

Parks and Recreation Department

Hamilton Community House

1520 17th Street

Two Rivers WI 54241-0087

Office (920) 793-5592

Senior Center (920) 793-5596

Date: April 11, 2022
To: Greg Buckley
CC: City Council, Recreation Staff, Advisory Recreation Board
From: Tammy Stadler
Subject: Recreation Department **March** Report

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

- Meals on Wheels served 1,820
- Congregate Meals 109
- TRUST car rides 109
- Senior Center Programs 1,128
- Building/Pavilion Rentals 1,173
- Recreation Programs 958
- Visitors/Contacts (phone and in person) 6,963
- **Total building usage 12,260**

The J. E. Hamilton Community House was open **31 days** in the month of **March** for an average daily usage of **395 people per day**.

Cemetery

1. # of spaces sold - 5 @ \$750.00 = \$3,750.00
 2. # of interments - 4 @ \$850.00 = \$3,400.00
 3. # of cremations - 6 @ \$550.00 = \$3,300.00
 4. # of Saturday burials - 2 @ \$350.00 = \$700.00
 5. # of children under 10 for no charge burial
along with no charge Saturday burial - 1 @ \$0.00
- Total=\$10,450.00

Administration (Office)

- Social Media posts to help promote our classes/programs
- Attend WPRA Office Support Meeting
- Helping with invoices to go out on time
- Coordinating a smooth routine for scheduling and reserving rentals
- Organizing filing cabinet and work folders in drawer for upcoming events/programs
- Starting to learn process of WPRA ticket purchasing and organizing

CIMS organizing burials/double checking burial info
Designing Classification System and Creating a Digital Backup System for Cemetery hard copy documents (This will create ease in future referencing, changes in software, assist if the cemeteries go interactive in the future.)
Attend Safety Training

Recreation and Special Events

Rebecca

Finalized all check requests for BOTB and Concerts in the Park for 2022
3/1 meeting with TRCCS Organizer to finalize set up for Volleyball Tournament
3/2, 3/16, & 3/30 Attended Dept Head meeting
Created and then modified trifold Park & Rec Special Event Brochure from Amy for Utility Bill Mailing
3/3 Attended TRBA meeting
Managed, organized, and helped with set up for TRCCS Volleyball Tournament over March 4-6 weekend
Attended 365 Central Park West Meetings on 3-4 & 3-18
3/7 & 3/21 attended City Council meetings
3/8 Attended Rec Board Meeting
Communicated with participants and helped organize Be Active Program
Communication and organizational set up started for future road construction with Jim McDonald in July- emailed organizers with current updates
3/10 Attended Newpro meeting in Appleton at Champion Stadium
Finalized, managed, and helped with set up for Great Trivia event Set up for Main Street Organization on 3/11
Became Co-Interim Director of Parks and Rec Dept on 3/10/22 with Jared Rohrer and have continued running the daily job tasks and working with my peers to make sure that the buildings, communications, meetings, and daily activities are all running smoothly and on a timely basis.
3/16 Meeting with Heart A Rama Organizers
Organized and managed with Kaityn from Manitowoc Parks and Rec the City-to-City Leprechaun Hunt. Hunt started 3/15-3/22 Huge success!
3/23 attended Safety Committee meeting
Signed contract and set up Mural painting for Neshotah Beach pavilion for summer 2022
Golf Simulator sponsorship Decals hung up on Simulator doors and Golf simulator updated
Working on Breakfast with the Bunny set up- sending thank you's to sponsors and preparing volunteers, games/crafts, food prep, decorations, placemat creation, and room set up
Worked on creating Beverage ordinance for the TR Park and Rec Dept
Continued training Ethan on Youth Baseball and softball
Created and promoted programs on social media sites
Monitored the daily building activities with attendants and staff
3/29 Staff meeting- updated co- supervisors on meeting notes and general updates of daily activities. Decision made to close building at 4PM due to vandalism and chaos
Working on Seasonal staffing for concession stand and special events
Created Event outline for Heart A Rama, TRCCS Volleyball Tournament, Pancakes with the Bunny
Helped organize the Family Nerf War with Ethan for 3/26

Worked with Jared, Tammy S and other Dept heads for building needs and finance/End of pay period and any other general needs.

