. 5% net profit payment shall be made on the 1st of each month in addition to rental amount.

7. Renter shall pay all utility expenses for buildings it occupies pursuant to this agreement for the term of this agreement. Renter shall contact the utility companies and have utilities billed directly to the Renter. At time of this agreement, electric service is the only utility service to the premises.
8. In the event the Renter wishes to hold a special event in the park, Renter shall complete the required special event paperwork from the City and shall pay 10% of gross profits derived from such event to the City within (30) days of completion of special event.
9. The Renter shall comply with all local and state regulations, ordinances, codes and laws, including but not limited to, park hours, Wisconsin Statutes, Wisconsin Administrative Code, OSHA requirements, local zoning, health, fire, safety and sales laws.
10. The Renter shall make no improvements, alterations, additions or changes to the premises except with the written approval of the City.
11. The buildings are accepted in an "as is" condition and the City makes no promises nor commitments to refurbish or repair such buildings. The City is not responsible for providing any further utilities to the buildings and any such request for utilities by Renter shall be at Renter's expense.
12. The erection of signs and advertising or display materials relating to the Renter's business is not allowed unless authorized in writing by the City of Stevens Point. All signs, advertising or display materials and all publications, stationary, printed or promotional material and exhibits shall clearly identify the premises as property of the City of Stevens Point. The Director of Parks, Recreation and Forestry shall approve of placement of such banners or other signage submitted by the Renter.
13. The Renter shall comply with the current waste reduction, recycling and refuse disposal program. The Renter depending on volume may have to provide for the picking up or hauling away of refuse and recycle materials from the buildings.
14. The Renter shall keep the premises and surrounding grounds in a clean, neat and sanitary condition at all times. Temporary buildings and structures may be installed with prior written approval of the Director of Parks, Recreation and Forestry.
15. If the City determines the Renter's management or operation of the premises is unsatisfactory in any substantial respect or if the City determines the Renter

has failed to comply with this Agreement, the City shall notify the Renter in writing of such deficient management or operation. Except in the case of possible danger to the health or safety of park visitors or employees of the Renter or park, the Renter shall have (72) seventy-two hours to cure the problem or justify an extension of time to the Park Commission. If the Renter fails to take appropriate action as determined by the City of Stevens Point within (72) seventy-two hours of being notified, the City may terminate this Agreement immediately by providing written notice of such termination to Renter. Upon termination of this Agreement, the rights of the Renter are forfeited, and the City of Stevens Point may immediately take possession of and operate the premises except for the Renter's personal property, which Renter shall have five (5) business days to recover from the premises.

16. The City may enter upon the premises at any time upon reasonable notice of a reason and for the purpose of inspection or making such repairs and improvements as the City deems necessary. The Renter shall not cause or allow any waste or nuisance upon the premises. The Renter shall maintain all properties that are subject to this Agreement, both real and personal, in their present condition (ordinary wear and tear expected), and shall maintain high standards of cleanliness and sanitation.
17. The Renter and City shall not create any lien, security interest, nor assign, sublease or otherwise transfer this Agreement or mortgage or pledge rights under it except with written City approval.
18. The Renter shall be an independent business and not an employee or agent of the City of Stevens Point. The Renter shall post a sign no smaller than (8) eight inches by (11) eleven inches in size stating that the Renter is an independent business, operating the premises under agreement with the City of Stevens Point.
19. If the premises or any part of its destroyed or damaged by wind, water, or fire by a human or a natural cause so as to make it necessary to rebuild, restore, replace or substantially repair the premises or any part of it, the Renter agrees that the City need not rebuild, restore, replace or substantially repair the premises.

Insurance

1. The Renter shall purchase General Liability Coverage listing the "City of Stevens Point" as additionally insured. The Renter shall supply the certificate of insurance to the City at start of this agreement term above and maintain coverage for the duration of this agreement. Minimum limits for the insurance coverage shall be as follows:
 - a. Commercial General Liability

Minimum Limits

\$1,000,000 General Aggregate – per project
\$1,000,000 Products & Completed Operations
\$1,000,000 Personal & Advertising Injury
\$1,000,000 Each Occurrence Limit

- b. Claims made form of coverage is not acceptable.
- c. Insurance must include:
 - i. Premises and Operations Liability
 - ii. Contractual Liability including coverage for the joint negligence of the City of Stevens Point, its officers, council members, agents, employees, authorized volunteers and the named insured.
 - iii. Personal Injury
 - iv. Explosion, collapse, and underground coverage
 - v. Products/completed operations
 - vi. The general aggregate must apply separately for each location on the lease.
- 2. If Renter will be using vehicles for business operations within premises, proof of business automobile coverage shall be required with the following minimum limits:
 - a. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage.
Or
 - b. \$500,000 Combined Single Limit for Bodily Injury and property damage each accident.
- 3. Wisconsin Compensation and Employers Liability
 - a. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
 - i. \$100,000 Each Accident
 - ii. \$500,000 Disease Policy Limit
 - iii. \$100,000 Disease – Each Employee
- 4. Liquor Liability
 - a. If Renter sells alcoholic beverages then liquor liability with the following limit and coverage must be carried:
 - i. Limits - \$500,000 each occurrence/\$500,000 aggregate.
- 5. Additional Provisions
 - a. City shall be listed as Additional Insured – On the general liability coverage, business automobile coverage and liquor liability. City of Stevens Point, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

- b. Endorsement- The Additional Insured Policy endorsement must accompany the Certificate of Insurance and be provided by the date of this agreement.
- c. Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City Clerk.

