

CITY OF EDGERTON

**EDGERTON CITY HALL
12 ALBION STREET
EDGERTON, WI**

PARKS & RECREATION COMMITTEE

August 31, 2020 at 6:30 pm

1. Call to order, Roll call
2. Elect a Chair.
3. Confirmation of appropriate meeting notice on Friday, August 28, 2020
4. Approve April 20, 2020 Parks & Recreation Committee Meeting Minutes
5. Discuss baseball/softball tournament policy.
6. Discuss league fees.
7. Discuss modifying netting at Racetrack Park.
8. Discuss and consider soccer field improvements at Racetrack Park.
9. Discuss skateboard ramps.
10. Discuss swing at St John's Park.
11. Discuss parking on pickle ball court.
12. Adjourn

cc: All Committee Members
Newspaper

City Administrator
All Council Members

Department Heads
City Engineer

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

"Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Parks and Recreation Committee."

**APRIL 20, 2020 PARKS & RECREATION COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:36 p.m.

Present: Candy Davis, Jim Burdick, Steve Guertin, Denise Langan (remote), Ken Haagensen (remote), Russ Jorstad and Bonnie Slagg

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, City Clerk/Treasurer Cindy Heggland, Mayor Chris Lund and Police Chief Robert Kowalski.

Flanigan confirmed the meeting notice was properly posted on Friday, April 17, 2020. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

APPROVAL OF MINUTES: A Jorstad/Guertin motion to approve the September 26, 2019 Parks & Recreation Committee meeting minutes passed on a 7/0 roll call vote

DICKINSON PARK BASKETBALL COURT: Howard Moser reported the 2020 Budget includes funding to install a ½ court basketball court at Dickinson Park. Moser staked out a suggested area for the court. He modeled the size after the court installed at the Hain Rd Park. Candy Davis and Bonnie Slagg felt the court was too big for that park. Steve Guertin was not as concerned about the size. He was more concerned about how close it is to the road. Jim Burdick felt if the court was downsized it could possibly be moved.

A Davis/Slagg motion to approve the Dickinson Park basketball court in its current location and make it 20'x25' in size and research if the crab tree near the court was donated passed on a 7/0 roll call vote.

Being no other business before the Committee, a Guertin/Burdick motion to adjourn passed on a 7/0 roll call vote.

Ramona Flanigan/wjl
City Administrator

Memo

To: Parks Committee
From: Staff
Date: 8/27/2020
Re: August 31, 2020 Meeting

Baseball and softball league fees: Staff completed the attached analysis of the current league fees. The current method of charging the leagues is based on the number of teams. The number of teams is not an indication of the costs to the City as some leagues play more than one game per night on a field and the City only prepares the field one time. The attached analysis compares the 2019 league fees to the costs for the City to prepare the fields. While preparing the fields is a small portion of the actual costs to maintain the fields (excludes mowing, materials, lights, etc), it is the cost that is most closely related to the leagues' use of the fields. The attached schedule describes the cost of field preparation using part time and/or full time DPW employees. Approximately 2/3 of the field preparation is completed by part time staff. Staff is recommending the 2021 fees be adjusted to cover the cost to prepare the fields using a part time DPW worker including FICA. The highlighted column indicates the proposed fees for 2021. Fees were last adjusted in 2006.

Concession stand for baseball and softball tournaments: The City's current policy does not include a charge for tournaments held at Racetrack Park. Costs to the City for tournaments are in field prep, materials, paper products for the restrooms, trash collection, and lights.

In recent years, the leagues holding tournaments have requested the City's concession stand be closed which has had a measurable impact on the overall cost effectiveness of the concession stand. The closed concession stand has also resulted in complaints about the city's services since the concession stand staff empties the trash and keeps the restrooms open, clean, and stocked. There is also a concern about tournaments held by an entity which does not have an ongoing relationship with the City (i.e. weekly leagues). The weekly leagues have an incentive to take care of the equipment, such as scoreboards and controllers since they use them throughout their season and because they have contributed to the purchase of much of this equipment.

The Parks Committee should consider the following policy changes regarding tournaments:

- All tournament organizers must sign an agreement for park use. (See attached draft agreement.)
- Due to loss of revenue to the City's concession stand, if the organizer requests the concession stand be closed during a tournament so that they can sell concessions, the rental charge for the field is much higher than if the concession stand is open. (See attached fee schedule.)

- If the tournament organizer is not a representative of a weekly league with whom we have an ongoing relationship and the tournament organizer requests to use City or league equipment, there will be a \$200 security deposit. Scoreboard controllers and keys will be issued by staff before the tournament. If the organizer does not use City or league equipment including score boards and controllers, a security deposit is not required.

