

City of Evansville  
**Park & Recreation Board Regular Meeting**  
Third Floor City Hall, 31 South Madison Street  
Tuesday, February 18, 2020, 6:00 p.m.

**AGENDA**

1. Call to order
2. Roll call
3. Motion to approve the agenda
4. Motion to waive the reading of the January 21, 2020 minutes and approve them as printed
5. Citizen appearances other than agenda items listed
6. New business
  - A. Motion to approve Field Allocation Policies and Procedures
  - B. Geese control
7. Parks report
8. Pool report
  - A. Pool engineering/reconstruction update and survey
9. Old business
10. Other
11. Meeting Reminder: Regular meeting on March 17, 2020 at 6:00 p.m.
12. Motion to adjourn



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Third Floor City Hall, 31 South Madison Street  
Tuesday, January 21, 2020, 6:00 p.m.

**AGENDA**

1. Call to order by Chairperson Joy Morrison at 6:00 pm
2. Roll call: Morrison, Espinosa, Merritt, Prudhon, Poock, Fuson, Hamilton were in attendance. Also present was Ian Rigg and Ray Anderson.
3. Motion to approve the agenda made by Hamilton seconded by Merritt, approved on voice vote.
4. Motion to waive the reading of the December 17, 2019 minutes and approve them as printed by Merritt, second by Prudhon, approved by voice vote.
5. Citizen appearances other than agenda items listed: None
6. New business: Rigg reported that the city has scheduled a meeting on January 28<sup>th</sup> with the baseball teams to review the requirements of using the diamonds due to competing needs. A small list of improvements to the lower diamond will be carried out to make the diamond more adaptable.
7. Parks report: The park road was closed January 20 as the lake has frozen over. The Duck House has been completed.
8. Pool report
  - A. Pool engineering/reconstruction update: Rigg will be meeting with the pool design team to make alterations to the plans for the new pool since the current tub can no longer be salvaged. A pool survey will be conducted in order to start the process of getting citizen input. Rigg asked the Board to review the draft of the survey and comment. Rigg would like to have the survey out by April.
9. Old business: An online registration form for Adopt a Park has been created and it will soon be available. Park Plan has been delayed but work will resume soon. Dog Park will need screening along Madison St. in the form of trees. Final estimates need to be done on fencing so a determination can be made on when the park can be built.
10. Other: Espinosa saw a post on the Evansville Information (Facebook) page about a group planning an event in August in the Park and asked if the City had been approached.
11. Meeting Reminder: Regular meeting on February 18, 2020 at 6:00 p.m.
12. Motion to adjourn made by Hamilton, second Poock.





**FIELD ALLOCATION  
POLICIES AND PROCEDURES**  
*City of Evansville, Parks & Recreation*

**31 S Madison St, PO Box 529  
Evansville, WI 53536**  
**Phone: 608-882-2266 | Website: [www.ci.evansville.wi.gov](http://www.ci.evansville.wi.gov)**



## **PURPOSE:**

- A. Sports are a fundamental component of the City of Evansville (City) Recreation Department (Department), which includes fostering healthy lifestyles and helping the community thrive.
- B. The purpose of this policy is to outline the allocation procedures and rental policies for the permitted use of athletic fields in the City. The Department has established criteria for priority use due to the limited number of fields and facilities available. The Department will grant priority to City organizations in accordance with this policy and will monitor proper use of allocations and permits.
- C. City has experienced tremendous growth in sports including new sports organizations and emerging sports. Recognizing that increased demand on fields creates an increased strain on the City's financial resources, City may charge rental/reservation rates in order to recover public costs to operate, maintain, repair, improve, supervise, and administer the use of parks and athletic fields/facilities, and school athletic fields.
- D. This policy has been established to ensure that the fields are used for recreational, educational, and community service functions that meet the needs of the community, as well as set clear policies, procedures, regulations and rental rates for such uses. This policy addresses sports specifically and excludes picnic rentals, pool rentals and recreation center rentals.
- E. The department reserves the right to make any decision regarding sports programming and facilities that is in the best interests of the department and residents of the city.