This Agreement, together with any specifications and referenced parts and attachments, shall constitute the entire Agreement and all prior agreements are hereby superseded. Any contractual revisions including cost adjustments and time extensions must be made by an amendment to this Agreement or other written documentation, signed by both parties in advance of the effective date. The Renter shall notify its insurance company and its surety, if any, of any amendment.

Other items of mutual agreement may be written and attached to be made part of this agreement.

Indemnify, Defend, Hold Harmless

The Renter shall indemnify and hold harmless the City and its employees, and the City of Stevens Point and its members against any cause of action, claim, damage, cost or expense, including reasonable attorney's fees, arising from the management or operation of the premises or from any breach or default by the Renter in the performance of this Agreement or from any negligence of the Renter at the premises. In case any action or proceeding is brought against the City of Stevens Point by reason of any such cause of action or claim, the Renter upon notice from the City or City of Stevens Point, shall defend the City of Stevens Point by counsel reasonably satisfactory to the City of Stevens Point.

The undersigned representatives certify that they are authorized to make, execute and deliver the Maintenance Agreement.

CITY OF STEVENS POINT

NORTHWARD PEDDLE AND PADDLE

By: _____

By: _____

Name: Mike Wiza

Name: _____

Its: Mayor

Its: _____

Date: _____

Date: _____

CITY OF STEVENS POINT

NORTHWARD PEDDLE AND PADDLE

By: _____

By: _____

Name

Name: _____

Its: City Clerk

Its: _____

Date: _____

Date: _____

Donald Copps Municipal Pool Projection

Revenue		2018 Actual	2019 Actual	2020 Budget	June 13 Opening 35% Normal Attendance	July 1 Opening 35% attendance, less 1/3 season	If Pool is Closed
100.46.50731.55	Swim Pool Gen Revenue	\$ 49,501	\$ 42,206	\$ 42,000	\$ 14,700	\$ 9,849	-
100.46.50732.55	(NT) Swim Pool Gen Rev	\$ 1,912	\$ 1,800	\$ 1,750	\$ 1,750	\$ 1,000	-
	Donald Copps Revenue Total	\$ 51,413	\$ 44,006	\$ 43,750	\$ 16,450	\$ 10,849	0
Expenses							
100.55.50421.1400	Seasonal Emp Wages	\$ 71,709	\$ 73,199	\$ 75,045	\$ 75,045	\$ 55,000	2500
100.55.50421.1910	Employer Contribut/S.S. Tax	\$ 1,039	\$ 1,061	\$ 1,088	\$ 1,088	\$ 1,088	1088
100.55.50421.1930	Workers Compensation Prem	\$ 2,598	\$ 3,111	\$ 1,914	\$ 1,914	\$ 1,914	1914
100.55.504521.2200	General Utility Charges	\$ 14,268	\$ 12,856	\$ 19,475	\$ 19,475	\$ 19,475	19475
100.55.50421.2926	Contracted/Gen Equipment	\$ 11,689	\$ 24,742	\$ 8,000	\$ 8,000	\$ 8,000	4000
100.55.50421.3008	Safety Equipment/Supplies	\$ 953	\$ 4,661	\$ 1,000	\$ 1,000	\$ 1,000	250
100.55.50421.3301	Mileage Expenses	-		\$ 200	\$ 200	\$ 200	
100.55.50421.3450	General Promotional Supplies	\$ 2,090	\$ 1,310	\$ 1,500	\$ 1,500	\$ 1,500	250
100.55.50421.3550	General Buildng Maint. Supplies	\$ 2,461	\$ 1,516	\$ 4,000	\$ 4,000	\$ 4,000	4000
100.55.50421.3551	General Janitorial Supplies	\$ 1,068	\$ 1,220	\$ 3,000	\$ 3,000	\$ 3,000	1000
100.55.50421.3756	Swim Pool Chemicals	\$ 16,500	\$ 20,330	\$ 14,000	\$ 14,000	\$ 14,000	7000
100.55.50421.5000	Miscellaneous Expenses	-	\$ 65	-	\$ 5,000	\$ 5,000	
100.55.50421.5910	Gen. Seminar/Education Exp	\$ 435	\$ 550	\$ 1,500	\$ 1,500	\$ 1,500	500
	Donald Copps Expense Total	\$ 124,810	\$ 144,621	\$ 130,722	\$ 135,722	\$ 115,677	\$ 41,977
	Annual Subsidy	\$ (73,397.00)	\$ (100,615.00)	\$ (86,972.00)	\$ (119,272.00)	\$ (104,828.00)	\$ (41,977.00)
Updated 5.28.20					Not possible -		
					3 week lead time		
					needed to open		

Stevens Point Horseshoe Club - Return to Play Proposal

The participation in sports has known health benefits, including promoting physical fitness and mental wellness. The Stevens Point Horseshoe Club adult league pitches horseshoes weekly at Mead Park. League participants consist of local horseshoe pitchers. Maintaining the health and safety of our club members, families and community is our main objective as we plan a safe return to league. Horseshoe pitching requires no physical contact to compete however, the club has created the following risk management guidelines to mitigate Covid-19 risk.

Horseshoe Court Facility

- The horseshoe court play area consists of 4 horseshoe courts with a max of 2 people competing per court. There is 6ft of distance between the courts to allow for social distancing.
- The courts are completely outside and in the open

Adult Horseshoe League

- The horseshoe club intends to start league as soon as we are approved to begin with the earliest start date of June 9th
- Proper communication to league participants will be key to a successful return to play.
- Prior to the start date we will inform and educate participants on social distancing practices and safe horseshoe pitching etiquette.
- The horseshoe club will maintain a list of league participants and their contact information. We will also keep weekly attendance records.
- The horseshoe club will observe a 50-person limit for mass gathering and abide by future orders/changes to mass gathering limits as they are made available. With staggered pitching times, the league typically has at max 8-12 participants pitching horseshoes at the same time.

