# City of Evansville <br> Park \& Recreation Board Regular Monthly Meeting 

Third Floor City Hall, 31 South Madison Street
Tuesday, February 20, 2018, 6:30 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 16, 2018 minutes and approve them as printed.
5. Citizen appearances other than agenda items listed.
6. Parks report.
7. Pool Report
8. Old business.
9. New business.
A. Review of contract outline for a live event at Lake Leota/Leonard Park
B. Review and discussion on 2018-23 Park Master Plan
10. Other.
11. Motion to adjourn.

Next meeting date Tuesday, March 20, 2018, 6:30 p.m.

City of Evansville

# Park \& Recreation Board Regular Monthly Meeting 

Third Floor City Hall, 31 South Madison Street
Tuesday, January 16, 2018, 6:30 p.m.

## MINUTES

1. Call to order: 6:32
2. Roll call-Morrison, Courtier, Merritt, Hamilton, Fuson. Also in attendance: Ian Rigg, Ray Anderson, Holly Gulledge. Dan Brice is no longer serving on the Board, recommendations for a replacement can be made to the Mayor.
3. Motion to approve the agenda. Hamilton/Fuson
4. Motion to waive the reading of the December 19, 2017 minutes and approve them as printed. Courtier/Hamilton
5. Citizen appearances other than agenda items listed.
a. Motion to approve Cheryl Fuchs request for park bench in Leonard/Lake Leota Park per Historic District Design standards. Fuchs will meet with Park Custodian Ray Anderson about location and Jason Sergeant about style of bench. Historic Preservation has made general recommendations for the style. Hamilton/Fuson
6. Parks report: Gene Pruden is looking to plant more trees, Anderson recommends the West Side Park. Anderson and Pruden will determine the number and location in the next few weeks. Elija James is fund raising for bleachers for the West Side Park for his Eagle Scout project.
7. Pool Report: All lifeguards must be recertified this summer due to change in Red Cross rules. Both Holly and Angie are looking for Trainer Classes in order to conduct the certification tests in Evansville. Takes two to three days for the training. Last year there were 15 or 16 lifeguards on staff. Also looking at having the Red Cross conduct classes for swimming lessons so that the classes can be Red Cross certified lessons.
8. Old business: None
9. New business:
A. Motion to approve Gene Heiman's event contingent on signed contract with the City. Ian received a request from Gene, who is the former owner of the Red Barn, offering to do a fund raising event consisting of a country western music fest at the park. He would like to offer beer and wine cooler sales. Need involvement from the Public Safety Committee. City would need a contract with indemnity spelled out to relieve any risk. Also need to know what days, times, clean up, and other terms and that it
doesn't interfere with other events in the Park, namely the July $4^{\text {th }}$ Celebration. Morrison expressed concerns about the lack of specifics about which charity or charities the funds would go to. Hamilton suggests that the initial event be a one day event. Ian reported that Evansville police presence at the $4^{\text {th }}$ of July event has kept issues to a minimum - one arrest in 2017 and none in 2016. Like the $4^{\text {th }}$ of July, all alcohol would have to be restricted to a designated area. Since the Board has questions and concerns the Board has decided to wait until the next meeting and have a further discussion.
B. Opening presentation of 2018 Park Master Plan: Holly: To continue with grants from the State, a new master five year park plan needs to be developed. The current plan expires this year. The PRB members should read over the current park plan and be prepared to discuss at the next meeting. A timeline will be established and presented at the February meeting. As the plan develops the Board will ask for public input. Ideas to consider are West Side Park development, Brezinski Park’s change in focus and the Pool Plan. Holly will be coordinating a public input survey for PRB review. Ian would like the members copy Jason, Holly and himself about questions about the plan. Do not include other members of the board in order to avoid any violation of open meetings laws.
10. Other: None
11. Motion to adjourn. Hamilton/Fuson: 7:14 pm

Next meeting date Tuesday, February 20, 2018, 6:30 p.m.

## PARK USAGE AGREEMENT

The undersigned has requested that it be able to use a City of Evansville park for use above and beyond what would be characterized as normal park usage. This agreement shall begin **/**/18 and expire 12/31/18. Specifically, the undersigned plans to use Leonard/Leota Park for public events from $\qquad$ , 2018 to $\qquad$ , 2018 for the purpose of live entertainment. Specifically the day of live entertainment shall occur $\qquad$ , 2018. The last two weeks of June and first two weeks of July are prohibited from use of this event. In exchange for the city's consent to such usage, the undersigned agrees to enter into this park usage agreement.

