



## Recreation Department

*Kent Kostelecky*- Director



1905 Hall Avenue, Marinette, WI 54143

**City of Marinette Recreation Programming Board  
Monthly Meeting Minutes – Tuesday, March 1, 2016  
4:00 PM, Room 214, City Hall**

Present: Board President Dorothy Kowalski, Mayor Steve Genisot, Pam Goes, Bill Alwin, Dale Minzlaff, Recreation Director Kent Kostelecky, Pete Schwaba, John LaCourt, Mike Swiatnicki, Jackie Miller, Terri Florek and members of the press

Absent: Mike Corwin and Dan Menor

The meeting was called to order at 4:02 PM.

1. Motion by Minzlaff, second by Menor to suspend the order of the agenda to address items 10 and 7 prior to item 2. Passed unanimously. Motion by Minzlaff, second by LaCourt to approve the agenda with these changes. Passed unanimously.
10. Kowalski introduced Pete Schwaba as the new Board Appointee, pending Council approval.
7. Finance Director Jackie Miller indicated that projects over \$5,000.00 must be bid out unless identified as a specialty project as per city policy. She indicated that the pool project is essentially a plumbing project that does not identify it as a special project. Kostelecky disagreed and shared a diagram of the pool and plumbing specs. He informed the Board that Dave Kubiak had visited the site and done a summary of the pool needs including advising the Department that repair and replacement of the drains and inlets were necessary. Upon further inspection he indicated that the wading pool is in the same condition as the main pool and that the pumps and operating system appear to be operational given their age. Kostelecky stated that the main drain will also need to be looked at before the liner is installed. Goes interjected that while these items are to be taken into account, Kostelecky had not obtained bids per City procedure, but had received quotes. Kowalski explained, and Miller concurred, that the difference between an RFP and a quote is that the project is advertised similar to the bid process, but that they need not be returned in sealed envelopes or opened by a committee. Mayor Genisot recommended that the Council be polled as to their preference. Minzlaff motioned to recommend to Council that the plumbing and concrete project be put out on bids. Goes seconded. Passed unanimously.
2. Minzlaff motioned and Goes seconded to approve the minutes of the February meeting with the addition of the date, time and place inserted as a header. Passed unanimously.
3. Kostelecky read the Director's report that had been included in the board packet.
4. The quarterly revenue statement reflected an overall increase in revenues over 2015 and 2014.



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5. The monthly expenditure report was presented by Kostelecky.
6. Kowalski asked for a schedule of repairs and regular maintenance for each Recreation facility including the Welcome Center and Senior Center. The repair schedule should include items such as landscaping, painting, cleaning of facades. She is expecting a maintenance schedule, not a cleaning checklist. Kostelecky said that he has begun to develop a plan along with Warren Howard. Swiatnicki said that he had been on the roof of the Higley Field Building, and it will be a bigger project than anticipated. He is meeting with a roofer to go over the project, and in the meantime has had the heat turned on in the building so that scraping can be done along with the removal of carpeting and other repairs.
8. Mayor Genisot announced that the City Council would be asked to pass a resolution to commit to \$6,000,000 in funding for the new facility.
9. Discussion ensued regarding staffing, programming and facilities. Kostelecky reported that he had looked into turf programming and suggested that an event coordinator be added to the staffing. Mayor Genisot said that maintenance costs, cleaning and programming will need to be part of the plan. Florek contributed that the current low wages would be a contributing factor in hiring part-time or full-time staff. Currently entry-level positions are paid minimum wage, which is a sharp contrast to comparable agencies. She also gave a summary of potential programming opportunities, including partnering with the School District of Marinette in a community education and recreation format, taking advantage of Fund 80.
11. Kowalski suggested that Board Members look over the information included by Kostelecky in regard to a possible merger of the Park and Recreation Departments that was provided by the City of Neenah. The discussion will be early on the April agenda to allow time for it to be addressed.
12. The next meeting is scheduled for Tuesday, April 5 at 4:00 PM.
13. Motion by Alwin, second by Minzlaff to adjourn at 5:08 PM. Passed unanimously.

Respectfully Submitted,

Terri Florek  
Recreation Program Assistant