

REGULAR MEETING
Board of Park Commissioners
April 7, 2021 - 6:30 PM
Meeting will be held via Zoom online meeting

[Click to Connect:](#)

Dial in Number: (312)626-6799 Meeting ID: 843 6896 1150 Passcode:
249573

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of March 3, 2021 meeting minutes
3. Approval of SPASH School Band Concert special event in Pfiffner Pioneer Park on May 26, 2021.
4. To award project #21-06 to Fischer Bros. LLC in the not-to-exceed amount of \$40,500 for the Donald Copps Municipal Pool Waterslide Rehabilitation.
5. Presentation of safety protocol for 2021 Riverfront Rendezvous.
6. Presentation on safety protocol for 2021 Donald Copps Municipal Pool.
7. Director's Report
 - Bukolt Park Permanent Boat Docks
 - Plover River Crossing Project
 - Pickleball concept update
 - Easter Egg Scavenger Hunt
8. 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 Strongs 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.

REGULAR MEETING MINUTES

Board of Park Commissioners

March 3, 2021 - 6:30 PM

Meeting will be held via Zoom online meeting

[Click to Connect:](#)

**Dial in Number: (312)626-6799 Meeting ID: 821 9680 7091 Passcode:
121212**

Discussion and Possible Action on:

1. Roll Call

Present: Freckmann, Glodosky, Hall, Kirsch, McDonald, Okonek, Przybylski, Alder Shorr, Sorenson, Alder Zarazua

Excused: Alder Slowinski

Also Present: Director Kremer, Kate Gullickson, Scott Halvorsen, Todd Ernster, Gregg Trudell, Christopher Deegn, Ellen Natchke, Ginger Keymer

2. Approval of February 3, 2021 meeting minutes

Motion by Okonek, second by Glodosky to approve the February 3, 2021 meeting minutes.

Ayes, all; Nays, none; Motion carried.

3. Presentation on Emerald Ash Borer Biocontrol program for Iverson Park presented by the United States Department of Agriculture

Presented by Ellen Natchke

4. Approval of Emerald Ash Borer Biocontrol program in Iverson Park in partnership with the USDA

Motion by Okonek, second by Kirsch to approve the Emerald Ash Borer Biocontrol program in Iverson Park in partnership with the USDA.

Ayes, all; Nays, none; Motion carried.

5. Award of site work contract to Green Thumb Sprinklers and Landscaping in the not-to-exceed amount of \$27,082 for Project # 20.054, Bukolt Park Playground Development.

Motion by Okonek, second by Alder Zarazua to award the site work contract to Green Thumb Sprinklers and Landscaping in the not-to-exceed amount of \$27,082 for Project # 20.054, Bukolt Park Playground Development.

6. Approval of exterior design and location of new restroom building in Iverson Park.

Motion by Glodosky, second by Hall to approve exterior design and location of new restroom building in Iverson Park.

Ayes, all; Nays, none; Motion carried.

7. Division Reports:

a. Recreation (Kate)

b. Forestry Department (Todd)

c. Parks Department (Scott)

8. Director's Report

a. Plover River Crossing Project Update

b. Departmental Covid Response Update

9. Adjournment.

Motion by Glodosky, second by Okonek to adjourn the meeting at 7:55 pm.

Ayes, all; Nays, none; Motion carried.

Agenda Notes

3. Approval of SPASH School Band Concert special event in Pfiffner Pioneer Park on May 26, 2021.

This special event request is for a free school band concert for family and friends of participants in the band. The request is to use the band shell on a week day evening to provide a safe, outdoor concert. The only City provided services is the facility and electricity. No fee is being proposed to the group to be consistent with other events similar to this one who use the bandshell for special events.

Staff recommendation is to approve the special event request.

4. To award project #21-06 to Fischer Bros. LLC in the not to exceed amount of \$40,500 for the Donald Copps Municipal Pool Waterslide Rehabilitation.

One bid was received for the slide rehabilitation at the pool. The bid is under budget and the company who submitted the bid is qualified and familiar with the project.

Staff recommendation is to award the project to Fischer Bros. LLC as presented.

5. Presentation of Safety Protocol for 2021 Riverfront Rendezvous.

Director Kremer will present the current draft of the safety protocol for this year's festival July 2-4.

6. Presentation on safety protocol for 2021 Donald Copps Municipal Pool.

Programs and Facilities Supervisor Gullickson will present the current draft of the safety protocol for the Donald Copps Municipal pool which is scheduled to open June 5.



