



**TWO
RIVERS**
WISCONSIN

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: June 8, 2022
To: Greg Buckley
CC: City Council, Recreation Staff, Advisory Recreation Board
From: Tammy Stadler
Subject: Recreation Department **May** Report

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

➤ Meals on Wheels served	1,529 (closed May 30 th – Memorial Day)
➤ Congregate Meals	86
➤ TRUST car rides	128
➤ Senior Center Programs	1,793
➤ CH / Shelter /Other Facility Rentals	4,604
➤ Recreation Programs	1,739
➤ Visitors/Contacts (phone and in person)	3,265
➤ Total CH building usage	8,482

The J. E. Hamilton Community House was open **30 days** in the month of **May** for an average daily usage of **283 people per day**.

Cemetery

Here is the information for the month of May

1. # of spaces sold - 1 @ \$750.00 = \$750.00
2. # of interments - 4 @ \$850.00 = \$3,400.00
3. # of cremations - 3 @ \$550.00 = \$1,650.00
4. # of Saturday burials - 1 @ \$350.00 = \$350.00

Administration (Office)

Helped Lisa with Czech Music in the Park flyers and posts

Starting to get 2022 Fall/Winter Brochure together

Creating spreadsheet for youth sports Fundraiser Pizza Sale

Helped Gina with W&L with preparing for Ross's Retirement party in building

Continuation of working on burials with missing information, fixing burials including some in wrong spaces, updating format for "go live", and researching accurate information on link provided-CIMS

Recreation and Special Events

Rebecca

Mural updates and redesign for Neshotah Park shelter

Social Media videos created for new P&R summer programs and promoted on websites

Submitted and renewed Farmer Markets FMNP Application for 2022

Filed Neshotah Beach Concession Stand Application with Health Dept and worked on organizing set up

Created Park and Rec Beverage Sale Ordinance Policy and Resolution and submitted to City Hall

Created schedules for umpires, scorekeepers, league games for Men's Summer Softball, held managers meeting, and started League play on May 18th

Created event outlines for the following upcoming events Kiwanis Fish Derby, Spring Wine Walk, WI Heat Tournament, Memorial Day Parade, Concerts in the Park, Carp Fest, Sundae Thursday, and Domazlice Celebration

5/5 Attended TRBA meeting

Continued and finalized Managing and Coaching Youth Spring Track program- kids had a great experience and learned the fundamental skills of track and field

Reviewed daily tasks with staff and continued as interim director with Jared

Sundae Thursday Resolution written and submitted for City Council, Ice cream contest certificates and waiver created and sent over to city manager, all contracts written and sent, title and ice cream sponsor confirmed. Volunteer list created and volunteers started, grocery flyers created, Ice cream contest medals ordered, and set up created for Sundae Thursday 2022
Managed set up, invoiced, and worked with organizers for Mariners and Ravens games on 5/14 and 5/21

Continue to help Ethan manage youth summer baseball, softball – created TR schedule template and assisted with organization and set up of T-Ball

Scheduled, organized, help with set up, managed, and assisted Cory with Field prep during WI Heat Tournament 5/20-5/22

Continued to help manage field management with Cory and Jared of all High School baseball and softball games

Worked with Lisa K on organizing Domazlice Celebration- created set up, scheduled food vendors, set up equipment needs, communicated with all appropriate personnel on special needs, contacted photographer and videographer, created signs for event, and helped with set up.

Submitted check requests for Concerts in Park and Bands on the Beach

Ordered Bands on Beach and Concerts in Park Banners- for both schedules and sponsorship

5/31 Official start of Concerts in the Park with Jazz in the Park- attended, managed, and organized with Farmer's Market and Concessions that evening.

Maps created for Farmers Market for 2022 events and monthly schedules

Invoiced Heart A Rama

Attended City Council meeting 5/2 and 5/16

5/27 Meeting with Snowfest organizer – Tony to discuss set up and P&R needs

5/23 Met with Renee's Chocolates to discuss Sundae Thursday sponsorship and concession opportunities

Ethan

Ordered concessions for both Vietnam and Neshotah Beach.

Ordered Pepsi and Dippin Dots and both coolers are free if we order their product.

Finalizing schedules for youth baseball and simplifying them.

I've been showing our Intern around for the summer, taking him to the parks, introducing him to other employees, letting him know what his job duties will be.