## **SCHEDULING:**

- A. Commissioners/sports representatives or their designees (not individual coaches) are responsible for submitting all initial schedules, as well as any changes/additions/ deletions.
- B. All scheduling must be submitted to the City Clerk's Office.
- C. A minimum of two individuals per organization should be assigned scheduling privileges to allow prompt response to coaches' scheduling changes. Phone requests will be referred back to the organization's commissioners/ sports representatives.
- D. Practices should be scheduled for 90 minutes or less and standard games should be scheduled for 2 hours or less per slot. Each slot is designated with a specific team name. Double headers should be listed as two games.
- E. All coaches should notify the City Clerk's Office when game or practice slots are not needed, so that others may request use of those time slots. Teams using a field(s) without prior scheduling/approval by the City are subject to loss of all field use privileges for the remainder of the season.
- F. Team schedules must be submitted to the City no later than the dates specified by agreement. After those dates, field use is subject to first-come, first-served availability and open to other sports activities and the general public.

## **APPLICATION:**

The "Recreational Field Application" form is available online at [www.ci.evansville.wi.gov/life\\_in\\_evansville](http://www.ci.evansville.wi.gov/life_in_evansville) or in person at City Hall.

Following the processing of applications according to the Priority of Use Policy and deadlines detailed in the subsequent section. A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.



**Priority for scheduling field usage:**

A. Priority of Use

1. City of Evansville Youth Baseball League
2. Evansville Community Partnership (4<sup>th</sup> of July)
3. Historical use for applications submitted prior to schedule deadlines.
4. Local sports organizations, with consideration towards teams/organizations with limited days available to meet program needs.
5. All other paid renters on a first come basis.

**FIELD RENTAL FEES:**

<b>Field Rental Parks and Recreation</b>		
<b><u>Single Day</u></b>		
Resident	\$55.00	Res 2008-26
Non-Resident	\$110.00	Res 2008-26
Profit Organization	\$165.00	Res 2008-26
<b><u>Multi-Day Tournament</u></b>		
Resident	\$110.00	Res 2008-26
Non-Resident	\$220.00	Res 2008-26
Profit Organization	\$330.00	Res 2008-26
<b><u>Season</u></b>		
Resident	\$220.00	Res 2008-26
Non-Resident	\$275.00	Res 2008-26
Profit Organization	\$660.00	Res 2008-26
<b>Press Box / Concession Stand / Scoreboard</b>		
<b>Deposit (Refundable)</b>	\$100.00	

**Resident Rate:**

- A. To qualify for the Resident rate, leagues need to show that at least 51% of their rosters reside inside City of Evansville limits.

**Profit Organizations:**

- B. To qualify for Non-Profit Rates a 5013C number must be provided through the application process.

**ATHLETIC FIELD GUIDELINES:**

The City of Evansville Parks and Recreation Department is committed to provide high quality, safe playing surfaces for our multi-use athletic facilities. In order to reach this goal, we need the cooperation of all user groups in protecting the turf from excessive damage due to game and practice activities. The turf grass is the safety surface for the athletic fields. By signing the rental agreement, you are agreeing to cancel or postpone scheduled games and practices if any of the following conditions occur.

- A. Standing water on the field of play
- B. Soil Saturation.
  1. Walking on turf causes water to surface
  2. Walking on turf on heels causes indentations
  3. One inch or more of rain 48 hours prior to scheduled game or practice accompanied by steady rain on day of game or practice
  4. Steady downpour of rain on day of game or practice which could cause damage to turf or injury to participants
- C. Extreme drought conditions where 50% of the playing surface has turned dormant.



- D. Lightning detection warning horns have sounded (must clear field and wait 15 minutes after the last bolt of lightning is seen or thunder is heard)
1. Conditions inhibit visibility across the length of the field. (darkness, fog, etc.)
  2. All coaches, referees, and umpires are responsible for insuring the safety of field playing conditions at all times during scheduled play. Safety implies protection of the resource, as well as the participants.

