

Parks and Recreation Committee Agenda

January 17, 2023

South School Gymnasium, 420 Plum Street, Door #5

5:15 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON DECEMBER 20, 2022:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Consideration of request to place a public art piece at the Farmers Market location
- B. Consideration of South School gym use policies
- C. Discuss possible new amenities in select parks
- D. Update of department projects and programs

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg, WI 53959
December 20, 2022

The Parks and Recreation Committee convened in regular session on Tuesday, December 20, 2022, at 5:15 p.m. at Reedsburg City Hall – Council Chambers with the following members present:

Present: Phil Peterson
Tom Seamonson
Aaron Bauer
Jake Stanek
Missy Frenz

Also Present: Tim Becker

Minutes: Moved by Stanek, seconded by Bauer to approve November 15, 2022 minutes.

Motion Carried 5-0

1. Discuss city owned flood properties for recreational use.

No Action Taken

2. Update on department projects and programs.

No Action Taken

Motion by Bauer, seconded by Seamonson to adjourn at 6:05 pm.

Motion Carried 5-0

Submitted by Matt Scott

CITY OF REEDSBURG MUNICIPAL BUILDING USE POLICY

STATEMENT OF POLICY

Recognizing that City Buildings and their grounds belong to the community, the City of Reedsburg offers the use of certain City facilities by and for the benefit of residents, but not to interfere with any municipal operation of the community. Offices and other administrative areas of the following buildings are not intended for use under this policy.

The use of rooms by an individual(s)/organization(s) is limited to three (3) gatherings per week, unless approved by the Common Council. The City of Reedsburg will consider all qualified users without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal laws or regulations.

Users must provide adequate supervisors, chaperones, and/or crowd control personnel to satisfy the administration and staff that the event will be properly managed. Publicity generated by a group or organization for a meeting or event in a city owned meeting room may recite the name, address and appropriate room designation only.

APPLICATION PROCESS

Two forms need to be filled out, signed and returned to City Hall.

1. Facilities Reservation Form
2. Rules of Facilities Use

Applications for use of available rooms will be given on a first request basis. All City of Reedsburg committees, commissions and boards, city departments, and any other groups under the control of the City Council shall be given priority in scheduling. Groups will be allowed to use the facility on a first-come, first-served basis after governmental groups. Applicants shall give sufficient lead-time to analyze the needs and make all necessary arrangements. The application shall specify the facilities requested, the date(s) needed, time and the name, telephone number, and the address of at least one (1) person of the organization or group who shall be personally responsible for all charges arising out of the intended use of such facility. Applications for use of a facility shall be submitted to the appropriate facility contact listed in the section below.

USERS

Governmental Users

City of Reedsburg governmental meetings and activities include but are not limited to meetings of city committees, commissions, boards, events or meetings sponsored by a City department, committee or commission and are under the control of that body. City governmental users shall be given priority in scheduling. Other governmental units may be granted use of space if space is available.

Non-Governmental Users

Non-governmental users will be allowed use of the facility when space is available. The City of Reedsburg specifically **excludes** the following types of uses of its meeting rooms:

- Programs involving the sale, advertising or promotion of products or services.
- Business firms and other for-profit organizations soliciting or selling products or services, unless as an ancillary for a youth program.
- Private social functions, such as showers, birthday parties, dances (except Rec Center approved)

ROOMS AVAILABLE FOR USE

Rooms listed in this Section are made available to groups and organizations upon approval dependent on the user requirements, availability of space and time of use. The Council Chambers will only be available for use if City staff will be present at the event. Requests for use of meeting rooms should be submitted to the following for processing and approval (use of meeting rooms that affect multiple departments will need the approval of all affected departments):

Clerk-Treasurer -Council Chambers

Director of Parks & Recreation-Recreation Center

GENERAL RULES AND REGULATIONS

Conditions of Use:

The applicant(s) must provide sufficient supervision so that the event will remain orderly and to prevent damage to the facility.

- Prior to departure the room will be put into the same condition and configuration;
- On departure all lights shall be turned off and the room locked.
- The use of the room is subject to all ordinances and laws being complied with, specifically, but not limited to the prohibition of tobacco use and/or possession of alcohol or illegal drugs.
- The City may place restrictions and/or additional requirements for the use of the facility. The applicant may be required to pay for these associated costs.
- Cleaning and/or Damage to City Property
- The applicant shall be responsible for:
 - Reasonable and necessary expenses incurred by the City for the purpose of cleaning the facility beyond customary cleaning done by the city;
 - For the cost of replacement or repair of damaged property.

