N O T I C E

A meeting of the City of Evansville Park and Recreation Board will be held on the date and time stated below. Notice is further given that members of the City Council and Historic Preservation Commission may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible.

City of Evansville **Park and Recreation Board**
Regular Meeting
City Hall, 31 S Madison St., Evansville, WI 53536
Tuesday, November 17, 2026 6:00 pm

AGENDA

1. Call to Order

2. Roll Call

3. Motion to Approve Agenda

4. Motion to Waive the Reading of the Minutes from October 20, 2026, meeting and Approve them as Printed

5. Civility Reminder

6. Citizen Appearances

7. New Business
   A. Motion to Recommend Land Donation and Park Naming Rights Agreement
   B. Discussion of Recreation Coordinator Position

8. Park's Report
   A. General Park Updates
   B. Park Store Phase 1 Updates

9. Old Business
   A. Additional Aquatic Center updates

10. Upcoming Meetings
    A. 2026: December 15 at 6:00 p.m.
    B. 2027: January 19, February 16, March 16, April 20 (conflict with Common Council Re-Organizational Meeting), May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21 at 6:00 p.m.

11. Adjourn

--Matt Poock, Park and Recreation Board Chair

City of Evansville **Park and Recreation Board**
Regular Meeting
City Hall, 31 S Madison St., Evansville, WI 53536
Tuesday, October 20, 2026 7:15 pm

MINUTES

1. **Call to Order:** Poock called the meeting to order at 7:15 p.m.

2. **Roll Call:**

Members	Present/Absent
Alderperson Norman Barker	P
Sue Merritt (arrived 7:02 p.m.)	P
Lyman Fuson	P
Chad Sigl	P
Chair, Matt Poock	P
Kris Evans	A
Sam Wallace	A

Others Present
Scott Kriebs, Municipal Services Director
Ray Anderson, Parks' Custodian
Angie Olsen, Aquatic Director

3. ***Motion to Approve Agenda* by Barker, seconded by Fuson.** *Motion passed 4-0.*
   Merritt arrived
4. ***Motion to Waive the Reading of the Minutes from September 15, 2026 meeting and Approve them as Printed* by Sigl, seconded by Merritt.** *Motion passed 5-0.*

5. **Civility Reminder:** Poock issued a reminder to act good and kind to everyone.
6. **Citizen Appearances:** None
7. **New Business:** None
8. **Park's Report**
   A. **General Park Updates:** Anderson shared that the bathrooms will be closed in the next week with Port-a-potties will also be delivered. The new pier has been removed for the season and leaf mulching will be starting soon.
   B. **Adopt-A-Park:** Anderson shared that signs will be ordered in the off season so that they are ready to go come spring.

9. **Aquatic Center Season Review:** Discussion occurred about swim lessons: time of lessons, availability of instructors, and lesson levels available. There was additional discussion about private lessons for cost and available instructors. Olsen will gather numbers regarding swim lessons enrollment and daily walk-up sales for Resident and Non-Resident. There was additional discussion regarding length of season, concessions management, cleanliness of pool, and upkeep of the building.

10. **Old Business**
    A. Canoe Rack at Leonard Leota Park: nothing to update in Evan's absence

11. **Upcoming Meetings**
    A. November 17 at 6:00 p.m.
    B. 2026: December 15 at 6:00 p.m.
    C. 2027: January 19, February 16, March 16, April 20 (conflict with Common Council Re-Organizational Meeting), May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21 at 6:00 p.m.

12. **Adjourn:** Poock adjourned the meeting at 8:16 p.m.

LAND DONATION AND PARK NAMING RIGHTS AGREEMENT

This Agreement is entered into this _____ day of _____, 2026, by and between the City of Evansville, a Wisconsin Municipal Corporation (hereafter "City"), and S&P Land Holdings LLC, A Wisconsin Limited Liability Company (referred to as the "Donor").