### **RENTAL RULES:**

- A. The renter shall indemnify and hold harmless the City of Evansville, it's officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Evansville, their successors or assignees.
- B. The renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury (including death), that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.
- C. The renter shall fully comply with all applicable state laws, City ordinances and rules applicable to the use of the facility.
- D. The City of Evansville reserves the right to cancel/reschedule the rental due to inclement weather or poor field conditions.
- E. The City of Evansville reserves the right to refuse the rental of the facilities.
- F. Renter shall be responsible for any and all damage to the facility occurring during the term of the rental.
- G. Renter must stop all game play if the City weather alert siren is sounded.
- H. No motorized vehicles in parks or on grass, pathways or playing fields.
- I. All participants must follow the Athletic Field Use Guidelines listed above.
- J. If damage occurs in the field/park it will result in loss of deposit and permit. The permit will be revoked for the remainder of the season and the party will be ineligible to reapply for a field permit for at least 1 year following the incident.
- K. Picnic tables, bleachers, and garbage cans must remain in their designated location.
- L. All garbage must be disposed of properly.
- M. If any of the above policies are not followed, part or all of the deposit and/or permit may be forfeited.



## RECREATIONAL FIELD APPLICATION

*Please complete this form entirely and legibly. Applicant must be at least 18 years of age. Submission of Request does not constitute approval. You will receive acknowledgement through the mail, email, or by phone.*

### Requested Athletic Fields (Complete a separate form for each team)

*Please check the fields you wish to play on:*

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Upper Diamond - Lake Leota</b>       | <input type="checkbox"/> <b>Countryside Park</b> |
| <input type="checkbox"/> <b>Lower Diamond - Lake Leota</b>       | <input type="checkbox"/> <b>Westside Park</b>    |
| <input type="checkbox"/> <b>Horse Barn Shelter (Green Space)</b> | <input type="checkbox"/> <b>Other</b>            |
| <input type="checkbox"/> <b>Lower Green Space - Lake Leota</b>   | _____  |

Age Division of Team or League: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Additional Person(s) Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

who will supervise event: Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please be thorough. Attach additional pages for the following information if needed: Day(s):

- M  T  W  Th  F  Sa  Su

Date(s) Requesting: (Attach game schedule if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Base Path Distance: \_\_\_\_\_ Pitching Distance: \_\_\_\_\_

Does the team/organization have insurance? \_\_\_\_\_ If so, insurance carrier?: \_\_\_\_\_

Is the team/organization Non-Profit? \_\_\_\_\_ If so, please provide 5013C: \_\_\_\_\_

**IMPORTANT – READ BEFORE SIGNING:**

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Evansville. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Evansville, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

By signing below, the applicant signifies that he/she has read and understands the "Field Allocation Policies and Procedures" as well as the rules and regulations listed above.

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Park & Recreation Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved

Not Approved

**FIELD RENTAL FEES:**

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<b>Deposit (Refundable)</b>	\$100.00	

**Total Organizational Fees Due:** \_\_\_\_\_

**Total Organizational Deposit Due:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

# Pool Survey

## Introduction

The City is considering constructing a new pool at the current location of the Veterans Memorial Aquatic Center. The current facility is dated and is having maintenance problems that will require costly repairs. In 2019 water and electric utility costs rose \$9,000 or 220% from 2016 due to failures in the pool infrastructure. The City is confident that we are at a critical point of operations for the pool.

There has been some exploration on the creation of an indoor pool however the structural and mechanical costs would greatly increase the tax impact for construction and ongoing costs for operations. Currently there are other indoor pools available for avid swimmers. There is concern that building such a pool would take away how current users view and use the pool. The outdoor pool concepts serve as a safe summer time alternative for swimming and gathering that is not met by an indoor pool.

The largest costs for pool operations is staffing and treating the water. If the City constructed an indoor pool, heating the air would become another large cost in addition to the water treatment and staffing. The concentration of use for 3 months out of the year makes operational costs lower both proportionately and in totality. Property tax supplementation was approximately \$45,000 in 2019, up \$10,000 from 2018 largely to problems with the pool infrastructure.

Even if attendance rates and membership fees matched 1:1 to the increase of available days, the tax supplementation would also increase proportionately if not more due to the added mechanical and air heating costs. Construction of an indoor pool is 50-100% more with fewer aquatic features.

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## Residence

The Evansville Veterans Memorial Aquatic Center uses fees to help supplement costs of operations but largely relies on tax dollars for operations, improvement and construction. It is important for elected officials and tax payers to understand who is using the facility. We must start first with where you live?