Participants and Spectators

- Practice Physical Distancing and Protective Measures, including the following:
 - Maintaining physical distancing of six (6) feet between people not residing in a single living unit or household

- Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer between hand washings;
- Covering coughs or sneezes (into the sleeve or elbow, not hands);
- Regularly cleaning high-touch surfaces;
- Not shaking hands;
- Use of a mask or cloth face covering when physical distancing is not practical;
- Limiting travel to reduce the potential for virus transmission;
- Follow all other public health recommendations issued by the State of Wisconsin Department of Health Services, Portage County Division of Public Health, and the U.S. Centers for Disease Control and Prevention.
- Stay home when sick and seek appropriate medical care.

Safe Horseshoe Pitching Etiquette

- Participants are required to bring their own horseshoes.
 - Sharing of equipment will not be permitted
- Participants are expected to only pickup and pitch their own horseshoes.
 - No retrieving you opponents' horseshoes.
- All participants will be assigned their own personal scoresheet to record their games.
- Courts will be prepped by designated people as to limit the use of shovels.
- Shovels and watering cans will be disinfected at the end of league play.
- Participants should wash hands and/or disinfect hands in between games.
- At the completion of league night, games will be sent to the league director electronically.

Back to the Ballpark

DISCLAIMER: Participants, parents, family, and spectators engaging in softball and activities related to softball do so with knowledge of the risk and potential exposure involved and agree to accept any and all inherent risks to their personal health.

As to all applicable persons, people will be instructed that if they are exhibiting symptoms of possible exposure to COVID-19, such as fever, that they should not come to games until such time as the participant has been tested and/or cleared.

1. Concessions

- a. Markers will be placed on the ground to ensure 6 feet social distancing between customers.
- b. All concessionaire workers reminded to wash hands more frequently and use hand sanitizer often.
- c. Concessionaire workers should be instructed that if they are exhibiting symptoms of possible exposure to COVID-19, such as fever, that they should not come to events or work until such time as the participant has been tested and/or cleared.
- d. We will look into installing “sneeze guards” on the concession windows

2. Field Recommendations

- a. Should not enter dugout until the other team exits and complex staff has sanitized.
- b. Recommended to provide hand sanitizer to their athletes. (None will be provided)
- c. It is recommended that a designated adult be assigned by the offensive team, to be responsible for picking up the bat after it is used
- d. Recommend players/coaches refrain from pre-game & post-game handshakes/high fives.
 - i. Teams may line up on their respective foul lines and wave.

3. Athletes

- a. Allowed to wear masks during game, but not required.
- b. Recommended to wear masks in between games.
- c. Huddles/meetings should maintain social distancing.

4. Coaches

- a. Recommended to wear masks, but not required.

5. Pre-Game Meeting

- a. Coaches should stay outside the width of the batter’s box at the pre-game meeting.
- b. Only one coach allowed during the conference.
- c. Hand lineups to the umpire, and umpire verbally approve or asks any questions about the lineup.
- d. No athletes allowed.

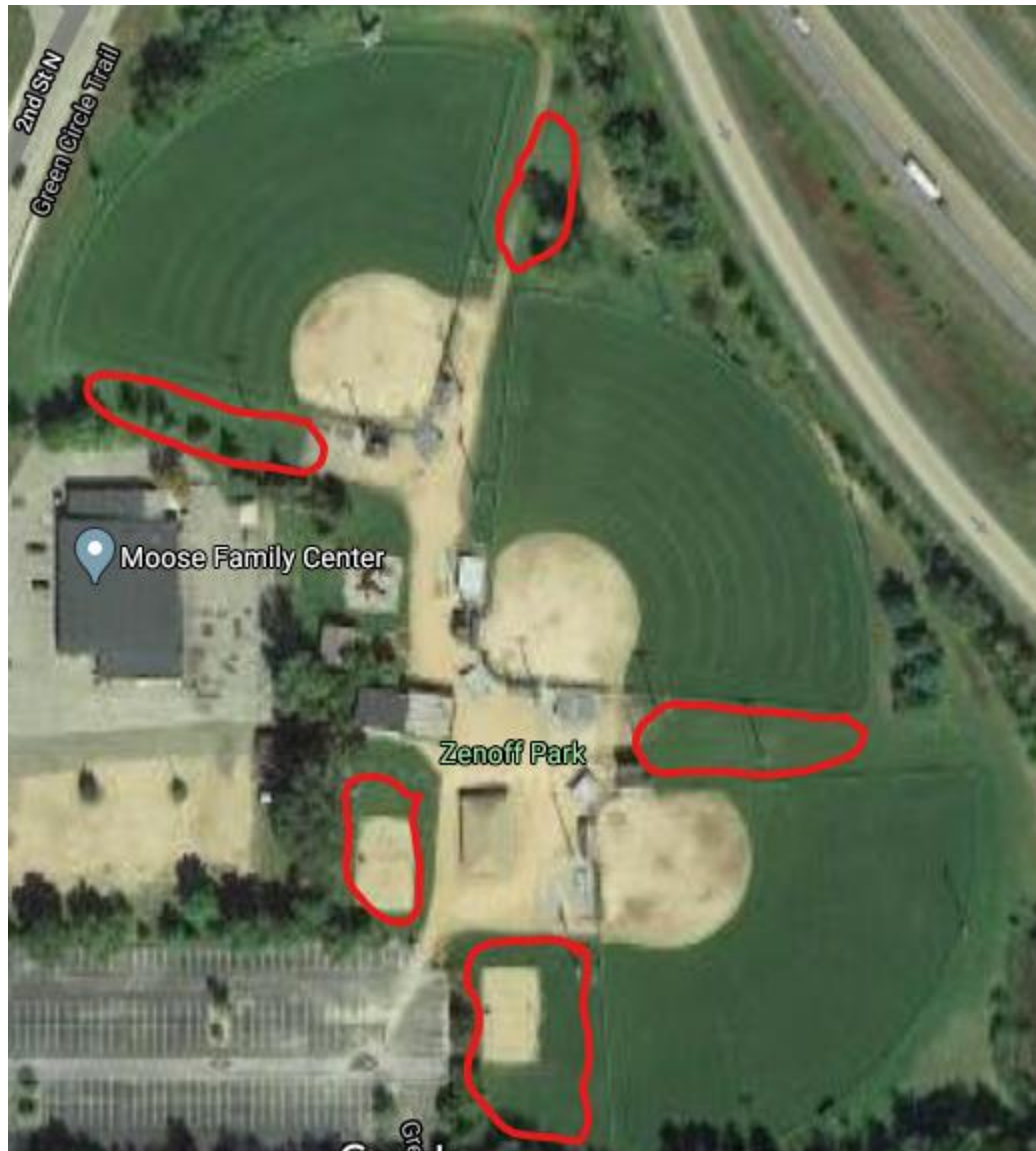
6. Multiple softballs will be in use during games and an attempt will be made to sanitize between innings.