Miscellaneous

The City is not responsible for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City.

Failure to meet the above requirements may result in the denial of future use for the individual or group associated with the facility's use.

Permission for use shall be granted on availability. The City reserves the right to cancel a scheduled use in the event of an anticipated violation of any rule, regulation or law or if a governmental user requires the use of the facility. Any misrepresentation on the application may void any use of the facility.

All users shall fill out both a Facilities Reservation Form and Rules of Facilities Use form.

FACILITIES RESERVATION FORM

(30 day notice required)

City of Reedsburg

134 South Locust Street – Reedsburg, WI 53959

1. Representative of an organization that wishes to use facilities must fill out the proper form and submit it to City Hall.
2. "Rules of Facilities Use" form must also be signed by representative and accompany this reservation form.

The undersigned hereby applies for use of the City building indicated below and agrees to pay the rental rate per City policy.

It is certified by the undersigned that the purpose of use for which this application is requested is non-partisan, non-sectarian, and non-exclusive (open to the public). It is agreed that while being used by the undersigned, proper control will be maintained over the building and any persons who may be therein. It is agreed that any damage beyond normal wear and tear while being used for the purpose requested will be the liability of the undersigned.

The undersigned agrees to indemnify, save and hold free and harmless the City of Reedsburg, its officers, agents, or employees, or any of them, should the undersigned, or any of its agents, employees, guests, or attendees sustain, incur, or have imposed upon any of them, individually or jointly, any injury, death, or damage to property arising out of, connected with, or attributable to the rental, use and occupancy of the City building, as provided herein.

Name of Representative of Organization

Signature of Representative

Address, City, State, Zip

Phone Number

Organization	Name of Event	Today's Date
Building Desired	Space Desired	Date of Event
Set up instructions, equipment and/or material needed		
What time do you need access to the building? _____ AM _____ PM		
Finish Time? _____ AM _____ PM		

CANCELLATION of reservation requires a **24-hour** notice in advance of the meeting/event.

CITY USE ONLY

Building Approval	Mayor Approval
Date signed	Date signed

CITY OF REEDSBURG
134 South Locust Street
Reedsburg, WI 53959
Rules of Facilities Use

The representative of the group or organization using a City of Reedsburg facility must read and sign this sheet. This (signed) sheet must accompany the Facilities Reservation Form to the City Hall.

1. The organization, individual or group is to use only the part of the building approved and shall provide adequate supervision for the activity.
2. There shall be one individual over 21 years of age designated as the person in charge of the activity, and that individual shall be present at all times during the event. The City may require proof of liability insurance coverage.
3. The City FACILITIES RESERVATION FORM shall have the person in charge or other authorized representative's name, address and phone number listed.
4. The organization, group or individual granted permission to use the City facilities shall be liable for any damage done to the building, grounds or property. In the event there is damage due to misuse or negligence, City Hall shall mail a report to the group representative and the Mayor. The Mayor and a group representative will meet to discuss the damages. Any dispute in the damage assessment may be appealed to the Finance Committee of the City of Reedsburg. The action of the Finance Committee shall be final & binding.
5. The City will send an invoice to the representative of the organization requesting payment if there is a charge for facilities use, custodian, damages and/or repairs.
6. The use of all tobacco products, alcohol and illegal drugs is prohibited on premises owned or rented by the City of Reedsburg and/or under the control of the City. Furthermore, no person shall possess, consume, distribute, sell or be under the influence of alcohol or any illegal drug or intoxicants in City buildings or grounds.
7. Food or drinks are allowed.
8. Cancellation of the reservation requires a 24-hour notice in advance of the meeting/event (or the user may be required to reimburse for custodian charges).
9. Noncompliance with the above listed rules may result in cancellation of the event or refusal to grant permission for facility use to the organization.