As a specific condition to being allowed the referenced park usage, the undersigned, and each particular participant, agrees to be knowledgeable of, follow, and be bound by any and all regulations, ordinances, and statutes governing park usage. This includes, but is not limited to, park hours limitations and regulations alcohol use.

## Maintenance Requirements

The undersigned agrees to pay a deposit of $\$ 1,500.00$. Said fee shall be paid prior to park usage. The undersigned agrees to maintain and restore all areas and facilities to proper condition, and further agrees to pay additional fees for damages or extra time required to clean and restore facility, as determined by the Evansville Parks Division. Failure to maintain and restore all areas and facilities to the proper condition shall result in loss of deposit in the amount necessary to cover damages or extra time required to clean and restore all areas and facilities, as determined by the Evansville Parks Division.

## Acknowledgement and Assumption of Risks

The undersigned understands that there are certain risks of damages and injuries,
including death, that are inherent in live entertainment events and that activities that take place during each and every event could be hazardous.

## Hold Harmless

The undersigned further agrees to indemnify and save harmless the City of Evansville, its trustees, officers, agents, independent contractors and employees, and shall defend the same from and against any and all liability claims, including worker's compensation claims, losses, damages, interests, action, suits, judgment, costs, expenses and attorney's fees and the like to whoever owed and by whoever and whenever brought or maintained which may in any manner result or arise in connection with the event; provided, however, that there shall be no indemnification of the City of Evansville for its own negligent or willful acts or omissions.

## Proper Health and Sanitation

The City provides some restroom facilities but not sufficient for large crowds. The undersigned shall provide proper portable facilities able to properly dispose of human feces and urine in a safe and sanitary method. All costs for portable facilities shall be the responsibility of the undersigned and provided in such a manner that patrons can reasonably access such facilities.

## Permitting of Alcohol Sales and Consumption

The Undersigned shall obtain proper licensing and insurance to sell and distribute alcohol as set by local ordinance and state statues. The undersigned indemnifies the City against any claims resulting from the sale and distribution of alcoholic beverages. Further the undersign agrees to meet with a representative of Building A Safer Evansville to go over best practices and adopt best practices to prevent the sale of alcohol to minors.

## Utilities

The City shall provide access to existing utilities for water and electrical needs of the
event. All connections to existing facilities shall be approved by the Municipal Services Director or designee. Members of the Evansville Municipal Services Department shall have the right to enter and inspect the appropriateness and safety of all connections and use of utilities.

## Parking

The undersigned shall cooperate with the Police Department and Municipal Services Department on developing a parking plan for the event. Parking may be provided within the park, if conditions allow for parking, as determined by the City. Any plans for shuttles, drop offs, or restrictions of access to the park must be including in such plans. This plan shall be approved by the Municipal Services Director or designee 30 days prior to the event.

## Security

The Evansville Police Department shall have the right to enter and inspect to ensure public safety and compliance of this agreement. The undersigned shall provide security and crowd control within the park. Upon exiting the park after the event, the undersigned shall provide security to assist the Police Department with traffic control leaving the park. The undersigned shall provide a security plan to the Evansville Police Department detailing the qualifications/experience of those in charge of security, locations of security officers/check points, and practices on how to handle large crowds. This plan shall be approved by the Police Chief or designee 30 days prior to the event.

## Insurance

The undersigned shall provide proof of liability insurance for this event in an amounts:

1. General Liability - $\$ 1,000,000$
2. Auto Liability - $\$ 1,000,000$
3. Umbrella Liability - $\$ 3,000,000$

The undersigned shall provide Certificate of Insurance showing the City of Evansville as an additional insured.

## Donation

In exchange for use of City facilities, use of staff time and use of City utilities the undersign has agreed to provide the proceeds of the event to $\qquad$

## Total Agreement

This agreement contains the entire agreement between the parties and cannot be amended or terminated except by a written instrument executed by the parties.

## Applicable Law

This agreement shall be construed in accordance with the laws of the State of Wisconsin.

## Severability

If any provision of this agreement, or its application to any person or entity, is held to be invalid for any reason; the other provisions and their applications shall be unaffected and shall remain in effect and to this end, the provisions are declared to be completely severable.

## Survey Participant Information

* Required

1. Are you a resident of Evansville? *

Mark only one oval.