Ethan

Finalizing Youth ball, confirming umpires as best I can.

Taken inventory at Vietnam for equipment needs for the season.

I've been working with Chevy and ordered our equipment with them.

I've been helping with Youth Soccer on Wednesday nights.

I ran the Nerf war program that was put on. A good turn out with some good feed back to do them more often, just with a less amount of time.

Trying to finalize pitching clinics, I'm still looking for a softball lead, baseball is covered.

I've taken inventory at Neshotah and Vietnam to prepare an order for concessions coming up at the end of May, beginning of June.

Youth basketball finished up in March, with it being the first time it ran, I'd say a huge success, with lots to build on the following winter, with potential youth basketball leagues, very exciting. Terri, Becky and I met to go over programs, and make sure who is covering what in the near future.

I've been working on a youth baseball grant and trying to finalize that up.

I've looked at a few trees in the terraces and have let Scott or Jared know what needs to happen.

I held my last pickleball clinic in March, and now shifting towards summer.

I helped Becky put up the leprechauns around the parks. Also took them down around the parks as well.

I hired 3 score keepers for youth ball coming up, who should do a great job.

Cory and I met to discuss the summertime, with equipment and how scheduling works with him. Safety training meeting I attended.

Revamping Attendant daily outlines, so more specific things can be done.

Took inventory of the closet at Washington Park, to make sure I could run the programs I'd like to run for our summer kids camp.

I've worked as an attendant to cover a shift when no one else could.

Parks/Maintenance

Snow blowing and cleaning of building

changed out more light fixtures to LED

setup for Roncalli Volleyball Tournament

Setup for Trivia Night

Sign replacement throughout park systems (ongoing)

Fixed pump at Zander Park for drain tile

Tear down of Ice Skate rink (Asphalt has no signs of damage)

Worked on Drain Leak on Roof of Gym

Started Sand cleaned up along Mariners Trail (on going)

Brush cleanup in Parks started

Tree pruning and tree complaints

Built 365 sign on band shell

On going Trash cleanup city wide

ordered product for Baseball and softball startup

assisted with Kitchen Staff do to shortage of Volunteers

assisted with Meals on Wheels do to shortage of Volunteers
Helped Dig at cemetery with Burials
Hiring of seasonal staff for Summer

Senior Center

St Pattie's Day Dinner Fundraiser – Prepared and sold. Profit \$1442.42 (with sponsorships)
St Pattie's Day preorders
Chocolate Chip Cookie Sale - Ongoing
Concession sales Ongoing
AARP Tax Preparation Schedule/Reschedule Appointments, Answer questions
Friends of the Two Rivers Senior Center Meeting
Committee on Aging Meeting Cancelled in March & April per Terri V
Koska electric - Worked with maintenance supervisor and Friends board (Friends project)
Creation Station – 14 take and make craft kits for March
Birthday calls, mailed birthday cards & anniversary cards
Newsletter – Created, mailed, emailed, and distributed to area businesses throughout Two Rivers and Manitowoc the
Senior Center newsletter
Weekly press releases (recording) to WOMT
Updated senior center website & social media page
Daily with meal packing, serving lunch, and delivering meals
Daily with phone calls and walk-ins.
Sign-up participants up for trips, classes, programs, lunches, etc.
Man the front desk when there is no volunteer here.
Set and/or reset rooms in the mornings and throughout the day as needed.
Take out garbage in kitchen after lunch when maintenance doesn't.
Work with IT and Friends board on new sign-in monitor. Friends agreed to pay for this since it's used for the My Senior
Center program and they help support that, as well as find it an extremely useful tool for our center.
Working with Collette 2022-2023 trips.
Schedule Christmas day trip: venue, dinner, bus.
Prep April Breakfast for Supper fundraiser and procure volunteers.