

**City of Beaver Dam, Wisconsin**  
**ADMINISTRATIVE COMMITTEE**  
**Monday January 15, 2018**  
**7:00 pm**  
**MUNICIPAL BUILDING**  
**ROOM 54**

**AGENDA:**

1. Consider approval of the minutes from the December 18, 2017 Administrative Committee meeting.
2. Consider approval of supplemental vacation carryover requests.
3. Consider approval of s resolution to reclassify William Schweiger from DPW Common Laborer to DPW Skilled Laborer.
4. Consider approval of a resolution granting beverage operator licenses.
5. Consider approval of a resolution approving a change of agent for Walgreens.
6. Review and possible recommendation regarding City baseball field use policy.
7. Update from City Attorney regarding amendments to noise ordinance.
8. Questions concerning invoices scheduled for Council approval.
9. Items for future agendas - for discussion only.

Posted: January 12, 2018  
at 8:45 AM.

“A quorum of the Common Council may attend this meeting.”

"Requests from persons with disabilities, who need assistance to participate in this meeting, or hearing, should contact the City Clerk's office at 887-4600, ext. 338, with as much advance notice as possible."

City of Beaver Dam Community Activities & Services  
**BALL DIAMOND USE POLICY**

**I. INTRODUCTION**

The City of Beaver Dam Community Activities & Services (BDCAS) Department has established the following policies and procedures to ensure the safe, efficient use and equitable availability of sports facilities within city parks. The BDCAS Department reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks and the users and patrons of the parks.

Although the reserved use of park facilities is encouraged, the BDCAS Department may allow any unreserved facility to be made available for open, unstructured, public recreation activity on a first come/first served basis. This policy also allows the City to deem a sports facility unavailable due to maintenance concerns of that facility.

The intended use of any facility or area shall be considered the priority use for that facility or area unless written permission for an alternate use has been obtained from the BDCAS Department Administrator.

**II. AVAILABLE FACILITIES**

Refer to the Ball Diamond Reservation Permit attached to this packet for a listing of all facilities available for reservation.

**III. DECISION-MAKING AUTHORITY**

Authority rests with the BDCAS Department Administrator and the Parks Supervisor, or designated staff member, as to any concern related to facility use, including but not limited to:

1. Who shall receive permits for use (free or rental) of city athletic facilities;
2. The amount of fees and charges to be made for the use of city athletic facilities and services rendered;
3. The city personnel needed to support each activity;
4. What city equipment may be used;
5. The general rules and regulations to be observed while using city facilities, property and grounds.
6. Resolution of conflicts in facilities scheduling.

#### IV. USER GROUPS

1. The following classifications will define the types of user groups:

a. **Group 1 - City Sponsored**

These are groups directly administered by the BDCAS Department.

b. **Group 2 - School Sponsored**

These are groups that are officially sponsored and/or sanctioned by the Beaver Dam Unified School District for administrative or athletic purposes; or by student organizations and clubs.

c. **Group 3 - Community Recognized Partners**

These are groups that provide services in a cooperative effort with the BDCAS Department. They assist the department in providing services that are not directly provided by the BDCAS Department, along with providing improvements to current and future parks and/or facilities. These groups must meet the following criteria:

i. Have established 501 c(3) status,

ii. Have a board that is in good standing with the Wisconsin Department of Financial Institutions,

iii. Guarantee the activity is open to all that apply,

iv. Guarantee that fees are reasonable and waived for those that cannot afford them,

v. Have a Memorandum of Understanding that specifically states a usage schedule,

vi. Are approved by city staff and Administrative Committee.

d. **Group 4 - Resident Group**

These are city of Beaver Dam resident groups that are interested in renting a facility.

e. **Group 5 - Organized Non-Profit Group**

These are organized, non-profit community groups not sponsored by the BDCAS Department. These groups are eligible to become Community Recognized Partners.

f. **Group 6 - Non-Resident and For Profit Groups**

These are non-resident and for profit groups that wish to rent a city facility.