Submitted On 3/31/21

PARKS, RECREATION & FORESTRY SPECIAL EVENT PERMIT

1. Name of Event: Stevens Point Area Senior High School Band Concert
Event Date(s): May 26, 2021 Estimated Attendance: 300
Assembly Location: Band Shell Dispersal Location: _____
Event Starting Time: ____ a.m. 7 p.m. Ending Time: ____ a.m. 9:30 p.m.
Set Up Date and Time: May 26 - 8:00 am
2. Please circle one: New Event Returning Event Return Event w/ Changes
3. Type of Event (Check all that apply and describe: run/walk, concert, festival, picnic, etc.)
☐ Athletic Event: _____
☐ Financial Gain Special Event on Park Property: _____
☐ Free Public Special Event on Parkland: _____
☒ Private Special Event: School concert for parents/other family members
☐ Other: _____
4. Name of Sponsoring Organization: Stevens Point School District
Address: 2000 Park St City: Stevens Point State: WI Zip Code: 54481
Are you a 501 (C-3) non-profit organization? ☒ Yes ☐ No If yes, Tax Exempt No. 056613
5. Contact Person: Jon Vollendorf Email: _____
Address: 1201 Northport Dr City: Stevens Point State: WI Phone: 715 345-5581
6. Site plan/Map of the event attached (required)? ☐ Yes ☒ No
(include locations of vendors, tents, portable restrooms, etc.)
7. Please describe the purpose and nature of your event including all planned activities:
(Attach additional sheet if necessary)
Provide a safe place for students can perform and parents can attend
The SPASH auditorium is too small given
Covid-19 protocols.
8. Please Check Appropriate Boxes:

	Yes	No		Yes	No
Admission/entry fee		☒	Fireworks		☒
Financial gain activity		☒	Amusement rides/Inflatables		☒
Concession sales		☒	Erection of tents		☒
Beer sales (requires special permit)		☒	Amplification Equipment	☒	
Vendor displays/sales		☒	Musical Bands	☒	
Electricity needed	☒		Horses/animals		☒
Portable toilets	☒		Boats/snowmobiles/ATVs		☒
Street closure*		☒			

*Requires special event permit from City Clerk's office.

9. Are you putting up any tents or inflatables? ☐ Yes ☒ No

If yes, and the structure is larger than 10'x10', you may be required to have a tent inspection, call the Stevens Point Fire Department for more information at 715-344-1833.

10. Will you drive anything into the ground? ☐ Yes ☒ No

If yes, the Parks Department requires a utility locate at the cost of \$25.00.

11. Describe any additional needs from the city (barricades, fencing, garbage cans, etc)?

12. Fermented Malt Beverage Vendor:

Please check the item below which applies to fermented malt beverages for your event.

- ☒ Fermented malt beverages will not be dispensed in any way.
- ☐ Fermented malt beverages will be given free to any person attending the event.
- ☐ Fermented malt beverages will be sold to visitors of the event.
- ☐ All members will bring their own fermented malt beverage for their own consumption.
- ☐ Other, please describe: _____

13. Insurance

Any special event sponsor that is renting the park (making payment to the City of Stevens Point) shall submit a general liability insurance policy certificate with a minimum amount of \$1,000,000.00 of coverage. The insurance policy must list CITY OF STEVENS POINT as an additional insured party.

☐ Attached

☒ Will submit at least thirty (30) business days prior to the event

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations.

14. Hold Harmless Indemnification and Defense

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, sexual orientation, handicap or religion.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF STEVENS POINT, a Wisconsin Municipal Corporation located in the County of Portage, 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 attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF STEVENS POINT, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

3/30/21
Date

Conne Negard
Applicant's Signature

(For office use)

Special Event Approval Signatures: _____ Date: _____

Approval signature name (print): _____ Title: _____



Memo

TO: Board of Park Commissioners

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

DATE: March 31, 2021

RE: Award of Project #21-06 Donald Copps Municipal Pool Facility Waterslide Rehabilitation

Bids were opened for project # 21-06, the Donald Copps Municipal Pool Facility Waterslide Rehabilitation, on March 30, 2021 and received one bid from Fischer Bros. LLC. The bid tab is included in your packet which shows the low bid of \$35,500. The project budget is \$43,000.

After review of bid materials, Fischer Bros. LLC is familiar with the project and qualified to perform the work.