I had a kids camp meeting where we talked about the summer and went over all the activities and expectations for the summer.

I put together all the TBall teams and organized them with their coaches.

I held a Tball coaches meeting, and discussed rules and ideas of how things can run smoothly.

I umpired a couple games for baseball. I've been helping train some kids to do the score keeping and they've been doing a great job.

I put all the community band stuff inside the building at 11 pm after my attendant forgot to put them away.

I've looked at quite a few trees that have been infected by Ash Boer

I put together all the equipment bags for the baseball and softball coaches and handed them out to them

I attended the county baseball meeting for the upcoming season and discussed rules, and received equipment.

I've been on a couple NFL flag zoom meetings.

Becky and I meet on the daily to discuss events and programs.

I had a long meeting with Renee's chocolates with Becky and Karen. We talked about Sundae Thursday, and concessions.

I had a pickleball clinic with a lady that went well.

I attended the community health fair and ran a booth for the park and rec department, which looked good, but there wasn't a huge turn out for the fair.

I've been doing a lot of Concession pricing and trying to find the best deals for us.

I had a couple interviews this move for summer employees which should do a great job.

I delivered meals for the senior center twice.

Senior Center

Daily duties

Phone calls

Walk-ins

Scheduling participants: classes, activities, trips, lunches, etc

Birthday calls, mailed birthday cards & anniversary cards

Take care of the front desk when there is no volunteer.

Room set-ups for the next days classes, activities, programs, fundraisers, etc.

Weekly duties

Weekly press releases (recording) to WOMT

Set-up and take-down for virtual exercise classes (2 classes per week)

Monthly duties

Committee On Aging Meeting

-Filling Vacancies on Board (Need to be appointed)

Jackie Ackerman

Jo Youngerman

Friends of the Two Rivers Senior Center Meeting

Newsletter – Created, mailed, emailed, and distributed to area businesses throughout Two Rivers and Manitowoc the

Senior Center newsletter

Creation Station – 18 take and make craft kits for May

Update Explore Two Rivers calendar with senior center events that are open to the public.

Collaborate with the Lester Library on movies for next month's Senior Center Monday Movie Matinees.

Nutrition Program

Procure kitchen volunteers for every day until we have a new nutrition coordinator, and he/she is trained.

Interviewing Candidates for Nutrition Program Coordinator.

Kim agreed to stay on until end of June.

Work in the kitchen and find volunteers for when kitchen staff has off.

-Kim G. and Serena K agreed to stay as casual call staff to fill in when needed.

New starts, daily reporting, month end, long term cancellations, deliverer sheets

Log late cancellations, and unavailable meals to HDM roster and My Senior Center.

Daily kitchen help: meal packing, serving lunch, delivering meals, washing dishes, taking care of congregate meal

donations.

Schedule HDM test tray days, prepare and record information.

Met with ADRC's HDM coordinator to clear up miscommunication and work to find more volunteers to deliver to

Mishicot.

Worked with Olivia from ADRC to fill open Driver slots for HDM

Worked with ADRC on recruitment of volunteers

Re-educating volunteers on correct delivery processes

Working on Food Safety Management Certification

Test Tray scheduling and execution for successful temperatures in accordance with state guidelines.

Congregate Meal

Working with Meal Site Coordinator to increase Congregate Meal participation

-Invite City Department Heads to meals

- Positive feedback from participants

Miscellaneous

Schedule trust car maintenance as needed.- Oil Change completed.

Work with ADRC to set up training for Senior Center Staff and Volunteers for dementia friendly training

Updated senior center website & social media page

Train front desk volunteers with additional duties (being cautious to not overwhelm them)

Set and/or reset rooms in the mornings and throughout the day as needed.

Post on social media, website, at the front desk...days that we close early.

Notify any groups that are here on those days.

Work with supporting businesses to book upcoming presentations.

Planning stages of Volunteer Appreciation dinner to take place in October/November

Working to add back pre-covid events, and new events

Try to procure volunteers for kitchen help, dishwashing, front desk, trust drivers, special events, bingo callers, bulletin board, raffle baskets, creation station kits, donation organization, and anything else that comes up. If volunteers are unavailable, staff will have to handle or cancel.

Create and/or update procedures.

Window Construction project to commence in June. -Some congregate meals cancelled.