7. Warm-up Recommendations

- a. Warm-ups should only take place in designated areas
- b. Teams waiting for games in the stands or bleachers are

encouraged to follow 6 feet social distancing guidelines.

- c. Teams should not enter the dugout until the other team exits
- d. Warm-Ups shall take place in designated areas (areas in red below)



8. Dugout Recommendations

- a. Teams should not enter dugout until the other team exit
- b. The players in the dugout should maintain 6 feet social distance.
- c. Allow for players to be out of the dugout.

9. Off Field Recommendations

- a. Employees, fans, and vendors are recommended to screen themselves at home prior to coming to the ballpark. If they have a temperature exceeding 100.4, they should stay home. They should also not come to the ballpark if they are known to have been

recently exposed to someone with COVID-19

10. Off Field Recommendations

- a. Recommended they wear masks, but not required
- b. Recommended to use hand sanitizer upon entering facility
- c. Encouraged to maintain 6 feet social distancing
- d. Encouraged to bring their own sanitizing wipes for restroom/personal cleanliness

11. Contact Tracing

- a. We utilize a roster and waiver system, so we would be able to provide information for contact tracing.

12. We would attempt to limit each field to 50 people and try to keep customers in the concession area socially distanced.

Stevens Point Area Flying Disc Association - Yulga Doubles Disc Golf League Proposal

The Yulga Doubles Disc Golf League has been a consistent fundraiser for our club which uses its proceeds to build, maintain, and improve courses in the Stevens Point area. We believe this league is a beneficial physical and social activity and precautions can be taken to host it in a safe way to mitigate the risks of COVID-19. If approved, the club would like to begin hosting leagues as soon as June 9th or as early as possible. Communication of all precautions being taken will be communicated to league players before the start of the league.

Yulga Disc Golf Course

- The course is large enough to keep groups spaced well apart
- There is sufficient area around the teepads for players within a group to be six feet apart from each other while teeing off
- There is a large area around the practice baskets and parking lot for all players to be six feet apart while waiting the the round to start and waiting for payouts afterwards

Precautions Before and After the Round

- Electronic payments and payout will be encouraged to reduce handling of cash
- Hand sanitizer will be provided for use if cash is being exchanged
- Partners and groups will be assigned randomly by the league director with no need of drawing cards to determine partners
- Only league players will be allowed, no caddies or spectators
- Players are to stay home if they are feeling sick

Precautions During Play

- Groups will be no more than four players
- Players will remain at least six feet apart from one another during the round
- Groups will be spread throughout the course to limit interactions between groups
- One player in each group will keep score for the entire round so scorecards will not need to be passed around
- Electronic scoring methods will be encouraged
- Players will not touch any other players discs or other equipment
- "Gimme" putts within 10' of the basket will not need to be made to reduce contact with the baskets

Point Fastpitch-Return to the Field proposal

It has always been the goal of Point Fastpitch to get our youth an opportunity to get outside and enjoy the game that they love with their friends and teammates. We are all committed to doing whatever it takes to do this as safely and responsibly as possible. Below is a proposal that we have created that we believe can be implemented to get us moving in that direction slowly, safely, and responsibly.

Phase #1

Open Team Practices. (League and Travel Teams)

Start and End Dates of Phase #1 will be determined at later date. Not to start any sooner than June 6th.

***All players that participate will need to sign a liability waiver.**

Team Restrictions and Social Distancing Requirements

1. 1 team per field per practice session
2. Team numbers will be kept as small as possible and under 10, not including coaching staff, unless no other option exists.
3. Players will be broken up into smaller groups and utilize stations when possible.
4. No Dugouts are to be used. Players will utilize the fence area safely outside of the field of play for all of their gear, safely spaced from each other.
5. Bleachers will be off limits to spectators.
6. Any players showing signs of a fever or illness will be asked to stay at home until symptoms subside.
7. Parents will be asked to provide their child hand sanitizer to use during team activities.
8. No League Supplied Catchers gear will be offered. If players have their own personal gear it may be used but not shared.