- I live inside the city limits of Evansville, not the Town of Union
- I live in the Town of Union
- I live in the Town of Porter
- I live in the Town of Center
- I live in the Brooklyn

- I live in the Town of Magnolia
- Other

#### Use of Facility

How often do you or your household visit the pool in a season? *Use a whole number to indicate the number of days in one season.*

\_\_\_\_\_ (0-100)

Rate the reasons you believe other people use the pool

- Exercise
- Occupying the time of children
- Place for families to spend time
- Learn how to swim
- Social gathering
- Competitive swimming

Rate the activities or reasons you or your household attend the pool?

- I/We do not use the pool
- Exercise
- Occupying the time of children
- Place for families to spend time
- Learn how to swim
- Social gathering
- Competitive swimming

How do you or your household pay for pool access? (check all that apply)

- I/We do not use the pool
- Season pass
- Punch card
- Gate fee

Are you or a household member part of the Evansville Sharks swim team?

- Yes
- No
- I/We would like to be

In the last 5 years have you or a household member paid for or used swim lessons provided at the pool?

- Yes
- No
- I/We would like to be

Please rate what should the City consider the most if it were to construct a new pool

- Improving accessibility and hours of operation for all users
- Reducing operation costs
- Holding down construction costs
- Make the improvements feel like it is a part of the park

### Rate Concepts 1, 2 and 3

Below are certain concepts that we would like you to rate. These are not final drawings but concepts used to determine the public's interest and estimate costs for new construction if the community decides to install a new aquatic center.

In this scheme (Draft Concept #1) please rate what you feel is most appealing.

- Slides
- Diving board into the deep well
- Drop slide into the deep well
- Kiddie pool area for safety of young children
- Large separate swimming area to maintain public access during lessons, swim team and cleaning
- Connection of the pool to the Park Store while having outside accessibility
- New bath house facilities
- More deck space

In this scheme (Draft Concept #2) please rate what you feel is most appealing.

- Slides
- Diving board into a deep well
- Drop slide into a deep well
- Kiddie pool area for safety of young children
- 6 swim lanes for swim team competitions
- Connection of the pool to the Park Store while having outside accessibility

- New bath house facilities
- More deck space

In this scheme (Draft Concept #3) please rate what you feel is most appealing.

- Slides
- No deep well for added savings in construction and operations
- Kiddie pool area for safety of young children
- 6 swim lanes for competitions
- Large separate swimming area to maintain public access during lessons, swim team and cleaning
- Connection of the pool to the Park Store while having outside accessibility
- New bath house facilities
- More deck space

Of the 3 Draft Concepts above, rate your preference of each scheme. (i.e. 25 to #1; 30 to #2; and 45 to #3).

- 1
- 2
- 3

Please provide any additional comments regarding the pool designs.

---

#### Increased Attendance

If the City were to make these improvements how likely are you to increase your attendance at the pool? (0= not likely at all to 100 = very likely).

\_\_\_\_\_ 0-100

How many more days in a season would you visit the pool?

\_\_\_\_\_ 0-100

#### Construction Costs and Taxes

If constructed, the pool would begin construction in late 2021 and finish in 2022. Accounting for inflation the cost of Draft Concepts 1-3 range from \$6,000,000 to

**\$7,000,000.** This also includes driveway repair throughout the park and updates to the Park Store.

Rate who should pay for the construction of the pool on a percentage base?

- City of Evansville tax payers
- Private donations
- Other Towns surrounding Evansville
- Other: **specify**