WAIVER AGREEMENT

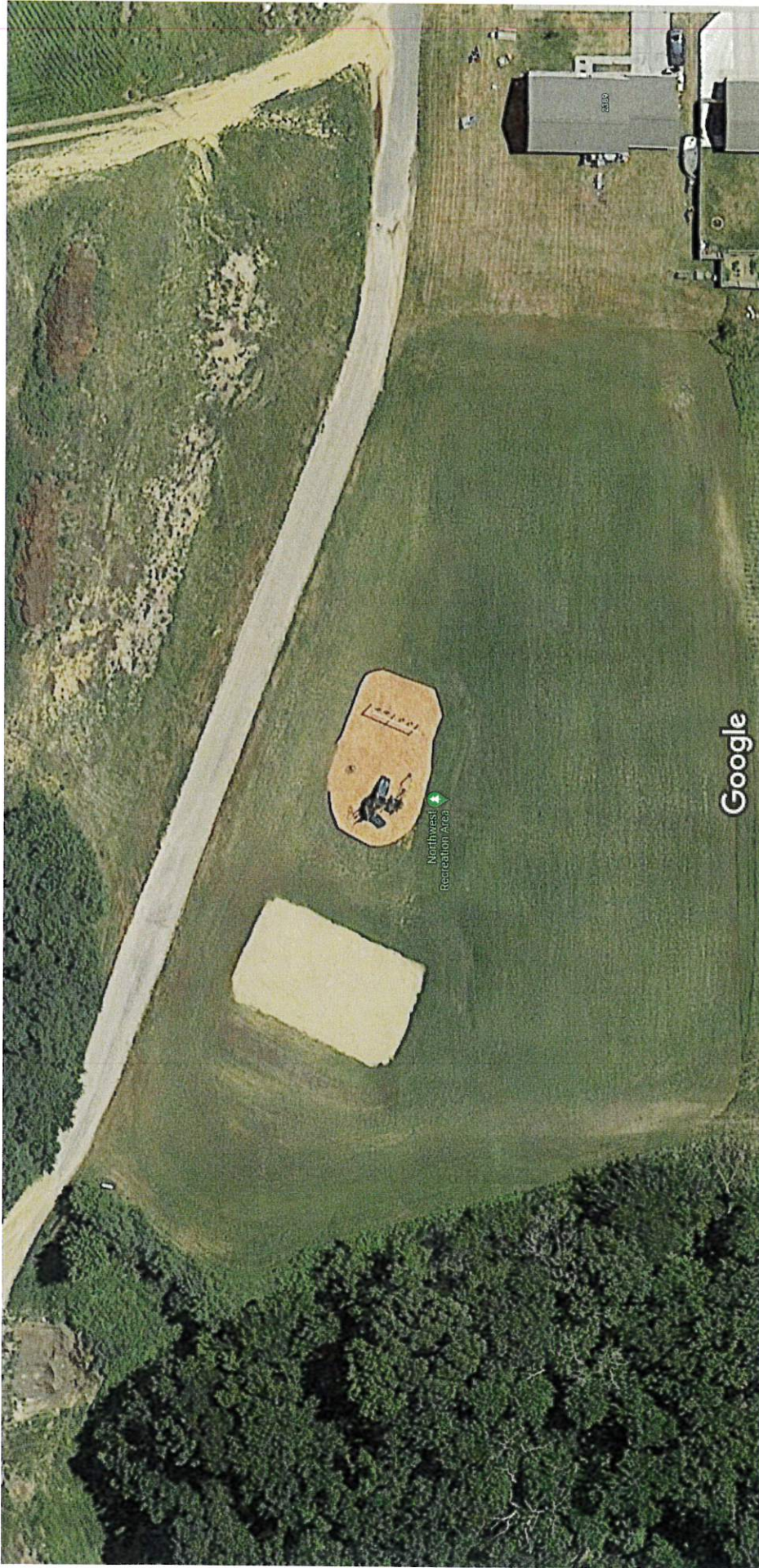
In consideration of the use of City of Reedsburg property and facilities, as the person in charge of the approved activity or as an officer of the organization, I hereby agree that in the event of injury or damage to myself or other participants, I will accept responsibility for any and all supervisory duties and I will in no manner whatsoever hold or attempt to hold the City of Reedsburg, or its representatives liable in any supervisory capacity, or for any supervisory functions.

I also agree that as the person in charge, I shall be responsible for the general well-being of the building and shall be liable for any breakage or other damage to the building or its contents which may occur during the period of approved use or resulting from the carelessness of the person in charge.