Recommendation:

1. Award the project to Fischer Bros. LLC in the not-to-exceed amount of \$40,500.

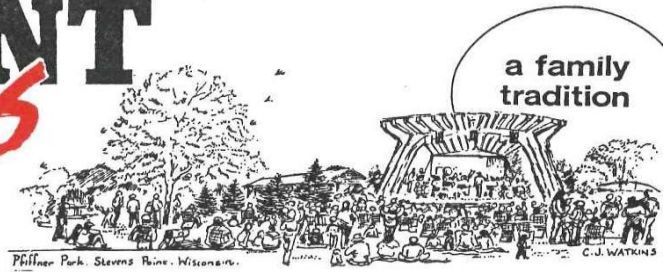
2021 Donald Copps Municipal Pool Facility Waterslide Rehabilitation Project (#7649318)

Owner: City of Stevens Point WI

03/30/2021 01:00 PM CDT

					Fischer Bros. LLC	
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension
1	SPV.0105.01	Waterslide Restoration	LS	1	\$35,500.00	<u>\$35,500.00</u>
Total Base Bid:						\$35,500.00

RIVERFRONT *Rendezvous*



2021 COVID Procedures and Plan

Dates – July 2 – 4, 2021

Monitoring (pre-event)

- Frequent communication with Portage County Health Department
- Monitoring the COVID surveillance levels for Covid activity in Portage County on Wisconsin Department of Health website (currently medium)
- Force majeure clause for cancellation if COVID cases spike and/or change in local, state or federal health order.

Attendance Limit – Unlimited, outdoor event

Signage

- Masks are recommended signs to be displayed throughout grounds
- Health precaution signs to be displayed throughout grounds
 - Stay home when feeling ill
 - If you become ill, please leave the grounds immediately
 - Wash hands frequently
 - Maintain 6' of social distancing from non-household members
 - Use hand sanitizer whenever hand washing is not available

Announcements

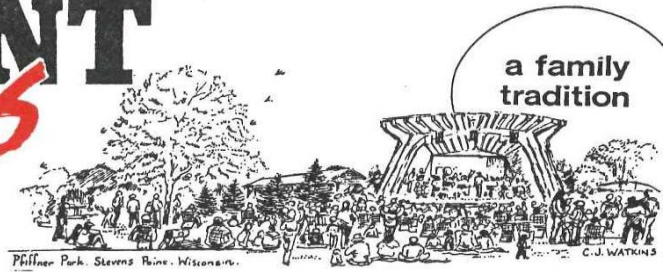
- Prior to performances
 - Welcome to Riverfront Rendezvous! We hope you have a great time while you are here. We kindly remind you to
 - Maintain social distancing at all times
 - Wear a mask or cloth covering
 - Frequently wash and sanitize your hands
 - Go home if you are feeling ill.



Food Tents

- Sneeze guards installed on all serving counters
- Cleaning/sanitizing products located at each booth to frequently clean counters
- Hand sanitizer stations out front of each serving location
- A space for social distancing between each food vendor tent
- Food vendors who are serving visitors must wear masks at all times

RIVERFRONT *Rendezvous*



- Single serving condiments and containers to be used (under guidance by the Portage County Health Department)
- Travel lane perimeter fence to be moved further back in park to allow longer line spaces for social distancing

Food Trucks

- 4 food trucks being allowed in on north end of grounds
 - Food trucks will allow a second location to access food
- Masks will be required for vendors serving the public
- Sneeze guards will be required at serving window
- Single use condiments whenever possible



Food Tent – Seating Area

- Tent located on west side of Crosby is not being installed
- Picnic tables that are 8' apart will be placed in this location to aid social distancing
- Additional picnic tables on east side of Crosby to be installed to aid with social distancing
- Shade tent will be installed on east side of Crosby
 - Half of tent will have no chairs to allow people to use lawn chairs with social distancing
 - Other half of tent to have picnic tables 8' apart for social distancing

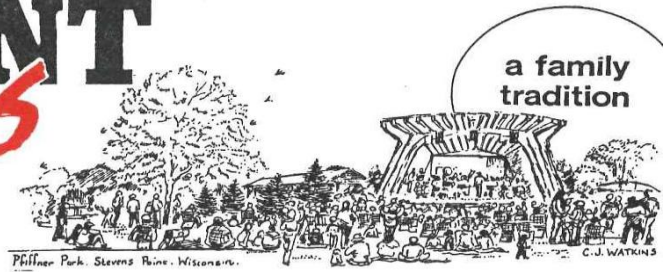
Beer Tents

- Smaller tents to only cover workers and beer counter
- Outdoor beer gardens only for north/south tents
- Beer counters set up at edge of tent with sneeze guards at serving locations
- Bartenders wearing masks
- Sanitizer/cleaning products for frequent cleaning of serving counters
- Pfiffner Beer area to be closed for entry – beer counters to be moved to door entrances with serving counter and sneeze guards on edge
- Single use beer cans to be served only