9. Players must provide their own equipment if at all possible and will not be allowed to share with other players. If players cannot afford equipment the league will offer equipment to be returned at the end of the season.
10. All teams must leave the field at the conclusion of their practice and return to their vehicles as soon as possible.
11. Next team on the schedule must wait until previous team has left the field before taking field.
12. Parents will be asked to drop their child off at practice and stay away from the field. If they choose to watch they will need to provide a chair or stand and maintain social distancing recommendations.
13. There will be a minimum 15 minute transition time between practices to allow teams to enter and exit safely.
14. No concessions will be offered in Phase #1.
15. All coaches are responsible for sanitizing any equipment used after each practice including, but not limited to, balls, nets, etc.
16. There will be no restroom facilities provided by Point Fastpitch during Phase #1.
17. All Point Fastpitch travel teams will not be allowed to attend any tournaments until further notice.

Phase #2

Begin League Games

Start and End Dates of Phase #2 will be determined at later date. Not to finish any later than July 30th.

* Any team and Social Distancing requirement changes from Phase #1 will be reviewed and modified based off recommendations at that time. Including and not limited to:

1. Extending dugout areas to provide more room for players and coaches.
2. Shortened game times to allow for teams and fans to transition to and from the fields.
3. Umpires to be positioned behind the pitcher or at a greater distance behind the catcher than normal.
4. No handshake lines. Players will line up on their foul lines and clap congratulating the other team's efforts.
5. New or sanitized balls will be provided for each game and given to each team to use when they are on defense throughout the game. Each team is responsible to sanitize their team's balls between innings.
6. Team Rosters and Registration information will be used for tracing purposes.
7. There will be 50 person limits per field until further notice.

* Concessions will be opened during Phase #2 utilizing PPE equipment and social distancing and will be limited to bottled drinks and prepackaged food items.

* Point Classic Tournament will be reviewed and possibly cancelled for this season. The logistics and challenges of trying to run a tournament responsibly and adhering to the recommended safety precautions would have to be in place. This will be reviewed at a closer date if recommendations are altered.

SPYBA – Return to Play Proposal

The goal of SPYBA has always been to provide baseball to the youth of Stevens Point in a safe and fun environment. We are committed to doing whatever it takes to do this as safely and responsibly as possible. Please see the below proposal that would allow for baseball to return in a slow, safe and responsible way.

Phase I – June 8th

- *Start up team practices for league teams and travel teams.
- *Any family requesting a refund will be granted a refund.
- *All players that participate will need to sign a liability waiver.
- *SPYBA will have a list of rosters and contact information.

- *1 team per field per practice session.
- *Team numbers will be as small as possible(10).
- *Practices will be run in stations to utilize smaller groups, with players maintaining social distancing.
- *Players will place their bags along the fence, spaced from other players.
- *Dugouts will not be used, except to enter the field when necessary.
- *Bleachers will be off limits to spectators.
- *Parents will be asked to provide their child with hand sanitizer to use during practice.
- *No shared equipment among players, unless they are siblings from the same household.
- *No league supplied catchers gear will be offered during practice. If a player has their own personal gear, it may be used, but not shared.
- *A coach may catch for a pitcher practicing pitching, or a net may be used.
- *All players must leave the field at the conclusion of their practice and return to their vehicles.
- *The next team scheduled to practice will wait until previous team has left the field before taking the field.
- *Scheduled practices will have a time buffer built in to help accommodate the transition. Example: instead of practices being 5:00-6:00 and 6:00-7:00, they would be 5-5:50 and 6:00-6:50, etc.
- *Players and coaches should not bring food/seeds to practice. An individual water bottle would be okay.

- *There will be no Porta Potties provided at this time.
- *All travel tournaments during the month of June will be reviewed and approved by the organization and team member families.
- *Any player showing signs of fever/illness will be required to stay at home until symptoms subside.
- *The 50 person mass gathering limit will be observed.

Phase II – TBD

- *Games will begin, if allowed
- *Any team or social distancing requirements changing from Phase I will be reviewed and modified based off recommendations at that time. Including, but not limited to:
 - Extended dugout areas, or use of fence outside playing field and between 1st-3rd base behind the backstop.
 - Shortening game times to allow transition time between games.
 - Positioning of umpires, possibly behind pitcher.
 - No handshakes after game, players can tip their cap.
 - New baseballs to be used each game and only for when their team is on defense throughout the game.
 - Spectators asked to sit along foul lines beyond the infield to around the outfield fence.

Stevens Point Baseball Club (Stevens Point Post 6 board)

- Return to the Field proposal

For the nearly three months, the residents of Stevens Point and surrounding areas have successfully worked together to support the COVID-19 Stay-At-Home order. As businesses such as barber shops, restaurants and retail stores begin to open, we would like to provide our kids the opportunity to play baseball this summer. There are so many benefits to playing baseball such as improved health through exercise, increase in concentration/focus, relieves stress, social interaction and provides a platform to improve team building and confidence. We understand there are concerns and we are committed to providing a safe and responsible atmosphere during each event. Below is a proposal we created that we believe can accomplish both tasks – keeping everyone safe and allowing the kids to enjoy baseball again.

Phase 1

Early June

- * Begin practices with no spectators.
- * All players will need to sign a liability waiver.

