

**Parks and Recreation Department**

Hamilton Community House

1520 17<sup>th</sup> Street

Two Rivers WI 54241-0087

Office (920) 793-5592

Senior Center (920) 793-5596

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Date: February 4, 2022

To: Greg Buckley

CC: City Council, Recreation Staff, Advisory Recreation Board

From: Terri Vosters

Subject: Recreation Department **January** Report

The usage of the J. E. Hamilton Community House for the month is as follows:

- Meals on Wheels served 1,387
- Congregate Meals 0
- TRUST car rides 73
- Senior Center Programs 520
- Building/Pavilion Rentals 542
- Recreation Programs 753
- Visitors/Contacts (phone and in person) 5,197
- **Total building usage 8,472**

The J. E. Hamilton Community House was open **30 days** in the month of **January** for an average daily usage of **282 people per day**.

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**Cemetery**

1. # of spaces sold - 1 @ \$750.00 = \$750.00
  2. # of interments - 3 @ \$850.00 = \$2,550.00
  3. # of cremations - 2 @ \$550.00 = \$1,100.00
  4. # of Saturday burials - 0
  5. # of spaces sold back to the city - 2 @ \$375.00 = \$750.00
- Total: \$ 3,650

**Administration (Office)**

- Bird City Submitted (Jim)
- Municode Training
- Archive Timesheets/Payroll scanned to Finance
- Working on closing out 2021 and balancing
- Continuing 2022 prep and set up
- Continue Cims back entries
- Maintaining Shelter/Room Rentals

Double checking calendar and sportsman with Senior Center and making sure nothing is missed. Brochure updates and add ons, communicating with the appropriate people and making sure all info is collected.

Double Checking all work in a timely matter, quality over speed

Continuing to organize cemetery paperwork and payments and entering burials from start to finish.

Keeping good customer service with customers and making sure their needs are met in a professional way.

## **Recreation and Special Events**

### **Rebecca**

Created Feb social media flyer for Park and Recreation program for release to schools and P&R social media websites and building

Created Ice Rink organizational calendar for scheduling opening and closing help

Entered all scheduled P&R Special Events onto websites for Park and Recreation Facebook Events and Explore TR

Program Update Meeting with Terri on 1/11 and again with Terri, Ethan and Karyn on 1/24

Wrote up and mailed out Thank you and Donation receipts with Karyn for special event sponsorship donations and created 2022 special events sponsorship donation spreadsheets

Continued training Karyn on job tasks and responsibilities – worked on organizing and creating Easter Bunny Breakfast, Family Paint Night, and programs for the activity guide

Continued producing, creating, updating, and sending programs to Haelee for the Spring/Summer 2022 Activity Guide

Designed and created promotional social material for P&R social media sites, schools, and building to promote both February and future programs.

Created and organized set up for Snowman Building Contest on 1/22/22 - which ended up being cancelled due to weather and participation sign up.

Started creating new virtual learning for P&R Facebook site

1/18 Toured Hartford Park and Recreation with Terri and Ethan. Discussions on Rec programming; including archery program, and parks and cemetery

Created event outlines for Knights of Columbus Cornhole Tournament, Price is Right, Family Paint Night & Roncalli Volleyball Tournament

Invoices created for WI Heat (Bash at the Beach) youth softball tournament- and payment received; and Price is Right event

Ordered and picked up Family Paint night supplies

Set up Sundae Thursday Entertainment- Steve Lundy Entertainment

Researched current TR Parks and trails and getting these updated in our records with correct acreage- Terri is having Haelee taking care of update

Started creating check requests for BOTB and Concerts in the Park

1/24 Knights of Columbus meeting to finalize Cornhole tournament set up

1/25 Street Construction Meeting

1/26 Community Care Days event planning meeting with Lisa K and Karyn

Working with new owners of Rudy's Lanes (AKA The Hook Lanes and Games) on setting up a Youth Bowling League

1/19 MYBA and youth wrestling meeting

## **Ethan**

Met with Cindy, the basketball instructor, 3x, to discuss our youth basketball program It's our first year doing this and we have 33 people signed up.

I've talked with Dave Schmalling and made sure everything was set for youth soccer.

Created the Kids Camp Summer Activity Calendar, and just recently met with Julie on games, activities and crafts.

Writing a grant for the MLB youth Development Foundation

Conducted two interviews with possible new building attendants.

I've been putting together programs for the summertime and sending them to Haelee for her to update them in the activity guide.

We went to Hartford and spent the afternoon learning about parks in the area. I was also able to talk with their Recreation Supervisor about an Archery program we could potentially offer here.