ResidentNon-Resident
2. How old are you? *

Mark only one oval.17 years or younger
18-25 years old
26-37 years old
38-50 years old
51-64 years old65 years or older
3. How long have you lived in Evansville? *

Mark only one oval.$0-5$ years6-10 years11-15 years16-20 years21-35 years36 years or more
4. How many people live in your household? *

Mark only one oval.1 (Just Me)
2
3
4
5
( 6 or more
5. How many children live in your house? *

Mark only one oval.None1234 or more
6. How did you hear about this survey? *

Mark only one oval.FlyerMeeting or Forum
City Website
Newspaper
Social Media
City Hall
Library
Chamber of Commerce
School District
Other:

## Park and Recreation Information

7. How important are parks and recreation programs to you? (1-5)

Mark only one oval.


1- Very Low Importance


2- Low Importance
3- Moderate Importance4- High Importance5- Very High Importance
8. How often do you use the parks?

Mark only one oval.NeverOnce a yearSeasonal1-3 times a month
1-3 times a week4 or more times a week
9. Which three (3) parks do you visit the most often?

Check all that apply.Seminary Park/Peace ParkFranklin ParkCountryside ParkWestside ParkWind PrairieBrzezinski Park
Leonard-Leota ParkVeteran's Memorial Aquatic Center
10. Which activities have you or your family participated in over the last $\mathbf{1 2}$ months?

Check all that apply.
Baseball/Softball/Tee ball
Baketball
Disc Golf
Fishing
Boating (Kayak, Canoe, etc)
Tennis
Running/Jogging
WalkingSoccerBicycling
$\square$ Swimming at the pool
$\square$ Swimming at the lake
$\square$ Using playground equipment
$\square$ Picnicking
$\square$ Dog Walking
Bird Watching/Nature Walking
HikingOther:
11. How would you rate overall...

Mark only one oval per row.
1- Poor 2-Below Average 3-Average 4-Good 5-Excellent
Appearance of Parks
Maintenance of Parks
Cleanliness of Parks
Safety of Parks
12. How would you rate each park's recreation facilities and programs?

Mark only one oval per row.
Leonard-Leota Park
Veteran's Memorial Aquatic
Center
West Side Park
Countryside Park
Wind Prairie
Brzezinski Park
Franklin Park
Seminary Park
13. Have you seen improvements in the parks over the last 5 years?

Mark only one oval.YesNoNeutralOther:
14. What do you love most about Evansville parks?
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Future of the Parks

15. In the future, what recreation activities would you like to see in the parks? (Pick 2)

Check all that apply.Summer camps for all agesFamily movie nights in the parksNature information sheltersBird watching groupsAdult sports tournaments (Basketball, Tennis, Kickball, etc.)Splash PadPaddle Boarding
$\square$ Fitness in the Parks (Yoga, Pilates, Bootcamp, etc)
$\square$ Park Festivals (i.e. Oregon's Summerfest)
$\square$ Art in the parks (painting, crafts, theatre)
$\square$ Volunteer programsOther:
16. Please rate these activities based on community importance and priority

Check all that apply.

17. What do you think should be the City's focus over the next 5 years? (Pick 2) Check all that apply.Acquiring additional land to enlarge existing community parksCreating new neighborhood/pocket parks that are walking distance from your homeExpanding recreation programs or activities (i.e. Baseball Leagues, Swim Teams, Fun Runs)Acquiring more park recreation equipment (i.e. Playground Equipment, Kayaks, Volleyball Nets)
$\square$ Expanding recreation facilities (i.e. Sports Complex, Picnic Shelters, Upgraded Aquatics Facilities)

Build more amenities (i.e. restrooms, changing rooms, concessions)
$\square$ Build more passive recreation areas (i.e. walking/biking paths, bird watching benches, hiking trails)

Conservation efforts (i.e. fish restocking, tree planting, lake clean up)
$\square$ Other: $\qquad$
18. Please rate these facilities based on importance to the community 1-5

Mark only one oval per row.

19. If you chose "Other" in the last question, what
was your "Other"?
20. What is your biggest concern about the future of the parks in Evansville?
$\qquad$
$\qquad$
$\qquad$
$\qquad$
21. Any final comments or concerns
$\qquad$
$\longrightarrow$
$\qquad$
$\qquad$
$\longrightarrow$
22. If you would like park updates please include your email below:

Powered by
Google Forms

## City of Evansville <br> Parks and Recreation Survey 2018

## 1. Are you a Resident or Non-Resident?

O Resident
O Non-Resident
2. How old are you?

O 17 years or younger
O 18-25 years old
O 26-37 years old
O 38-50 years old
O 51-64 years old
O 65 years or older
3. How long have you lived in Evansville?