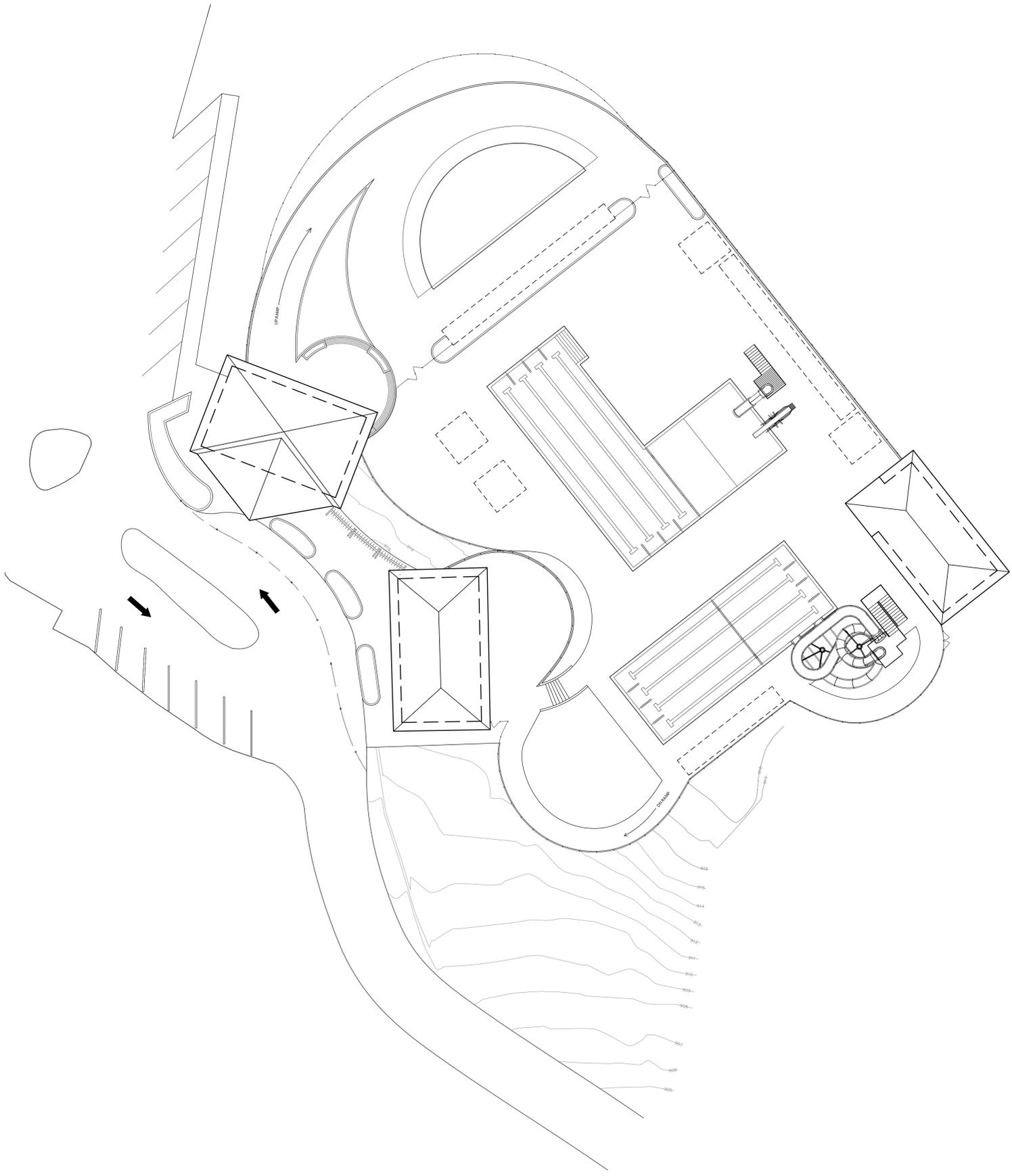
Rate the highest amount you are willing to spend.

- The City should borrow nothing and not add to the annual property taxes
- The City should borrow up to \$3,000,000 increasing annual property taxes per \$250,000 of property value by \$140.00 annually over 20 years
- The City should borrow up to \$4,000,000 increasing annual property taxes per \$250,000 of property value by \$185.00 annually over 20 years
- The City should borrow up to \$5,000,000 increasing annual property taxes per \$250,000 of property value by \$235.00 annually over 20 years
- The City should borrow up to \$6,000,000 increasing annual property taxes per \$250,000 of property value by \$275.00 annually over 20 years
- The City should borrow up to \$7,000,000 increasing annual property taxes per \$250,000 of property value by \$325.00 annually over 20 years

Should the neighboring towns participate in the construction costs of what is a community wide pool?

- Yes, they are part of the community and have access to the pool same as Evansville tax payers.
- Yes and it should be proportionate to the number of users.
- Maybe they could pay for some of it.
- No they should not have to pay for it but still use it at a higher fee schedule.
- No, just let them have access.
- No, and only Evansville tax payers should use the facility.

The City will place the question for construction of a new pool in the form of a binding referendum in November 2020. If the referendum does not pass, the City may be forced to close the pool down when it reaches a point of safety concern or operational infeasibility.