Update on Gregory baseball field: the New Gregory baseball field at Racetrack Park is mostly complete. We have approval of the baseball organization to dismantle the old field. Staff plans to move the dugouts (if possible), bleachers, fence, and benches from the old field to the new field soon. Staff will then “harvest” as much of the infield ag lime for use on trials and other baseball fields.

Soccer field: Once the old Gregory field has been dismantled, staff can begin converting the space to the adult soccer field. Improvements for the soccer field include:

- Installation of bollards along the north boundary of the field this fall in the location previously approved. Estimated cost \$1,500.
- Establishing the field will require burying the overhead lines that run through the soccer field. The DNR strongly recommends all overhead power line be buried in parks. The attached map shows two options for burying the lines. One option buries the minimum length of the line as needed for the field – estimated cost \$11,164. The second option buries all the lines in this part of the park - estimated cost \$13,000. A funding source for this work is developer fees. The current balance in that account is \$39,466.
- The field will require grading. Staff will develop costs for this work to be presented at a future meeting.

Swing at St. John’s Park: There has been a request to have an accessible swing at St. John’s Park. The existing swing structure can accommodate an accessible swing. The cost of the swing is \$996. Sources of funding are next year’s budget or Developer fees. (Current balance in this account is \$39,466.)

Horse shoe courts: The retaining wall and fence around the horseshoe courts at Racetrack Park are failing. Staff has removed the fence. Staff is looking for direction as to whether the courts should be removed due to lack of use or if repairs or modifications should be made. If repairs are made, staff will investigate to determine if the retaining wall could be reconstructed so that we can avoid reinstalling the fence. Staff contacted Tobacco Days organizers and the organizer of the tournament that is part of the 4th of July celebration to understand their current and future use of the horse shoe pits. The Committee should review the condition of the pits, seek public input, and then decide if an investment in any improvements is warranted.

Pickleball Courts: The City will construct some additional parking spaces off of the pool driveway near the Veterans’ Memorial. With this additional parking, staff recommends we discontinue the use of the pickleball courts for parking to alleviate the conflict that occurs between parked cars and pickleball activities.

Skate park ramps: Since the skate park ramps were removed from Central Park many years ago, they have been in storage. To have these ramps utilized, the Committee should decide if they wish to find

funds to install a new concrete pad for the ramps, (probably at Racetrack Park) or attempt to sell the ramps. The Committee may wish to seek public input prior to making a decision. If the decision is to sell the ramps and because the City received a \$5,000 grant for the ramps, the City should attempt to either sell the ramps for at least \$5,000 so that we would have adequate funds to repay the granting entity if the entity required a repayment, or donate the ramps to another not for profit entity. If the Committee would like to consider the installation of a pad for the ramps, staff will obtain costs estimates and stake out a location for Committee consideration.

Proposed 2021 League Fees

League	Number of Teams	Number of Games	Times City Preps field	Tournaments other than T Days	Fee per team 2019	Notes	Total Fee Paid 2019	Costs to Prep Fields				
								Part time	Part time w/ FICA	Full time	Full time + FICA and retirement	
Hourly wage								\$ 9.25	\$9.96	\$23.42	\$26.79	
Little League	8	56	28	0	\$75.00	Full Prep	\$600	\$389	\$418	\$984	\$1,125	420
Major League Baseball	5	30	30	1	\$10.00	Bases & Drag field only	\$50	\$139	\$149	\$351	\$402	150
Babe Ruth	2	16	16	1	\$85.00	Full Prep	\$170	\$222	\$239	\$562	\$643	240
Minor League Softball	4	13	13	0	\$10.00	Full Prep	\$40	\$180	\$194	\$457	\$522	200
Major League Softball	4	26	26	1	\$75.00	Full Prep	\$300	\$361	\$388	\$913	\$1,045	390
H.S. JV & Varsity Summer	2	16	16	0	\$85.00	Full Prep	\$170	\$222	\$239	\$562	\$643	240
WIAA High School Girls softball			0		\$0.00							
WIAA High School JV baseball			0		\$0.00							
Lime to line fields annual costs							\$188					

Notes: City concessions were closed for all tournaments in 2019 other than T Days
 Full prep = 1.5 hours
 Partial prep = 0.5 hours
 School preps fields for WIAA games and does not use City materials or equipment
 2020 wages

Tournament fees

Tournament fees	Current	Proposed Fees Concession stand closed	Proposed Fees Concession stand open
T Days	\$ -	\$ 1,500	\$ 580
4th of July	\$ -	\$ 200	\$ 60
Farm Family	\$ 180	\$ 195	\$ 195
Little League (not T Days)	\$ -	\$ 250	\$ 65
Albion Tigers	\$ 10	\$ 15	\$ 15
Oak Lawn Academy	\$ -	\$ 20	\$ 20
Traveling softball	\$ -	\$ 500	\$ 30
Babe Ruth	\$ -	\$ 500	\$ 45

(Would waive fess if concession stand open?)