**V. FEE SCHEDULE**

Sponsored, School District and Community Recognized Partners do not pay regular ball diamond reservation fees, however they may be subject to other payments including shelter rental and supply replacement costs. For the right to have priority scheduling and become a Community Recognized Partner, groups may propose improvements to a city park facility. Documents outlining such proposals must accompany the Community Recognized Partners application. Only groups making improvements that will benefit the general public and not just a specific group will be considered for Community Recognized Partner designation. Community Recognized Partners designation will be at the discretion of the Beaver Dam Community Activities and Services Department Administrator and Parks Supervisor. The expected contribution will be relevant to the group’s use of the facility. The facility improvement requirement will be waived for Beaver Dam Unified School District groups due to reciprocal facility use.

Refer to the Ball Diamond Reservation Permit for current fee schedule for Groups 4-6.

**VI. RESERVATION PROCEDURE**

1. Priority in scheduling ball diamonds will be given based on user group type or relationship with the City during the open scheduling period. At the close of the open scheduling period, all reservations will be reviewed, prioritized and entered into the calendar. An email confirmation of the request will be sent to users no more than 10 business days after the open scheduling period has ended.

Open Scheduling Periods:

**RESERVATION DATES**

	<b>March 15 - August 31</b>	<b>September 1 - November 15</b>
<b>Group 1</b>	Approved upon receipt	Approved upon receipt
<b>Groups 2-6</b>		
Submittal Period	January 15 - February 15	May 1 – June 1
Approval Period	February 15 – March 1	June 1 – June 15

2. Prioritization of reservations will be given to users during the open scheduling period in the following manner:
  - a. Group 1
  - b. Group 2
  - c. Group 3
  - d. Group 4
  - e. Group 5
  - f. Group 6

After the close of the open scheduling period, reservation requests will be handled strictly on a first come, first serve basis for all groups with no priority given.

3. Recurring special events, such as tournaments, may be scheduled at the conclusion of the same event (one year in advance) for the following year. The BDCAS Department reserves the right to schedule field usage at its discretion.

4. The reservation request must include a signed copy of the Ball Diamond Reservation Permit attached to this packet.
5. When a reservation request is not able to be honored due to a conflict, the City will work with the requester to accommodate the request at an alternate facility or location, or at a different date or time.
6. Full payment for all ball diamond reservation(s) is required before the first reservation date.
7. If an event/reservation is canceled due to inclement weather or unplayable field, the permit holder can secure another permit by contacting the BDCAS Department office the business day following the event for no additional charge. The rescheduled reservation must fall within one calendar year from the original date.
8. If the reservation schedule must be changed due to a scheduling conflict, the BDCAS Department Administrator or a designated staff person will attempt to resolve a solution among any and all parties affected by the conflict. The City reserves the right to unilaterally change the reservation schedule if needed, and permits can be rescheduled or canceled by the City.
9. A certificate of insurance listing the City of Beaver Dam as an additional insured may be required. Refer to Ball Diamond Reservation Policies for insurance requirements.

**VII. SPORTS FACILITIES RULES & REGULATIONS**

Refer to Ball Diamond Reservation Permit for complete rules and regulations.

# BALL DIAMOND RESERVATION PERMIT

Your Name: \_\_\_\_\_ Date Diamond Is Reserved For: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Address: \_\_\_\_\_ Date Diamond Is Reserved For: \_\_\_\_/\_\_\_\_/\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date Diamond Is Reserved For: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Approx. Number of People Attending: \_\_\_\_\_