I further state that I have carefully read the Rules of Facilities Use, the foregoing waiver statement and know the contents thereof, and sign the same as my own free act, intending to bind myself, thereby holding the City of Reedsburg and/or its representatives or agents harmless for any injury and/or damages that may be sustained while our group or organization is using said facilities or any part thereof.

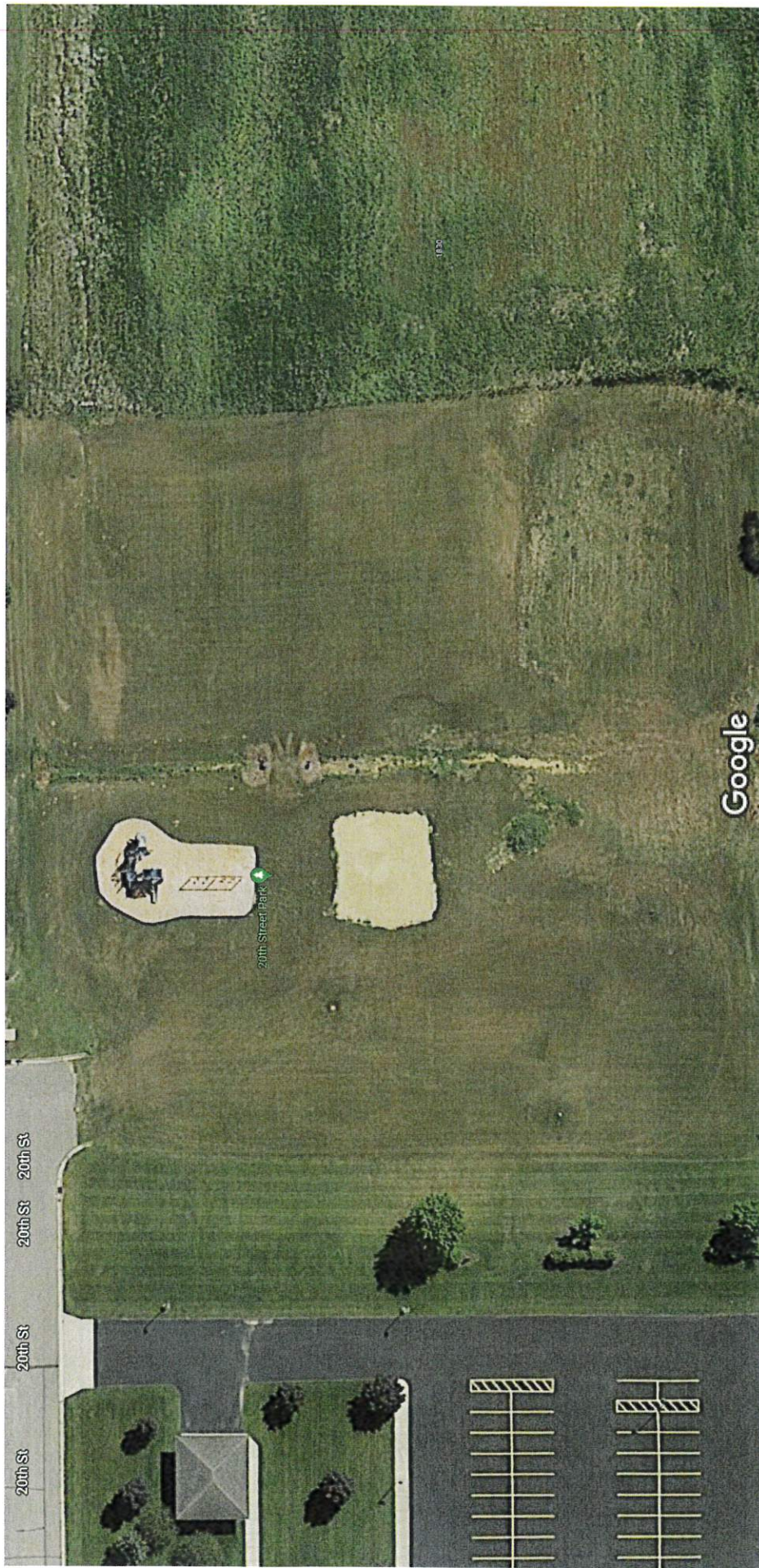
Signature _____

Date _____



Imagery ©2023 CNES / Airbus, Maxar Technologies, Map data ©2023 20 ft

Google Maps



Imagery ©2023 Maxar Technologies, Map data ©2023 20 ft