



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

The Waupun Recreation Board will meet on **Monday, October 26, 2015 at 6:00pm** at the **Senior Center**.

Agenda

Old Business:

1. Consider for Approval September 28, 2015 Meeting Minutes

New Business:

1. Discussion and Possible Action on Mini Golf Proposal – WHS Senior Democratic Seminar Class
2. Discussion and Possible Action on Outdoor Skating – Corey Buccholz
3. Discussion and Possible Action on Softball Complex Improvements – Jason Westphal, Josh Navis
4. Review All Programming Ideas/Requests for WFAC and Senior Center – Possible Action Item
5. Pool Update – Jen Krueel, YMCA
 - a. Discussion and Possible Action on WFAC Contract
6. Recreation Update – Rachel Kaminski, YMCA

Other:

1. Set Next Meeting Date: Tentatively Monday, November 23, 2015 at 6:00pm

It is possible that members of, and possibly a quorum of members of other government bodies of the municipality, may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any governmental body at the above-mentioned meeting other than the governmental body specifically referred to in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the City Clerk's office at (920) 324-7900.

Cc: Recreation Board Members
Mayor and Common Council
City Attorney
Department Heads
Media
Jen Krueel & Rachel Kaminski, YMCA

Tara Rhodes, WARP
Will Gerrits, Waupun Jr/Sr High
Corey Buchholz, Hockey Assn
Jason Westphal, Softball Assn



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Waupun Recreation Board September 28, 2015 Meeting Minutes

The Waupun Recreation Board met Monday, September 28, 2015 at 6:00pm at the Waupun Senior Center with Chairperson Rick Vant Hoff presiding.

Members present: Chairperson Rick VantHoff, Mike Johnson, Abby Buwalda Kelly Hraban
Absent members: Julie Nickel, Des Hull, Bruce Uecker
Also in attendance: Jen Krueel & Rachel Kaminski of the YMCA; Keith Wojahn of WARP;
Hockey Rep Erick Gerritson, Rock River Country Club Rep Todd Snow, and Softball Reps
Jason Westphal and Josh Navis

OLD BUSINESS:

Motion by Johnson, second by Hraban to approve the minutes of the August 24, 2015 Recreation Board meeting. Motion carried.

NEW BUSINESS:

Request for Discounted Aquatic Center Pass with Country Club Membership, Rock River Country Club Rep Todd Snow

- Looking for ways to get more members out at the Country Club
- Maybe if you got a family membership at the Country Club you could also get a family membership to the pool rolled in to the membership
- There are about 30-35 family memberships at the country club
- Could RRCC join the WFAC to get discounted pool passes for some members?
- Discussed using some of the RRCC parking
- Discussed purchasing family pass for \$50 with family country club membership
- No action taken

Public Skating Hours, Hockey Assn Rep Erick Gerritson

- More open skating as numbers are down
- Offering skate rental
- Skates donated by the high school
- Planning fun nights with DJ's, etc
- Prices low to get people in the door

Motion Buwalda, second by Johnson to approve the 2015-16 Public Skating Hours. Motion carried.

2015 Aquatic Center, Senior Center & Recreation Department Revenue & Expense Reports

- Parks:
 - o Zoellner stayed open for only 6 kids/day
 - o Type of park leader makes a difference
 - o Combining some of the parks
- Senior Center: Numbers up but losing snow birds
- Aquatic Center: revenue and expenses both up

2016 Pool Budget, Jen Krueel of the YMCA

- Revenue is up, expenses are up
- Number of kids attending up from last year
- Up for a new contract and budget, only have preliminary
- Would like contract by November
- Determine which days to open and close, and what the budget should be
- No action taken

Pool Improvements – Parking, Shade, High Dive, Jen Krueel of the YMCA

- Shade: concrete umbrella shades approx. \$4,000 each, best option, discussed 4 umbrellas total
- More shade is needed, health hazard
- Possibly buy more chairs
- Reviewed 2015 suggestion box
- Parking needs to be addressed, trying to work out a good plan
- Biggest expense is because the high dive is built into the pool so it's very permanent
- Options to replace high dive are very expensive, need to figure out what we want to do, high liability for the city, 2 accidents in the last 2 years
- No action taken

Recreation Update, Rachel Kaminski of the YMCA

- Numbers are up but losing snowbirds during winter months
- Pickleball lines are painted, looking for indoor space during winter
- Senior Expo was last week, many great comments about the Senior Center
- Computer classes full in 2 days
- Requesting the school fill the cart with Chromebooks, making a total of 25
- WFAC concession stand closed, deep fryer to hockey (they rent it)
- Wholesaler took back all unopened items and refunded them, opened items (but in their own package) sent to hockey
- Food suggestions – pizza, cheeseburger, fruit cups, jello
- Multi training staff to be able to work in all areas of the pool, and also concession stand to be park leaders

Other Business: Softball, Reps Jason Westphal and Josh Navis

- Blessed to have facility they have because of hard work from city and volunteers
- Wish List:
 - o Safety issue #1 – Fences straightened and padded. Diamond 1 already fixed, would like to fix diamond 2.
 - o Safety issue #2 – light under pavilion on diamond 2, gets very dark
 - o Build another pavilion on diamond 3, no shelter in event of rain
 - o Would like cement on diamond 2 from dugout to dugout

- Will get cost estimates for next month's meeting minutes

The next meeting of the Recreation Board is tentatively scheduled for Monday, October 26th at 6:00pm.