Name of Business/Organization/Group (if applicable): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Nature of Rental: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Diamond	Location	Daily Ball Diamond Fees		# of Days	Total Fee
		Resident	Non-Resident		
<b>ATHLETIC FIELD</b>					
<b>WITH LIGHTS</b>					
<input type="checkbox"/> Concession Building	off DeClark St – closest to East diamond	\$ 38	\$ 48	_____	\$ _____
<input type="checkbox"/> Little League Diamond - East	corner of DeClark St & Gilmore Ave	38	48	_____	\$ _____
<input type="checkbox"/> Little League Diamond - West	corner of Grove St & Gilmore Ave	38	48	_____	\$ _____
<input type="checkbox"/> Softball Diamond - East	corner of DeClark St & Liberty St	38	48	_____	\$ _____
<input type="checkbox"/> Softball Diamond - West	corner of Grove St & Liberty St	38	48	_____	\$ _____
<b>WITHOUT LIGHTS</b>					
<input type="checkbox"/> Little League Diamond - East	corner of DeClark St & Gilmore Ave	23	33	_____	\$ _____
<input type="checkbox"/> Little League Diamond - West	corner of Grove St & Gilmore Ave	23	33	_____	\$ _____
<input type="checkbox"/> Softball Diamond - East	corner of DeClark St & Liberty St	23	33	_____	\$ _____
<input type="checkbox"/> Softball Diamond - West	corner of Grove St & Liberty St	23	33	_____	\$ _____
<b>LAKEVIEW PARK</b>					
<input type="checkbox"/> Little League Diamond	off North St	23	33	_____	\$ _____
<input type="checkbox"/> Softball Diamond	corner of W Burnett St & May St	23	33	_____	\$ _____
<b>ROLLER AVENUE PARK</b>					
<input type="checkbox"/> Little League Diamond	off Karl St	23	33	_____	\$ _____
<b>SMYTHE PARK</b>					
<input type="checkbox"/> Softball Diamond	corner of Smythe Ct & Chatham St	23	33	_____	\$ _____
<b>VO-TECH PARK</b>					
<input type="checkbox"/> Softball Diamond - North	corner of Gould St & School St – by MPTC	23	33	_____	\$ _____
<input type="checkbox"/> Softball Diamond - South	corner of Prospect Ave & School St – by Shopko	23	33	_____	\$ _____

**TOTAL FEE** ..... \$ \_\_\_\_\_

**I have fully read this permit (front & back) and I understand and agree to all stipulations:**

**Signature:** \_\_\_\_\_

OFFICE USE ONLY	
Date Pd: _____	Form of Pymt: _____
Permit # _____	Amt. Pd: _____

# BALL DIAMOND RESERVATION POLICIES

The following rules, regulations and fees must be adhered to and will be taken into consideration for future rental requests if not followed:

## COMMUNITY ACTIVITIES & SERVICES DEPARTMENT RESPONSIBILITIES

1. **SUPPLIES:** A Parks employee will place the drag, liner, string line, and bases under the Athletic Field score box. If requested, they will also place diamond chalk and diamond dry under the score box if these items are purchased prior to your event.
2. **KEYS:** The office will issue the proper keys for the score box, restrooms, utility room, and the concession building, if applicable, prior to your event.