**City of Edgerton
Baseball/Softball Field Tournament Permit
Rules and Regulations governing use of baseball and softball fields**

A. FEES:

1. A **security deposit** of \$200.00 will be required for organizations that are not weekly league teams if the Renter uses the scoreboard(s). The deposit will be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement. Credit card information will be held by the City until confirmation that the field and equipment has been returned in acceptable condition.
2. The balance of the rental fees are due no later than (5) days prior to the first scheduled date.
3. Any remaining fees for invoiced costs associated with the rental must be paid NET 30 days.
4. **Field Prep:** Charges for each time City staff prepares a field are described below. City prep work includes dragging, hand raking, and lining prior to the start of the first game.

**Racetrack Park Ball Field Tournament Daily Rental Rate
(Applies when city prepares field)**

	Weekday per day per field	Weekend per day per field
City Concession stand open	\$15	\$65
City Concession Stand not open with private concession sales	\$200	\$250
City Concession Stand not open with no private concession sales	\$15	\$65

B. GENERAL INFORMATION:

1. **Priority:** Weekly leagues activities have priority use of the facilities.
2. **Cancellation:** The field reservation must be cancelled a minimum of 10 business days prior to the reservation date(s) or the renter will forfeit their security deposit.
3. **Behavior:** Upon conclusion of the game or tournament, groups are responsible for picking up litter items (paper, bottles, cans, etc.) from around the field and bleacher area. This must be done prior to the following Monday morning or it will be picked up by City crews and the Renter will be charged an additional fee. It is unlawful for any person to use threatening, abusive, insulting or indecent language in a public park or to create any nuisance or offense, or to scratch, cut, injure or deface any city buildings, fences,

structures, trees or shrubbery, or destroy any other improvements. Renters shall not discriminate against any persons.

4. **Field:** Renters that have requisitioned the field must use the field. Permits are nontransferable. Only Renters that are included in this permit shall be allowed to use the sports field (at least one of the teams using the athletic field must be included in this agreement).
5. **Scoreboard controller:** Renter must follow specific instructions regarding use and return of scoreboard controllers. If a scoreboard controller is damaged by Renter, the repair costs will be taken out of the security deposit and charged against the credit card on file.
6. **Permit:** This permit is good for the dates and times listed only.
7. **Parking:** All vehicles must be confined to designated parking areas and are not permitted on or adjacent to any field.
8. **Concessions:** Vending of food or other items is not permitted without approval from the City of Edgerton.
9. **Admission fee:** No admission, parking or other fees are permitted unless prior approval by the City of Edgerton.
10. **Make-up games:** Renters must confirm all make-up game dates with the department PRIOR to scheduling the make-up game. All requests must be made no less than 72 hours prior to the date requested.
11. **Restrooms:** Be aware that the restrooms are winterized and generally not available between October 25th and April 15th.
12. **Weather:** In the case of inclement weather, groups are not permitted to bring dirt, sand or other material onto the field or use fire to burn wet areas. The City reserves the right to decide if the fields are too wet to play. Any additional maintenance required to the fields due to inclement weather will be made by City staff upon the mutual agreement of the Renter and the City. Any additional costs incurred for additional maintenance will be paid by the Renter.



City of Edgerton
12 Albion St Edgerton, WI 53534
Phone: (608) 884-3341
Fax: (608) 884-8892

Baseball/Softball Tournament Request – Application Form

(PLEASE PRINT AND COMPLETE ALL REQUESTED INFORMATION)

Name of Organization/Group/Affiliation _____

Team Name _____

Contact Person _____ Email Address _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Alternate Contact Person _____ Email Address _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Days of Tournament _____

Times of Tournament for Each Day _____

Number of Teams _____

Racetrack Park Fields (check all that apply) **Equipment Requested** (check all that apply)

Little League _____

Bases _____

Varsity Softball _____

Drag _____

Babe Ruth _____

Liner and lime _____

Junior Varsity Softball _____

Scoreboard controller _____

Are you requesting the concession stand be closed for the tournament? YES NO

Are you requesting to sell concessions? (Permission is required) YES NO

Additional information/special requests (attach additional information as needed)

I have read the rules and regulations governing the use of baseball and softball fields in City of Edgerton and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of this request or revocation of field use. I also understand that I will abide by all rules, regulations and ordinances as set forth by the City of Edgerton and the Public Works Department regarding park and field use. I further hereby, for myself, my heirs, executors administrators and assignees, waive and release any and all claims for damages and losses I may have against the City of Edgerton, and/or their respective agents, Council and Commission members, representatives, successors and assignees for any and all losses and injuries suffered by participants, coaches, manager, officials and spectators while using the parks and athletic fields as permitted for use.