Mainstage Performers

- RV to be rented for headliner. Only headliners band allowed on RV. RV cleaned each day between bands
- Masks required for people back stage

RIVERFRONT *Rendezvous*



- Cleaning of back stage area to happen each hour and between change over in personnel
- Separate rooms/tents to be placed for sound/light crew, promoters, security and other personnel required at Mainstage

Pfiffner Building

- Stage to be located on northwest corner with garage door open
- Seating areas to be reduced to allow 8' social distancing between tables
- All doors to be kept open at all times to increase air circulation

Grounds

- Painting 8' white line grid from Crosby to River for social distancing ques.
- Grid system will begin at front of stage and happen to south beer stage.
- Hand Sanitizer Stations at entrances, building, and tent entrances

Cleaning Schedule

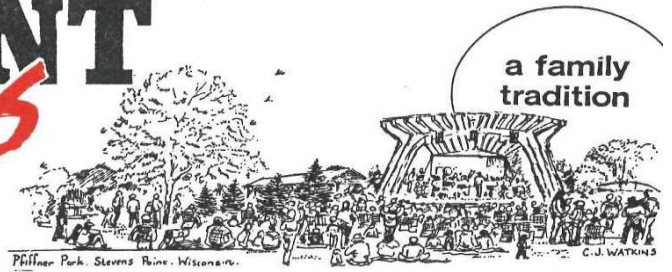
- Scheduled cleaning of restrooms once each hour
- Each hour disinfecting of touchable surfaces
- Cleaning products will be available on grounds at cleaning stations
 - Hand sanitizer available for crowd
 - Paper Towels and disinfectant products available for vendors/visitors (to wipe picnic tables, chairs, etc.)



Fireworks

- Being shot off barge in middle of River
- Mead Park now available for additional seating and social distancing
- Live stream option to allow fireworks to be viewed from any internet connection.

RIVERFRONT *Rendezvous*



City Staff Working Event

- Masks will be worn at all times when interacting with others or working a public facing location
- Matching colored shirts to be worn for identification purposes
- All staff to wear radio's for quick and efficient communication.
- All staff will perform cleaning of money counters, service counters and touchable surfaces at incremental time periods in compliance with our cleaning schedule.

Someone is Ill – steps to be taken

1. Anyone who feels ill is to leave the grounds immediately if they are able
2. Stevens Point Fire Department is on the grounds for anyone who becomes ill and is unable to leave safely by themselves will have fire department personnel alerted for assistance.
3. Area where ill person was observed will have touchable surfaces immediately cleaned with disinfectant and approved cleaning products. Cleaning to be performed by Parks Department staff.
4. Staff working the grounds will have radios for communication. If an ill person is reported or observed through staff, it will be communicated to supervisor on duty via radio. Supervisor on duty will contact Stevens Point Fire Department supervisor if assistance is needed for ill person.



2021 DCMP Covid Procedures

Facility:

- 50% pool guest capacity
- Pre-register option available for contactless entry
- Separate Entrance and Exits for Guests
- Mark off 6ft social distancing at entry
- Stanchions to help direct flow of patrons at entry and exits
- Cleaning Stations for guests to use to clean a chair before use
- Hand Sanitizer Stations
- More frequent disinfecting with various equipment
- Deck chairs spaced out 6' (possibly remove some in general)
- Increased signage enforcing/encouraging social distancing.
- No water fountains (Selling water at snack shack)
- Snack Shack open with prepackaged food, and drink

Staff:

- Wear masks when not in lifeguard tower (doesn't impede with a save or whistle commands if needed)
- Educate staff to stay home if symptomatic
- Report to work at staggered times/different areas
- Enforce/encourage social distancing
- Add cleaning attendant within guard rotation to disinfect bathrooms, shower rooms, high traffic areas
- Hiring more staff than normal
- Increase PPE availability

We continue to monitor and incorporate latest CDC guidance for pool opening and operation. Local health department guidance is also incorporated and monitored.