Create new room set-ups and move classes/activities to rooms other than the Koska and Coffee Nook for the time of the construction.

Communicate room changes with Haelee.

Trips

Day trip to Fireside Theater: Profit \$2,150.25-\$280 (staff wages for 12hr day)=1870.25

Take home lanyards from the trip to wash (no bleach) and line dry.

Work with Premier World Travel on sending in reservations and other questions to obtain commissions for signing up travelers on their tours.

Fundraisers

Cinco de Mayo Fundraiser: **\$1,460.46 profit**

Soup and bake sale: **\$110 profit**

Prep June's Pancake Breakfast fundraiser for advertising.

Chocolate Chip Cookie Sale - Ongoing

Concession sales Ongoing

Start planning, organizing, and obtaining sponsors for any fundraisers from July-December 2022.

Meet with volunteer cook/baker. Looked at items and quantities of what we have in our inventory to determine upcoming fundraisers.

Marketing

Developing new processes to increase new active memberships, more volunteers

-Reaching out to local hospital and rehab care facilities discharge planners to explain what we offer:

- Reassurance Calls
- Trust Car
- Congregate and Home Delivered meals
- Working with local businesses to strengthen volunteer numbers
- Local care facilities
- United Way

Two Rivers Parks Recreation Facility Report May 2022

Recreation Programming	Number	Room / Location
Mens Softball Manager's Meeting	15	Director's Office
Simply Seniors	89	Gym
Membership Fitness Center	214	J.E. Community House
Kids Camp Counselor Meeting	6	Koska Room
Tball Coaches Meeting	13	Koska Room
JE Community House Totals	337	
Youth Spring Track	156	Koenig & Magee School
Mens Summer Softball	200	Vietnam Park
Single A May 26 Game	73	Vietnam Park
Pee Wee May 30 Game	95	Vietnam Park
Pony May 31 Game	75	Vietnam Park
Pickleball Clinic	1	Neshotah Tennis Courts
Ponytails Practices	126	Vietnam Park
Single A Gold Practices	84	Vietnam Park
Single A Purple Practices	91	Vietnam Park
Double AA Gold Practices	44	Vietnam Park
Double AA Purple Practices	84	Vietnam Park
Peanuts Practices	98	Vietnam Park
PeeWee Gold & Purple Practices	150	Vietnam Park
Pony Chevy Practices	77	Vietnam Park
Pony Port Sandy Bay Practices	48	Vietnam Park
Other Facility Totals	1402	
Total Recreation Programming	1739	

Rentals / Events	Number	Room / Location
Heart A Rama 5/5-5/7	1000	Gym
Brittany Schulz - Nerf War	20	Gym
TRBA Meeting 5/5	25	Library
Roberto Flores 5/10	12	Gym
Mishicot Dance Recital 5/13 & 5/14	100	Gym
Kris Barner - Bridal Shower	60	Behringer Room
Julie Lashied - Bridal Shower	15	Koska Room
Roberto Flores 5/17	12	Gym
Octagon Club Recycle Electronics	100	SC Parking Lot
JE Community House Totals	1344	
Two Rivers Main Street Wine/Beer Walk	200	Central Park Bandshell
Spring Wine/Beer Walk	180	Central Park/Downtown
WI Heat Tournament	1000	Vietnam Park
Mariners Football	180	Magee
Ravens Football	250	Magee
Memorial Day Parade / Ceremonies	1000	Central Pk / Cemetery
Jazz in the Concert in the Park	300	Central Park
Other Facility Totals	3110	
Total Rentals / Events	4454	

Two Rivers Parks Recreation Facility Report May 2022

Park/Shelter Reservations	Number	Room / Location
Renew Church Prayer Service	50	Central Park
Coast Guard		
Harbor View		
Neshotah Beach		
Neshotah Horseshoe		
Neshotah Jaycee		
Neshotah Park		
Neshotah Rotary		
Vets		
Vietnam		
Walsh		
Washington / 1	100	
Zander		

Total Reservations	150	
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Park/Shelter & JE Community House 4604

Senior Center Participation	Number	Room / Location
Meals on Wheels served	1,529	<i>Closed May 30th - Memorial Day</i>
Congregate Meals	86	
TRUST car rides	128	
Senior Center Programs	1793	
# Contacts Records	3,265	
# Volunteers	106	
# Volunteer Hrs Donated	985.19	