Team Restrictions and Social Distancing Requirements

1. Team rosters will consist of the following information: Players- name, address, email, phone number, DOB. Guardians names, email, phone number.
2. If any Player or Coach is feeling sick, do not come the event.
(example: tempature over 100.4 degrees)
3. No League supplied catchers gear will be offered. If players have their own personal gear it may be used but not shared.
4. Players will not be allowed to share any equipment. Disinfectant spray will be available.

5. There will be one Junior and one Senior baseball team. Each team will consist of 12-15 players.
6. We will abide by all mass gathering restrictions as they are adjusted.
7. There will be no player mandated fundraisers this season.
8. Social distancing of 6 feet apart will be following when the players are not on the field.
9. Dugouts will be extended so players equipment will be 6 ft. apart.
10. Players and coaches will sanitize hand each time they enter the dugout from an entrance not leading onto the field.
11. Players will be asked to leave immediately after practice.
12. No concessions will be offered in this phase.
13. All coaches are responsible for sanitizing any equipment used after practice.
14. There will be no porta potties provided at this time.
15. Traveling to away games players will be on their own. Car pooling is not recommended.

Phase 2

Late June – Mid August

1. Double header game approach will be utilized whenever possible to reduce the frequency of contact.
2. Based off of social distancing requirements, dugouts will be extended so players equipment will be 6 ft. apart.
3. Hand sanitizer will be available to all players and coaches throughout the season.
4. Dugouts will be sanitized between games if used more than once daily.
5. Umpires will be asked to position themselves further from the players.
6. No handshaking allowed before or after games.

7. Spectator seating will be encouraged to bring their own lawn chairs utilizing the fence lines. Social distancing will be reminded to all spectators.
8. Concessions will be reviewed and possibly opened following social distancing recommendations.
9. Water fountains will not be used. Players must have their own drinks.

Parks, Recreation and Forestry Lodge Rental Reopening Plan

	Status	Capacity	Sanitation & Cleaning	Hygiene	Client Responsibility & Waiver	Signage	Additional Notes
Phase I (June 3)	Open and begin allowing lodge rentals daily	Maximum 50	Clean and sanitize frequently touched surfaces and restrooms in/around lodges daily	Maintain 6 foot social distance. Masks are strongly encouraged in public settings. Adhere to personal hygiene guidelines provided by CDC.	CDC recommendations informational form provided when key picked up.	Signage will be displayed at lodges and given at key check out encouraging social distancing, hand washing/hand sanitizer, CDC guidelines.	Local, state or federal order could change this status at any time without notice
Phase 2 (TBD)	Continue lodge rentals	Maximum increased to correspond with local health department guidance	Clean and sanitize frequently touched surfaces and restrooms in/around lodges daily	Maintain 6 foot social distance. Masks are strongly encouraged in public settings. Adhere to personal hygiene guidelines provided by CDC.	CDC recommendations informational form provided when key picked up.	Signage will be displayed at lodges and given at key check out encouraging social distancing, hand washing/hand sanitizer, CDC guidelines.	Local, state or federal order could change this status at any time without notice
Phase Out	Open; no restrictions	No Restrictions	Maintain daily opening and closing sanitation based on schedule needs.	Adhere to personal hygiene guidelines provided by CDC.	CDC recommendations informational form provided when key picked up.	Signage will be displayed as necessary	Local, state or federal order could change this status at any time without notice

2020 Goerke Football Stadium Exterior Restoration Project (#7068285)
 Owner: Stevens Point WI, City of
 Solicitor: Stevens Point WI, City of
 05/27/2020 01:00 PM CDT

						Holton Brothers Inc		Berglund Construction Company	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Base Bid							\$53,600.00		\$175,000.00
	1	SPV.0105.01	Exterior Restoration - Remove and Relay Block	L.S.	1	\$53,600.00	\$53,600.00	\$175,000.00	\$175,000.00
Alternate Bid A							\$40,560.00		\$25,000.00
	2	SPV.0165.01	Exterior Restoration - Tuckpointing	S.F.	1000	\$40.56	\$40,560.00	\$25.00	\$25,000.00
Alternate Bid B							\$4,800.00		\$5,000.00
	3	SPV.0090.01	Exterior Restoration - Caulking	L.F.	250	\$19.20	\$4,800.00	\$20.00	\$5,000.00
Base Bid Total:							\$53,600.00		\$175,000.00



Memo

TO: Park Commission and Finance Committee

FROM: Dan Kremer, Director of Parks, Recreation and Forestry

DATE: May 29, 2020

RE: Award of Project #20-10 Goerke Stadium Exterior Restoration Project

The Parks, Recreation and Forestry Department (PRF) opened bids for the Goerke Stadium Exterior Restoration Project on May 27, 2020 and received two bids. The bid tab is included in your packet and the low bid was Holton Brothers Inc. out of Grafton, WI in the amount of \$53,600.

The project base bid was to perform tuckpointing of four critical areas needing immediate attention; photos of these areas are included in the packet. The project bid documents included two alternate bid amounts to provide the City a unit price to perform additional tuckpointing and calking on the structure if the base bid came in under budget. Staff is not recommending award of the alternate bids at this time.

Two bids were received for this project and the second bidder was much higher than the low bid. Staff reviewed Holton Brothers Inc. bid and followed up with a discussion with the contractor to verify the elements within the bid document will be repaired adequately. After review, Holton Brothers Inc. is very familiar with the project, has been to the site multiple times inspecting the building and have performed tuckpointing on this building and other City buildings in the past.