○ 0-5 years
O 6-10 years
O 11-15 years
O 16-20 years
O 21-35 years
O 36 years or more
4. How many people live in your household?
O 1 (Just me)
○ 4
○ 2
○ 5

How Many Children?
(Under 18 years old)

○ 3
O 6 or more
5. How important are parks and recreation programs to you?

O 1- Very Low Importance
O 2-Low Importance
O 3-Moderate Importance
O 4-High Importance
O 5-Very High Importance
6. How often do you use the parks?

O Never
O Once a year

- Seasonal

O 1-3 times a month
O 1-3 times a week
O 4 or more times a week
7. Which three (3) parks do you visit the most often?Seminary Park/ Peace ParkFranklin ParkCountryside ParkWestside ParkWind PrairieBrzezinski ParkLeonard-Leota ParkVeteran's Memorial Aquatic Center
8. Which Activities have you or your family participated in over the last $\mathbf{1 2}$ months?Baseball/SoftballWalkingDog WalkingBasketballDisc Golf
SoccerBird Watching/ Nature WalkingFishingSwimming at PoolBoatingSwimming at LakeTennisUsing PlaygroundsRunning/JoggingPicnickingHikingOther:
9. How would you rate overall:

1-Poor 2-Below Average 3-Average 4-Good 5-Excellent

| Appearance of Parks | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Maintenance of Parks | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Cleanliness of Parks | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Safety of Parks | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |

10. How would you rate each park's recreation facilities and programs?

| 1-Poor 2-Below Average | 3-Average | 4-Good | 5-Excellent |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Seminary Park/ Peace Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Franklin Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Countryside Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Westside Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Wind Prairie | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Brzezinski Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Leonard-Leota Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Veteran's Memorial Aquatic Center | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |

11. Have you seen improvements in the parks over the last 5 years?
$\bigcirc$ Yes
○ No
O Neutral
O Other: $\qquad$
12. What do you love most about the parks in Evansville?
13. In the future, what recreation activities would you like to see in the parks? (Pick 2)
$\square$ Summer camps for all ages
$\square$ Family Movie Nights in the parksNature information sheltersBird Watching GroupsAdult Sports Tournaments (Basketball,
Tennis, Kickball etc.)Art in parks (painting, crafts, theatre)Volunteer programs

## 14. Please rate these activities based on community importance and priority:

|1-Very Low Priority | 2-Low Priority | 3-Moderate Priority | 4-High Priority | 5-Very High Priority|

| Baseball/Softball/Tee ball | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Basketball | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Disc Golf/Regular Golf | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Fishing/ Boating (Kayak, Canoe, etc.) | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Hiking | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Tennis | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Walking/Biking | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Soccer | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Swimming | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Play Areas | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Picnicking Areas | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Pet Recreation Areas | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Volleyball | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Adult Recreation Programs | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Youth Recreation Programs | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Bird Watching/Nature Walking | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |

## 15. What do you think should be the City's focus over the next 5 years? (Pick 2)

$\square$ Acquiring additonal land to enlarge existing community parksCreating new neighborhood/pocket parks that are walking distance from your homeExpanding recreation programs or activities (i.e. Baseball Leagues, Swim Teams, Fun Runs)Acquiring more park recreation equipment (i.e. Playground Equipment, Kayaks, Volleyball Nets)Expanding recreation facilities (i.e. Sports Complex, Picnic Shelters, Upgraded Aquatic Facilities)Build more amenities (i.e. Restrooms, Changing Rooms, Recylcing Bins, Concessions)Build more passive recreation areas (i.e. Walking Paths, Bird Watching Benches, Hiking Trails)Conservation efforts (i.e. Fish Restocking, Tree Planting, Lake Clean up)Other: $\qquad$
16. Please rate these facilities based on importance to the community:
|1-Very Low Importance | 2-Low Importance | 3-Moderate Importance | 4-High Importance |
|5-Very High Importance|

| Soccer Fields | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Baseball/Softball Diamonds | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Tennis Courts | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Swimming Facility | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Volleyball Courts | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Basketball Courts | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Community Gardens | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Nature Study Areas | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Lake Leota/Allen Creek | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Disc Golf Course | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Playgrounds | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Dog Park | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |
| Other: | $\square-1$ | $\square-2$ | $\square-3$ | $\square-4$ | $\square-5$ |

17. What is your biggest concern about the future of the parks in Evansville?
18. Any final comments or concerns?
19. How did you hear about this survey?

O Flyer
O Meeting or Forum
O City Website
O Newspaper
O Social Media
O City Hall
O Library
O Chamber of Commerce
O School District
$\bigcirc$ Other: $\qquad$
20. If you would like park updates please include your email below:

