

Parks and Recreation Department
Hamilton Community House
1520 17th Street
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Senior Center (920) 793-5596

Date: January 10, 2022
To: Greg Buckley
CC: City Council, Recreation Staff, Advisory Recreation Board
From: Terri Vosters
Subject: Recreation Department **December** Report

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

- Meals on Wheels served 1,384
- Congregate Meals 111
- TRUST car rides 126
- Senior Center Programs 624
- Building/Pavilion Rentals 345
- Recreation Programs 819
- Visitors/Contacts (phone and in person) 3,849
- **Total building usage 7,258**

The J. E. Hamilton Community House was open **27 days** in the month of **December** for an average daily usage of **268 people per day**.

Cemetery

1. # of spaces sold - 1 @ \$750.00 = \$750.00
2. # of Interments - 2 @ \$850.00 = \$1,700.00
3. # of cremations - 2 @ \$550.00 = \$1,100.00
- 4 # of Saturday burials -1 @ \$350.00 = \$350.00

Total: \$3,900

Administration (Office)

2022 Budget sorted and Books Printed for Supervisors
2021 Timesheets/Payrolls Scanned to Finance
Holy Cross Cemetery Plat Book BackUp Completed (scanned & assembled)
Forest View Cemetery Plat Book BackUp Completed (scanned & assembled)
Pioneers Rest Cemetery Plat Book BackUp Completed (scanned & assembled)
Calvary Cemetery Plat Book BackUp Completed (scanned & assembled)
Holy Cross Cemetery Map Book BackUp Completed (scanned & assembled)

Completed Archive Room end of the year purge
Begin Office Purge
Begin 2022 Spreadsheet set up
Completed & Submitted Tree City Application
Continue entering missing burials in CIMS
Central Park West 365 Fundraising meetings
Complete Cancellation of In-house credit card account - including equipment return

Recreation and Special Events

Rebecca

Reviewed December Programming with Ethan Jones

Continued to Supervise, monitor, conduct program visits, and finalize (ordered champion trophy) for Co-ed Volleyball on 12/6, 12/13, 12/20, and 12/27

12/6 Held organizational meeting with Knights of Columbus committee at TR Community House for Cornhole Tour in Feb

12/8 Attended youth wrestling meeting for organizing and implementing 2022 season and set up

Trained, monitored and established work responsibilities with new Rec Coordinator Karyn Joy throughout the month

12/16-Helped organize, coordinate, and attended New Pro meeting at the TR Community House Created and presented Host Note presentation at New Pro meeting

12/15- Attended Dept Head meeting at City Council Chambers- created a P&R report update and presented at meeting

12/13- Attended Central Park Meeting with Main Street - Roger Russove to discuss coordinating and collaborating an event between 2 organizations for springtime 2022

Cancelled Family Sled Night for 12/17 due to weather, and Teen night on 12/3 due to low participation numbers

12/18 Coordinated, managed, and set up City to City Candy Cane Hunt in TR with Ethan Jones Designed and created promotional materials for Santa Letters, Golf Leagues, Sponsorship thank you large decal wraps for Golf simulator, and Sponsorship fundraising packets (2022), Holiday Banners for TR website and Facebook page

Assisted Ethan with covering attendant coverage for month of December

12/8 Presented History of TR Community House at TRHS

Created new virtual learning for TR P&R website

Redesigned, finalized, and sent out the Sponsorship Fundraising Packet for Special Events for 2022 - both Karyn and myself completed this

Ethan

Building attendant evaluations

Working on the upcoming activity guide with current instructors. Also, trying to find new programs

Umpire and scorekeeping for the new Futsal league.

Working with multiple homeowners on terrace trees

Creating new programs and flyers for marketing and promotion

Met with Terri and Becky on programming

Assisted Becky with the Candy Cane Hunt

Met with Cindy, new basketball program instructor

Met with Dave, Soccer instructor

NEWPRO meeting 12/16

Worked on the Attendant January schedule
Met with Sara, Firm and Burn instructor
Trained a new building attendant

Parks/Maintenance

Deep clean on Senior Center Kitchen floor
Fixed Ice Maker and Cooler SC kitchen
Buffing floor throughout building
Little bit of snow removal
Setup for Volleyball and Pickelball
Meetings with SMI on Senior Center possible addition
Trash and Doggie Bag Runs twice a week
Tree removal of wind damaged trees
Christmas Decoration
Continued daily maintenance
Start setting up ice rink
Removal of tennis court backboard

Senior Center

Christmas Stars dinner and show bus trip fundraiser
Medicare Part D Appointments
Let's Get Moving exercise class series by ATI Physical Therapy staff
Baking, packaging, and selling cookies for December Christmas Sweets and Treats Fundraiser
Distributed 150 Handmade Christmas Stockings filled with treats
Raffle Basket Fundraiser
Committee on Aging Meeting
Parks & Recreation Meeting with Director X2
Senior Center Building/Drive up Window Meeting
Friends of the Two Rivers Senior Center Meeting
Nutrition program coordination and arrangements
TRSC Picking up January meals at the Manitowoc Senior Center (update: meals continue to be delivered to TRSC)
Wisconsin Parks and Recreation Association Leadership Academy
Alice Training for Staff
Scheduled 3 Premier World Discovery Trips for 2022
Scheduled 2022 Fireside Theater Trips – Basement Church Ladies - A Mighty Fortress and Grease
Take n Make / Creation Station – 12 reindeer creation kits prepared for pick up
Birthday calls, mailed birthday cards & anniversary cards
Senior Center December Newsletter – Created, mailed, emailed, distributed to area businesses
Created and distributed January Soup Sale fundraising posters to businesses throughout Two Rivers and Manitowoc
Created and distributed February Dinner fundraising posters to businesses throughout Two Rivers and Manitowoc
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

12/1-Dept head meeting

12/6-City Council meeting

12/7-Meeting with Senior Center Supervisor about Meals on Wheels and programming

12/8-Met with Recreation Supervisors on the next activity guide and programs

12/9-Met with SMI on the Senior Center CBDG grant renovation

12/9-Met with Greg on upcoming programs

12/10-Central Park 365 Committee meeting

12/10-Met with Jeff for a tour of the library

12/13-Central park 365 meeting with Recreation Supervisor and Special Event Coordinator

12/15-Meeting with Roger on working together for a new program in Spring

12/16-1/3-FMLA; surgery leave

Meeting with Greg and Elizabeth regarding Open Spaces plan and Comprehensive Plan

Meeting with Senior Center Supervisor about Meals on Wheels and programming x2

Meeting with Rec Supervisors on program updates

Continued work with Fred Kolkmann on Washington Park Rehab

Continued work with staff on activity guide

Worked on the Dept building schedule and website with Ethan

Continued work with Lisa and Jamie on Central Park 365 tiers, branding and logo

Continued work on Grants for Neshotah Beach Playground

Continued work on Grants for Central Park 365