## SPONSOR/PERMIT SIGNER RESPONSIBILITIES & GUIDELINES

1. **FEES:** All fees are payable in advance, with no refunds or credits applied. Beaver Dam youth school events, either licensed public or private, are free of charge. Residents are those who live within the city limits of Beaver Dam; non-residents are those who live outside the city limits.
2. **FUTURE RESERVATIONS:** Facilities may be reserved up to one year in advance from today's date.
3. **PARKS EMPLOYEE ASSISTANCE:** If you need immediate assistance when the office is closed, contact the on-call Parks employee at (920) 210-7632. The minimum 2-hour call-in charge will be \$65.00 for Parks employee assistance, plus vehicle charges (if applicable). All charges will be assessed to the permit signer.
4. **KEYS:** If keys are required for your event, you may pick-up the keys as early as the Wednesday before your event and return them the business day following your event. Keys need to be picked up and returned in the office. If you forgot to pick-up the keys prior to your event and it is after normal office hours, see #3 above for Parks employee assistance. There is a \$50 replacement fee per key for all lost keys.
5. **FACILITY ADMITTANCE:** When you reserve a facility, you are reserving it for a specific date. This is the only date you are entitled to use the facility. You may not decorate, store items, or utilize the facility prior to the date you have it reserved. For those facilities requiring keys, the pick-up date for the keys can be as early as the Wednesday prior to the event. However, this doesn't mean that you are entitled to use the facility prior to 6:00am on your reservation date.
6. **ON THE DAY OF YOUR EVENT:** Take this permit with you to the diamond on the day of your event. The office reserves to one party per day per diamond. If someone is using the diamond when you arrive, politely tell them that you have it reserved, show them this permit, and ask them to leave. If they refuse to leave, notify the Police Department at (920) 887-4612 immediately.
7. **PARK HOURS:** City parks are open 7 days per week, 6:00am-10:00pm. You are not allowed in the park prior to or after these published hours.
8. **RESERVATION CHANGES:** You may change the diamond or the date reserved prior to your event, depending upon availability, by contacting the office. There will be a \$5 service fee assessed each time a change is performed. All diamond reservations are taken on a first-come, first-served basis.
9. **INCLEMENT WEATHER:** If your event was cancelled due to weather conditions, you may secure another permit by contacting the office the business day following your event for no additional charge. The rescheduled reservation date must fall within one calendar year from original reservation date.
10. **INSURANCE REQUIREMENT:** If your group is inviting the general public to be spectators or participants, or you will be selling concessions to the public, you are required to present a Certificate of Insurance in the amount of \$300,000 bodily injury and \$100,000 property damage; or \$300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the City of Beaver Dam should be named as an added insured. The Certificate of Insurance is due in the office ten days prior to your event. This permit may be denied if proof of insurance is not provided.
11. **ALCOHOLIC BEVERAGES:** A permit is not needed to consume alcoholic beverages. However, if you will be selling alcoholic beverages to the public, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer And Wine License" from the City Clerk's office and obtain the proper Certificate of Insurance (see #10 above). You will need to apply for the temporary license a minimum of four weeks prior to your event. Proof of the license and insurance is due in the office ten days prior to your event. This permit may be denied if proof of the license is not provided.
12. **DRIVING/PARKING IN CITY PARKS:** There will be no driving or parking of a vehicle within any park area (City Ordinance #7.08(13)-\$10/day to \$20/day fine) unless a special parking permit is obtained from the office. There is no charge for this permit. Please hang the permit from your rear view mirror so it can easily be seen by the Police Department. Use your best judgment when driving on the grass, as damage may occur due to wet conditions in the park. All damages will be assessed to the permit signer.
13. **TENTS/STAKES:** Because of underground electric throughout the parks, anything to be driven into the ground requires prior contact with Diggers Hotline at (800) 242-8511 for line location and with the Fire Department at (920) 887-4609 for a general permit, if applicable. This must be done five days prior to your event.
14. **CLEAN-UP:** The entire grounds shall be cleaned at the close of the event as well as each day, including several daily checks on the rest rooms and cleaning as needed. Any clean-up and/or repair costs will be assessed to the permit signer.
15. **GARBAGE:** If you have a large group event (ie: tournament) you are required to empty all waste receptacles into the dumpster provided at the site. If this is not done by your organization, all expenses to do so will be assessed to the permit signer.
16. **LAW ENFORCEMENT:** If necessary, your group should secure appropriate law enforcement officials during your event.
17. **DRAGGING THE FIELD:** Do not pull the drag FROM the infield ONTO the grass. Do not drag closer than the drag's width to the infield grass perimeter. Do not push water FROM the playing field ONTO the grass, push it towards the pitcher's plate.
18. **WEATHER CONDITIONS:** In case conditions do not allow for safe play, you will be responsible for canceling the games. In case of an evening rain, the diamonds must be prepared as early as possible the next morning.
19. **SCOREBOARD OPERATIONS:** A responsible person from your group will need to observe our regular department scorekeeper or meet with a Parks employee prior to your event to understand the operation of our scoreboard.
20. **EQUIPMENT:** Additional site equipment is at your discretion and damages to City property and/or grounds will be assessed to the permit signer.
21. **DIAMOND PREPARATION:** All diamond preparations on the weekends (Sat-Sun) will be your responsibility. All diamond preparations during the week (Mon-Fri) will be the responsibility of the Community Activities & Services Department.
22. **SUPPLIES:** Diamond chalk and diamond dry are available to purchase by filling out the "Equipment/Supplies Reservation Permit" prior to your event.

City of Beaver Dam Community Activities & Services  
209 S Center St  
Beaver Dam, WI 53916

Phone: (920) 887-4639  
Fax: (920) 887-1902  
Office Hours: Monday-Friday, 7:30am-4:30pm