SCHEME 1

Scale: 1" = 20'



**DRAFT**

**WT**  
W-T ENGINEERING, INC.  
CONSULTING ENGINEERS

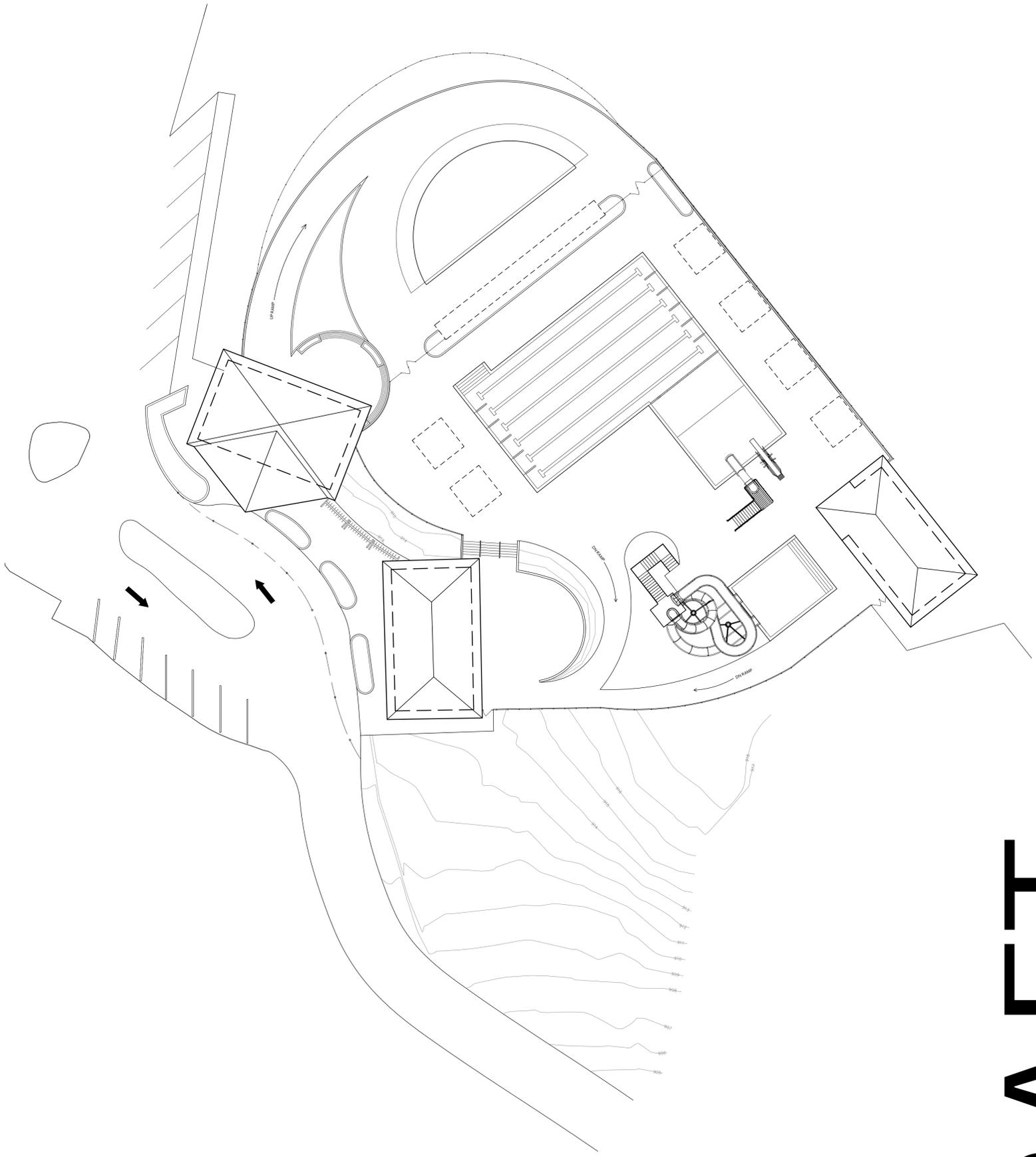


EVANSVILLE VETERAN'S MEMORIAL AQUATIC CENTER

13 FEBRUARY 2020



INNOVATION IN DESIGN | BUILDING WITH DISTINCTION



SCHEME 2  
 Scale: 1" = 20'