Motion Buwalda, second by Hraban to call the meeting adjourned.

Submitted by Abby Buwalda.

W/FAC Budget

Based on 86 days of operations

Suggested Open/Close 2016
June 4 - Aug 28

HOURS OF OPERATION

JUNE - JULY

Open Swim

Monday - Friday 1:00 - 5:00 PM & 6:00 - 8:00 PM

Saturday & Sunday 11:00 - 8:00 PM

Lap Swim - Adult Swim - (Adult Water Exercise Class)

Monday - Friday 5:00 - 6:00 PM

AUGUST

Open Swim

Monday - Friday 1:00 - 7:00 PM

Saturday & Sunday 11:00 - 7:00 PM

Pool hours subject to change based on weather/attendance.

Swim Lessons - (4) 8 day sessions
11am - 1pm

Swim Team
Rentals
Special Events

Adult Water Exercise

Position Title	Days	Times	# Of Positions	Hourly Rate	days	# Of hours/day	Salaries & Wages	Taxes (7.65%)	Employee Total
Aquatics Director	Varies	Varies	1	\$ 15.00	20	4	\$1,200.00	\$91.00	\$1,291.00
Pool Manager - start up	M-Sun	Varies	1	\$ 10.85	5	8	\$434.00	\$33.00	\$467.00
Pool Manager - season	M-Sun	Varies	1	\$ 10.85	86	10	\$9,331.00	\$713.00	\$10,044.00
Lifeguards June-July	M-F	2:45-8:15pm	7	\$ 8.85	40	7.5	\$18,585.00	\$1,421.00	\$20,006.00
Lifeguards June-July	Sat and Sun	10:45-8:15pm	7	\$ 8.85	16	9.5	\$9,416.40	\$720.00	\$10,136.40
Lifeguards August	M-F	12:45-7:15pm	7	\$ 8.85	20	6.5	\$8,053.50	\$616.00	\$8,669.50
Lifeguards August	Sat and Sun	10:45-7:15pm	7	\$ 8.85	10	8.5	\$5,265.75	\$402.00	\$5,667.75
Admission/Slide June-July	M-F	12:45-8:15pm	3	\$ 7.75	40	7.5	\$6,975.00	\$533.00	\$7,508.00
Admission/Slide June-July	Sat and Sun	10:45-8:15pm	3	\$ 7.75	16	9.5	\$3,534.00	\$270.00	\$3,804.00
Admission/Slide August	M-F	12:45-7:15pm	2	\$ 7.75	20	6.5	\$2,015.00	\$154.00	\$2,169.00
Admission/Slide August	Sat and Sun	10:45-7:15pm	2	\$ 7.75	10	8.5	\$1,317.50	\$100.00	\$1,417.50
Swim Lessons-Instructor	M-Th	11am - 1pm	5	\$ 8.85	24	2	\$2,124.00	\$162.00	\$2,286.00
Swim Lessons-Guard	M-Th	11am - 1pm	2	\$ 8.85	24	2	\$849.60	\$64.00	\$913.60
Sub Total				\$8.63			\$69,100.75	\$5,279.00	\$74,379.75

Administrative Cost

\$18,594.94

TOTAL

\$92,974.69



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CITY OF WAUPUN-YMCA OF DODGE COUNTY

Waupun Family Aquatic Center Collaboration Agreement

Agreement made by and between the City of Waupun with its principal offices located at 201 E. Main St, Waupun, WI 53963 ("the City"), and YMCA of Dodge County, a non-profit organization with its principal offices located at 220 Corporate Drive, Beaver Dam, WI 53916 ("the YMCA"), as follows:

WHEREAS, the parties here to have a continuing interest in making available an Aquatics Program at a new aquatic facility; and
WHEREAS, the City has an established facility at Fond du Lac County Park called Waupun Aquatic Center; and
WHEREAS, the YMCA can provide staff, management, and activities for the Aquatics Programs at the pool;
WHEREAS, the parties hereto desire to collaborate for the future, on provision of an Aquatics Program.
NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. The YMCA is responsible for maintaining life saving equipment (i.e. masks, backboards, hooks, rescue tubes, etc.). The City is responsible for all life saving equipment purchases for the pool along with maintaining facility and its needs.
2. The pool WILL NOT be used unless a YMCA Lifeguard is on duty. The Pool must meet the aquatic safety requirements that the YMCA of Dodge County determines (for YMCA pools) are necessary for the safe use of the outdoor water facility (including, but not limited to, chemical levels established by the State of Wisconsin guidelines).
3. **Facility**-The City shall be responsible for (Monday-Sunday) mechanical upkeep and utilities for the facility. The City will also be responsible for all cleaning supplies, State of Wisconsin required chemical testing supplies/kits, and chemicals needed for balanced water chemistry. The City is responsible for either supplying all safety supplies as outlined by YMCA management or the City will reimburse the YMCA for above mentioned safety supplies. The YMCA will be responsible for all water testing and chemical applications for solid fecal/vomit accidents only. The City is responsible for all other chemical management and applications required to maintain safe water chemistry as required by the State of Wisconsin. The YMCA will twice daily document chemical test results and any solid fecal/vomit chemical applications as they happen. The City will be responsible for all other chemical testing and documenting along with the mandatory monthly reporting to County/State as required. The YMCA will ensure that daily maintenance concerns are met and report any damages, needed repairs, cleaning or equipment malfunctions to