Met with Becky on youth ball and was introduced to the commissioners of the league. We discussed upcoming dates, and ideas for the future league that's starting up.

Worked 2x shifts in the evenings, covering my team when nobody else can.

Held Futsol on Tuesday nights.

Delivered basketball flyers to the elementary schools to better promote the program.

Assisted the Senior Center Twice last month with delivering

Drafted a letter for a resident to remove a bush in front of their yard, because it was against code.

Met with Ron Strong and talked about Beach Volleyball Leagues in the Summer time and his Track prep class.

## **Parks/Maintenance**

Ice Rink put together

Meeting with EIS on Orders

Snow Removal 1/5,1/6

Met with Lucky Signs on Signs for Building

Fixed drywall in Behringer Rm Bathroom

Painted Bathroom

Open Bid Meeting at Washington 1/13

Took Down Banners and garland central Park and building

Delivered Meals on Wheels

Safety Meeting

Boiler Fixed Community House

Trash Run

Working with Electric and Water on going with one company for the whole city on Fire

Extinguisher for building Ahern, Vans, Vorpahl

Ordered Replacement garbage cans for New Cemetery

Sponsor Banners taken down Band Shell

Fixed A bunch of Ballast in Berhinger Room

Ordered Lights for Berhinger room

City Wide Trash run and Doggy Bags

Backflows fixed on (2) slop sinks

## **Senior Center**

Winter Warm Up Soup Sale – Prepared and sold. Profit \$1,200

Taking preorders for Valentine's Dinner Fundraiser  
Taking preorders for St Patties Day Fundraiser  
Ongoing Chocolate Chip Cookie Sale  
Mailed Sponsorship letters to support upcoming fundraisers  
Situational Awareness Training  
Municode Software Program Training Series  
Scheduling AARP Tax Preparation Appointments  
Friends of the Two Rivers Senior Center Annual Meeting – Preparing  
Friends of the Two Rivers Senior Center Meeting  
Pantry and Freezer Inventory  
Created Annual Report Summary  
Wisconsin Association of Senior Centers Meeting  
Wisconsin Association of Senior Centers – Training new VP & membership chair  
Met with Red Hats group – Collaborations for 2022  
Prepared and mailed 2021 Tax donation letters  
Worked with maintenance supervisor, potential additional electrical in Koska Room (Friends project)  
Parks & Recreation Meeting with Director  
Parks & Recreation Supervisors Meeting  
Registering Fireside Theatre Trips – Basement Church Ladies - A Mighty Fortress and Grease  
Take n Make / Creation Station – 10 Snowman creation kits prepared for pick up  
Birthday calls, mailed birthday cards & anniversary cards  
Senior Center January Newsletter – Created, mailed, emailed, distributed to area businesses  
Weekly press releases (recording) to WOMT  
Updated senior center website & social media page  
Office Staff helping daily with meal packing, serving lunch, and delivering meals

### **Administration**

City Council meeting x2  
Staff meeting x2  
Met with summer 2022 Intern 1/5  
Meeting with Rec Supervisors x4  
Rec Admin Staff meeting x1  
Senior center supervisor meeting x2  
Met with Roger, Main Street on summer events  
ARB meeting 1/11  
Washington Park Pickleball/Tennis Court Prebid and bid opening 1/13 and 1/27  
Assisted with Meals on Wheels 1/13 & 1/18  
WPRA 2023 Conference Committee Meeting 1/13  
Workshop in Harford with Rebecca and Ethan 1/18  
Meeting with Santec, Glacier Land, Woodland Dunes and Greg regarding Wayside Rehab  
NRPA webinar 1/19  
Met with DPW Director and Special Events Supervisor on summer 2022 road closures  
365 Fundraising Committee Meeting 1/26  
Meeting with Greg and Elizabeth regarding Open Spaces plan 1/26  
Continued work with Fred Kolkmann on Washington Park Rehab  
Conducted EJ annual evaluation 1/28  
Conducted FS annual evaluation 1/28

Conducted KG 6-month evaluation 1/28  
Met with Greg to discuss 2022 P & R Goals  
Department Head meetings x2  
Continued work with staff on activity guide  
Worked on the Dept building schedule and website with Ethan  
Continued work on transition plan for parks with Parks Supervisor  
Continued work on Grants for Neshotah Beach Playground  
Continued work on Grants for Central Park 365  
Continued work with Manitowoc County Health Dept for food license (Neshotah and Vietnam)  
Ordered Memorial Benches  
Budget review and journal transfer equipment use and labor for the Wayside and Paragon  
Properties with Parks Supervisor and Admin Assistant