The project budget is \$50,000. The contingency fund that was reallocated at the March commission and finance meeting for the Donald Copps Municipal Pool Project and Pfiffner Pioneer Park irrigation project was \$13,380.80. The pool project is complete and required \$1,451.25 from that contingency fund. The Pfiffner project is nearly complete and has not required any contingency to this point. Balance of these project contingency currently is \$11,929.55.

Recommendations:

1. Award the project to Holton Brothers Inc. from Grafton, WI in the amount not to exceed \$53,600.
2. Reallocate 10,000 of contingency funds from the Donald Copps Municipal Pool Project and the Pfiffner Pioneer Park irrigation project. The reallocation would cover the \$3,600 needed for the base bid and provide a project contingency of \$6,400 (12%).

Note - If item #1 and #2 are approved, \$1,929.55 will remain in project contingency for the Pfiffner Pioneer Park irrigation project.

ATTACHMENT F

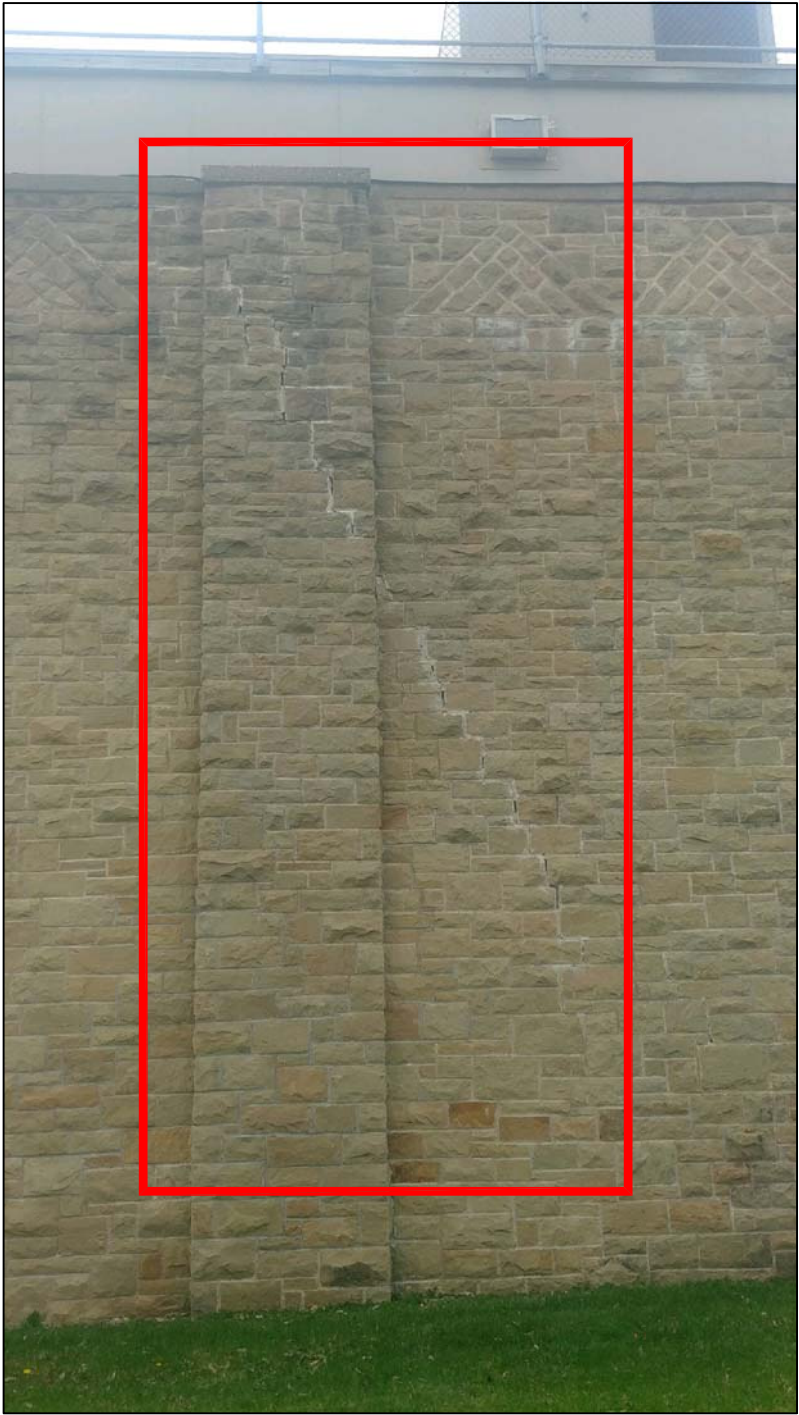


AREA 1 – COLUMN SOUTHEAST CORNER OF STRUCTURE





AREA 2 – FIRST COLUMN SOUTH OF ENTRY ARCH



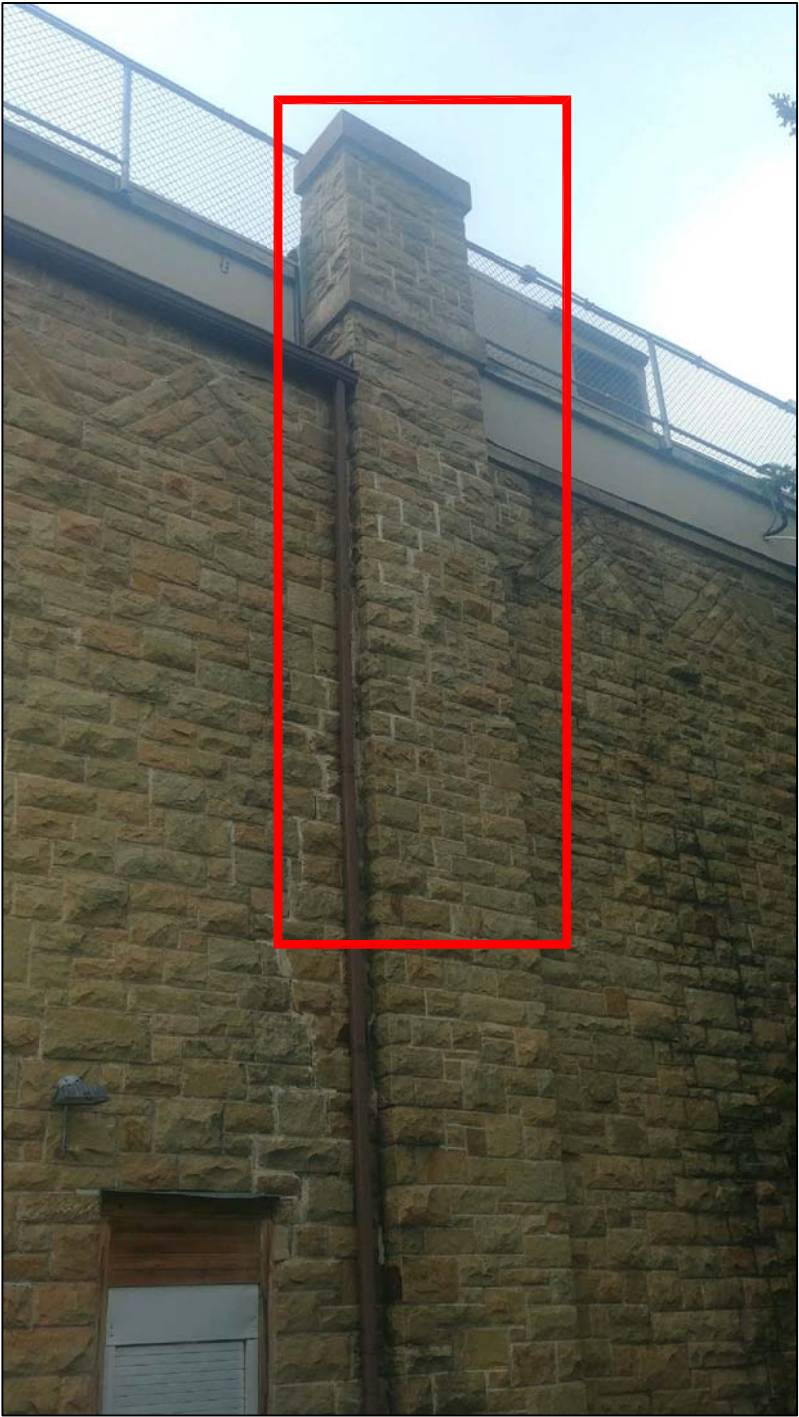


AREA 3 – ENTRY ARCH





AREA 4 – FIRST COLUMN NORTH OF ENTRY ARCH



Director's Report

June 2020

Covid-19 and Administration

- Office is opening 16 hours per week during phase 1 to the public as of June 1 and the remaining business hours will be by appointment. All services can be done online when office is not open to the public.
 - Willett Arena and Riverfront Art Center will be opening on modified schedules very similarly
 - Increased safety measures are in place including sneeze guards, floor markings, signage, hand sanitizer, single use pens and restricted building access.
- All Parks, Recreation and Forestry Department staff are working regular, 40-hour schedules. Staff is split between 6 separate locations to limit exposure.
- The Parks, Recreation and Forestry Department rotated schedules in May to reduce overtime to only Memorial Day. This was done proactively in response to the revenue shortage Covid-19 caused in March/April/May. Normal scheduled overtime will begin 1st weekend in June as lodge usage and activities begin to increase.
