

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: March 7, 2022

To: Greg Buckley

CC: City Council, Recreation Staff, Advisory Recreation Board

From: Terri Vosters

Subject: Recreation Department **February** Report

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

- Meals on Wheels served 1600
- Congregate Meals 119
- TRUST car rides 102
- Senior Center Programs 606
- Building/Pavilion Rentals 840
- Recreation Programs 1,070
- Visitors/Contacts (phone and in person) 6,649
- **Total building usage**

The J. E. Hamilton Community House was open **28 days** in the month of **February** for an average daily usage of **390 people per day**.

Cemetery

1. # of spaces sold - 12 @ \$750.00 = \$9,000.00

2. # of interments - 6 @ \$850.00 = \$5,100.00

3. # of cremations - 3 @ \$550.00 = \$1,650.00

4. # of Saturday burials - 0

Total=\$15,750.00

Administration (Office)

B & M (porta pot schedule) submitted for summer season

CPR Training

Safety Training

Update and prepare Employee Listing for 2022 season

Verify & Update Cemetery Permissions

Continue Cemetery Burial entry

Finished Brochure

Finished 2010-2015 Cemetery Burials data entry

Adding events to FB, Instagram, Explore TR, etc
Keeping up on invoicing
Payments coming in for burials, shorter expectation time frame for funeral homes
WPRA ticket order

Recreation and Special Events

Rebecca

2/1 Attended Rotary meeting Zoom gave Park and Rec update
2/2 History presentation at TRHS on Community House
2/2 and 2/9 Youth Wrestling meeting
Created, Reviewed, Finalized, and sent programs to Haelee for Spring/Summer Activity Guide- youth golf, dance, tennis, GB Rockers fundraiser, Lacrosse etc
Reviewed and trained youth Softball and Baseball programs with Ethan for upcoming seasons – all folders and paperwork handed over
2/3 Attended TRBA Meeting and gave Park and Recreation update
Donation Receipts and Thank you's for Bunny Breakfast Sponsors created and mailed out- Karen updated donation spreadsheet
Finalized Family Paint Day set up and event and Karen managed the day of the event- successful event with 20 participants
Managed and finalized the set up and help with gymnasium set up for Cornhole tournament on 2/5 for Knights of Columbus and managed the final organization of Price is Right Event
Assisted with opening and closing of ice rink for a week
Created a Special Event Flyer for City Council
Completed 2022/2023 Contract for 4th of July Fireworks with Spielbauer Fireworks
Reviewed Port a Potty Placement for Magee programs and special events with Tammy S
Updated Virtual Programming/banners on TR P&R websites
Created event outlines for Great Trivia Night, Price is Right, Cornhole Tournament, and Family Paint Day
Created leprechaun posters and helped organize the hunt with Terri for the City-to-City Leprechaun Hunt
2/9 Lacrosse Meeting -Reviewed and help finalize plans for program with organizer
2/8 Tourism Meeting with Amy, Elizabeth, and Terri to talk about possible future TR Plans
2/15 Safety Meeting
2/16 CPR Training and certification
Helped review March Program guide flyer for school newsletter with Ethan
MYBA meetings 2/15 & 2/28
Attended Wisconsin Park & Recreation Association (WPRA) Conference 2/21-2/24
Worked on Check requests for BOTB and Concerts in the Park
Created new Special Event brochure for utility bill to be sent out

Ethan

Met with Cindy to get youth basketball started
Helping with youth soccer on Wednesday evenings, and discussions with Dave about future programs.
I met with Becky multiple times about youth baseball and coaches, and umpires.
Futsal continuing Tuesday nights, I'm officiating those games.

Finished sending Haelee all my programs for the upcoming guide
Met with Scott, Jared, and Chris out a future arbor day activity and planned one out for Arbor.
I've been running pickleball clinics on Monday nights for an hour with 3 ladies.
I took inventory and Vietnam and Neshotah park for future concessions
I've been helping Saturday mornings with youth basketball program
Attended the EAB meeting on the 15th
Dropped off activity guides to the day cares and schools around the area
I examined a few trees throughout the month and 2 of them have sense been removed due to potential disease.
Continued work on youth baseball
Hired a new building attendant
Attended the WPRA conference with Terri, Jared, and Becky

Parks/Maintenance

Snow Removal throughout parks and building
winter burial assistant with cemetery crew
capitol purchase orders coming in
Changing light fixtures out in Gym to full LED
Setup for Price is Right
Setup for Cornhole tournament
Put mirror up in weight Room
Helped out with Meals on Wheels with shortage of volunteers
Switched out plumbing in boiler room for wash machine
started cleaning sand up at beach on path
Brush cleanup Neshotah Park and broken tree limbs
Weekly trash run throughout park system and main st
Maintenance on ice rink
WPRA conference in Dells

Senior Center

Valentine's Dinner Fundraiser – Prepared and sold. Profit \$487.36
Taking preorders for Valentine's Dinner Fundraiser
Taking preorders for St Patties Day Fundraiser
Ongoing Chocolate Chip Cookie Sale (fundraising)
Ongoing concession sales (fundraising)
CPR Training
Scheduling AARP Tax Preparation Appointments
Scheduling Trust Car Appointments
Friends of the Two Rivers Senior Center Meeting
Committee on Aging Meeting
Wisconsin Association of Senior Centers Board Meeting
Worked with maintenance supervisor, additional electrical in Koska Room (Friends project)
Parks & Recreation Meeting with Director
Exit interview with City Clerk (Tammy D)
Take n Make / Creation Station – 9 bird feeder creation kits prepared for pick up
Birthday calls, mailed birthday cards & anniversary cards
Senior Center February Newsletter – Created, mailed, emailed, distributed to area businesses
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.
Working with IT on new sign-in monitor
Weather cancellations – posted on news and social media, made calls to participants, update My Senior Center
Working with Collette 2022-2023 trips
Prep March's St Patties Day fundraiser and procure volunteers
Prep April's Breakfast for Supper for advertising
Start working on Volunteer Appreciation Dinner for the 2021 volunteers

Administration

Committee on Aging meeting 2/7
City Council meeting 2/7
Staff meeting x2
Meeting with Rec Supervisors x4
Rec Admin Staff meeting x1
Senior center supervisor meeting x2
ARB meeting 2/8
Central Park West 365 meeting 2/11
Meeting with New Tourism director 2/8
Safety Committee meeting 2/10
Fire Protection meeting 2/14
Discussion with Greg on interim director job duties 2/14
Meeting with CCB 2/14
Assisted with Meals on Wheels 2/25
Discussion with Diane Johnson regarding swimming lessons 2/25
WPRA 2023 Conference Committee Meeting 2/16
Department Head meetings x2
Attended WPRA Conference 2/22-2/24
Continued work with staff on activity guide
Continued work on transition plan for parks with Parks Supervisor
Continued work on Grants for Neshotah Beach Playground
Assisted with interim Parks and Recreation Director job duty
Assisted with interim Senior Center Supervisor duties
Ordered Memorial Bench and Plaque for one family
Reviewed applications and scheduled interviews for Senior Center Supervisor vacancy