Signature of Authorized Representative

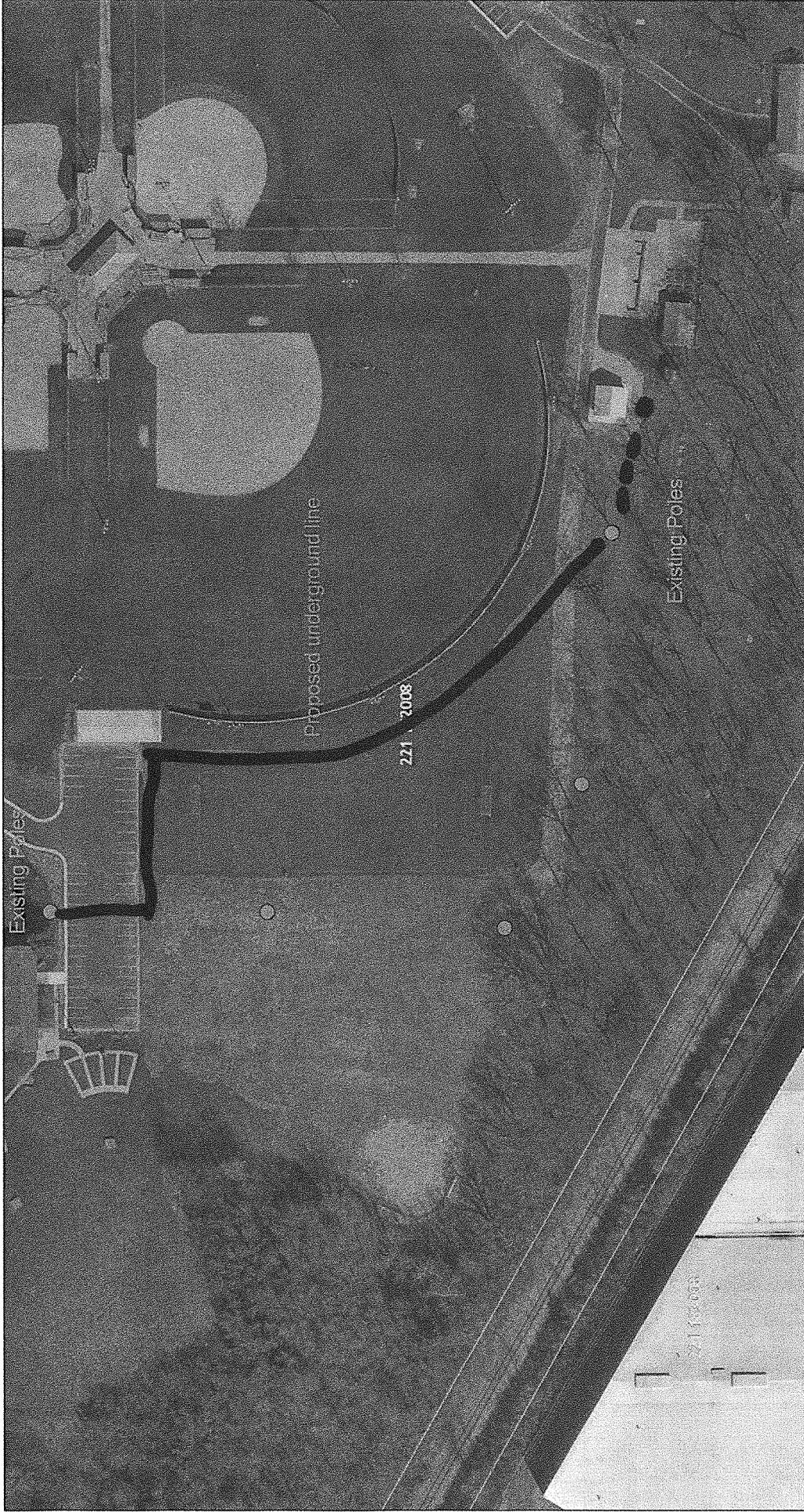
Date

For additional information contact Howard Moser, Municipal Services Director at hmoser@cityofedgerton.com or (608) 290-8590.

The contact person and/or alternate contact person listed on this application will be noticed if additional information is needed to process this request.

For Office Use Only	
Date received _____	Rental Fee _____
Date approved _____	Security Deposit _____
Application Fee Submitted ____ YES ____ NO	Additional Maintenance _____
Receipt Number _____	Other Fees (List) _____
	Total Fees _____

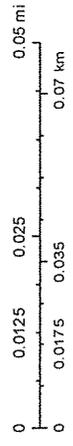
Proposed electric relocation



July 17, 2020

Parcels

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Rock County Real Property Lister