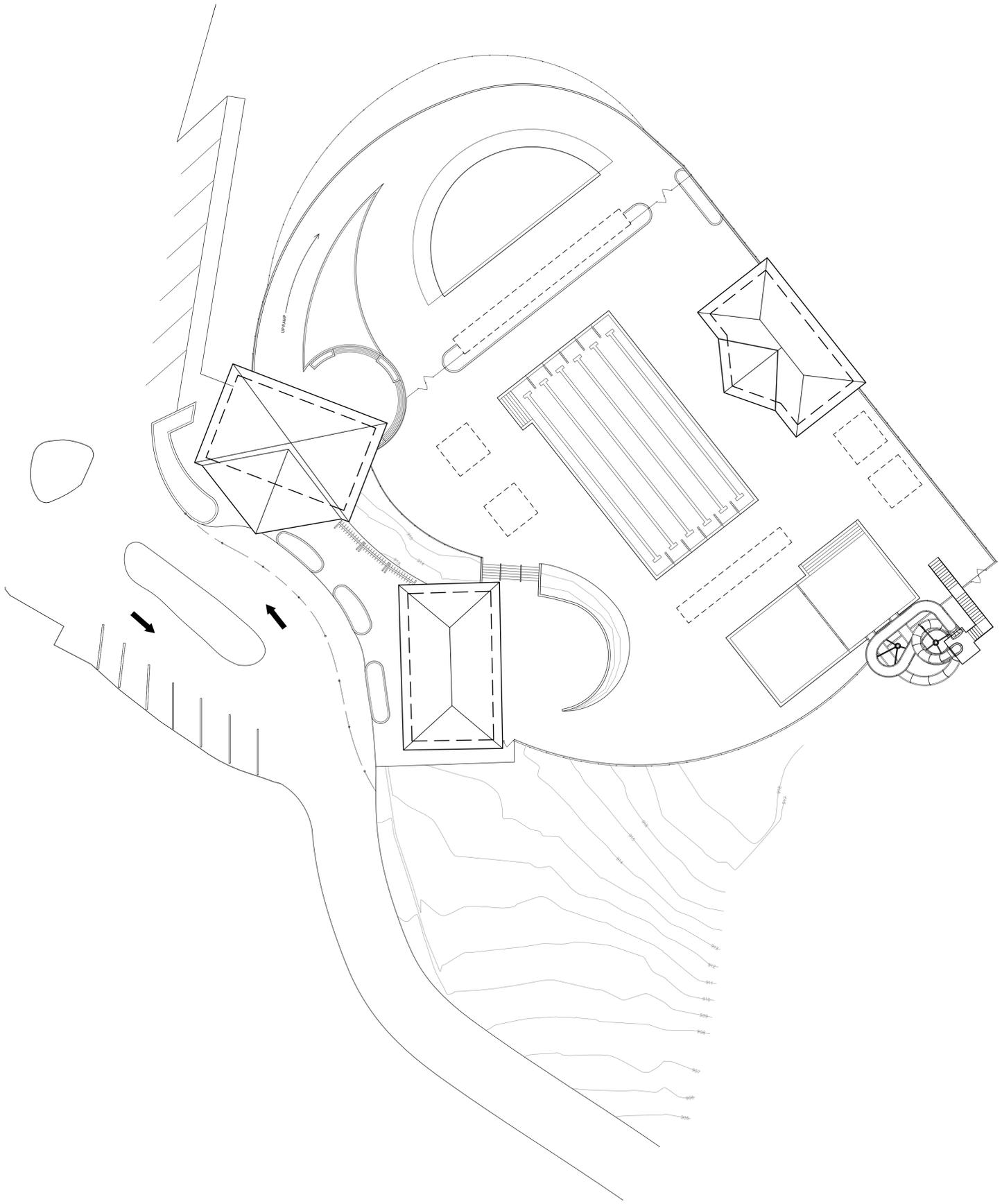


**DRAFT**



EVANSVILLE VETERAN'S MEMORIAL AQUATIC CENTER  
 13 FEBRUARY 2020





SCHEME 3

Scale: 1" = 20'



**DRAFT**

**WT**

W-T ENGINEERING, INC.  
CONSULTING ENGINEERS

EVANSVILLE VETERAN'S MEMORIAL AQUATIC CENTER

13 FEBRUARY 2020