the Director of Public Works or City Administrator. The City will have a person available to call at all times that the pool is open to take care of immediate operation and/or chemical issues.

4. **Staffing**-The YMCA shall provide management, appropriate certified staff, programming, and activities for the aquatics program. All staff related to the Aquatics Programs at the Pool will be YMCA employees. All programming shall be established and maintained for the benefit of the residents of the City with input from the Recreation Board and/or the City Council.
5. **Concessions**- The YMCA will not provide staff and/or management of the Waupun Family Aquatic Center concessions under this contract.
6. **Term**-The term of this agreement shall begin November 1, 2015 and end on August 31, 2016. Should the City of Waupun decide not to open the Pool for the 2016 pool season, the YMCA must receive notification by January 1 of the respective year to avoid liability for monetary compensation to the YMCA. Either party can terminate this agreement at anytime with 90 days written notice. There is no required notice if either party terminates this contract for cause.
7. **Fees**-The City shall pay the YMCA for actual time of operation for the Pool with an additional 25% administration fee. The budget includes staff salaries including all payroll taxes and benefits. It shall also include staff training (including initial and ongoing training, ie skills testing) for staff working exclusively at the Pool. The budget will not include expenses outside of the budget hours (vacuuming, special events, etc...). The City of Waupun shall be responsible for staff apparel including t-shirts, suits, whistles, windbreakers, etc and any other staff uniform costs or other costs associated with the pool. The City of Waupun shall be responsible for telephone charges and any other expenses typically paid for by the City. The YMCA is not responsible for any City expenses. Note: If State Law requires the minimum wage to go above \$7.75 which is currently planned for in this budget, the City of Waupun will reimburse the YMCA the difference. All invoices will be submitted to the City via email bi-weekly no later than Tuesday 4pm. Payment in full is expected upon receipt.
8. **Facilities Available**-City programming shall receive first priority.
9. **Entire Agreement**-This document contains the entire agreement of the parties, and supersedes any other prior written or oral agreement of the parties.
10. **Amendment**-This agreement shall be amended only by a mutual agreement of the parties, set forth in writing, and attached to this agreement.
11. **Binding Effect; Choice of Law**-This agreement shall bind the parties, as well as their respective successors and assigns. This agreement shall be governed by and be construed and interpreted in accordance with the laws of the State of Wisconsin.
12. **Indemnification and Insurance**-The YMCA agrees to indemnify and hold the City harmless from any and all claims of third parties, which may arise

and relate to the YMCA's responsibilities under this agreement. The YMCA shall maintain general liability insurance, including contractual liability coverage, with limits not less than one million dollars per occurrence, and shall name the City as additional insured, and shall provide the City with a certificate of insurance confirming such coverage.

The City agrees to indemnify and hold the YMCA harmless from any and all claims of third parties, which may arise and relate to the City's responsibilities under this agreement. The City shall maintain general liability insurance, including contractual liability coverage, with limits not less than one million dollars per occurrence and shall name the YMCA as additional insured, and shall provide the YMCA with a certificate of insurance confirming such coverage.

13. **Cumulative remedies**-No remedy or election hereunder shall be deemed exclusive, but shall, whenever legally permissible, be available with all other remedies at law or in equity.

City of Waupun

Dated: _____
Mayor

Dated: _____
Clerk

YMCA of Dodge County

Dated: _____
Katherine Koepsell, Board President

Dated: _____
Jen Krue, CEO



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Goose Center of Wisconsin

Recreation Report – September 2015

	September 2015	September 2014	August 2015	2015 Yearly Total
Park Shelter Rentals	7		27	89
Senior Center				
Monthly Attendance	806		756	6,260
Average Daily Attendance	37	35	36	32
Rentals	1	0	1	8
Mobile Meals	176		150	1,436
Total Meals	512	329	421	3,973
Transportations Rides	97		82	734
Foot Care	16	11	16	147
Open Pool	96		79	569
Euchre	78	71	95	634
Sheepshead	198	148	161	1,246
Bingo	20		21	217
Yoga Stretch	164		184	1,199
Book Club	13		12	62
Jam Session	21		22	208
Hand & Foot Cards	30		22	95

Monthly Activities:

Yoga in the Park	24
Computer Class	24
Wii Bowling	30
Blood Pressure Check	16
YMCA Trip	6
Flu Clinic	21
Lunch with the Mayor	35