- The department held off on hiring all but 2 seasonal employees in May in response to Covid-19. Our department is now adding seasonal employees on staff.
- Online reservations for lodge facilities has been going very well. Terminals and technology is now being installed at the Willett, REC Center and Riverfront Art Center to allow the software to be utilized at all locations that we interact with the public.

Forestry

- Flower beds are being planted across the City
- Fence line and infield maintenance is being performed currently
- Playgrounds repairs at KASH and Village Green were performed while playgrounds were closed recently
- Continuing to work with volunteers to nurture the prairie planting at Kozickowski Park

K.B. Willett Arena, Goerke Stadium, Pool

- KB Willett is working with a vendor to install some building automation controls. This will reduce energy use and aid in putting ice in and maintaining ice in a more energy efficient manner.
- Working on finalizing bid documents to replace rubber flooring on high traffic areas of arena
- Staff has been spending countless hours reviewing guidelines, on regional conference calls and webinars as they worked on planning and coordinating for a possible pool opening.
- Pool filter and lint pot repair project is completed and operating.

Parks

- Flag pole was replaced at Union Cemetery; unfortunately, someone has taken the Union Cemetery entrance sign that was placed on the ground to allow for tree trimming. Police report has been filed.
- We have had graffiti at the Iverson Girl Scout Lodge and some vandalism in Bukolt Park recently. Working with the PD to monitor these areas. Have repaired all of the damage done thus far.
- Crew is installing median roadway meters
- Grass cutting is in full swing, adding seasonal employees should aid the department in catching up on the mowing route in the near future
- Pfiffner Pioneer Park irrigation project will be completed this week.