1. LAND CONVEYANCE (THE DONATION)

In consideration for the naming rights and other rights granted herein, Donor agrees to transfer, deed, and convey to the City, as soon as practical, all right, title, and interest in certain parcels of real property legally described as:

> Lots 1, 2, 3 and 4 of Certified Survey Map No. 42-181 recorded July 19, 2023, as Document No. 2244324, in the office of the Register of Deeds for Rock County, Wisconsin; being part of Outlot 17, Sheet 6, Part II, Assessor's Plat, located in the NW. 1/4 1/4 of the NW. 1/4 of Section 26, T. 4 N., R. 10 E. of the 4th P.M., City of Evansville, County of Rock, State of Wisconsin. (the "Lots").
>
> Tax Parcel #222 05502101, 222 05502102, 222 05502103, 222 05502104

The parcels shall be transferred free and clear of all liens and encumbrances via a recordable Wisconsin Warranty Deed, subject to Chapter 706 of the Wisconsin Statutes.

The City desires to accept this gift, subject to the terms and conditions set forth in this Agreement.

2. GRANT OF NAMING RIGHTS IN EXCHANGE FOR DONATION

In direct exchange for the donation of the parcels, City, at Donor’s request will name the lots, when they become a public park facility, the “Phillips & Schulz Family Park”.

3. TERM, PARK PURPOSES ONLY, NAMING RIGHTS AND DONOR’S OPTION TO PURCHASE

Unless otherwise stated herein, the naming rights granted to the Donor shall be in place for 20 years from the date that this Agreement is executed. The Agreement will automatically renew on the same terms unless either party gives notice at least six months prior to the expiration of the Agreement of its intent to terminate the Agreement.

The City reserves the right to rename the park if circumstances arise that lead to the City (in its reasonable discretion) to determine that the name on the park is inconsistent with or conflicts with the City’s mission or may compromise the reputation of the City. The decision to change the name shall be made by the City Council.

If at any time in the future the City decides to sell the parcels or use the parcels for any non-park purpose, the City shall first provide written notice of such action to the Donor. The Donor shall

then be provided with an option to purchase the parcels at a purchase price of $123,579.00. Said option shall be exercised by the Donor through providing a Bonafide Offer to Purchase to the City within 90 days of its receipt of the written notice. If the Donor does not provide a Bonafide Offer to Purchase within that time period, the City shall be free to continue with its proposed action.

If the City determines, in its sole discretion, to trade the parcels for other real property, it may offer the Donor the option to transfer the existing park name to the alternate parcels.

4. DEVELOPMENT TIMELINE AND DEFAULT

The City agrees to open the parcels as a park to the general public within twenty-four (24) months of the date that Phase 4 of the Capstone Ridge Subdivision infrastructure is completed and road access to the park is established. If the City fails to open the park within this twenty-four (24) month timeline, the City shall be in material default of this Agreement. Upon default, the Donor shall have an option to purchase the parcels at a purchase price of $123,579.00. Said option shall be exercised by the Donor through providing a Bonafide Offer to Purchase to the City within 90 days of the date of the default. If the Donor does not provide a Bonafide Offer to Purchase within that period, the City shall be free to continue with its ownership of the parcels.

5. COVENANTS RUNNING WITH THE LAND / BINDING EFFECT

Subject to any contrary provisions stated herein, all covenants, conditions, restrictions, obligations, and reversionary interests contained in this Agreement touch and concern the real property, and therefore are intended to be real covenants, and shall run with the land in perpetuity.

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, as well as their respective legal representatives, heirs, executors, administrators, successors, and assigns. Any future owner, lessee, or transferee of the parcels shall take title subject to all terms and conditions of this Agreement.

6. SIGNAGE

The City shall install permanent signage at the entrance to the park reflecting the name “Phillips & Schulz Family Park” within twelve (12) months after the final phase of the Capstone Ridge subdivision is closed out. The wording on the sign and the signage size and materials shall be subject to the approval of both the Donor and the City and shall comply with the City’s applicable design standards. The signage shall be located in a manner that is readily visible to people entering the park from the street. The City shall be responsible for all costs associated with the design, installation, upkeep, maintenance, and repairs of the signage.

7. COMMON COUNCIL APPROVAL

This Agreement is subject to the approval by the Common Council of Evansville, Wisconsin and this Agreement will not be effective unless and until it is approved by a vote of the Council. Any obligation of any party under this Agreement is contingent upon such approval.

8. AMENDMENTS

This Agreement may be modified, amended, or supplemented only by a written instrument executed by authorized representatives of all parties hereto. No oral modifications or undocumented course of performance shall be binding or valid.

9. ENTIRE AGREEMENT

This Agreement, including any attached exhibits or deeds, constitutes the entire agreement between the City and the Donors regarding the land donation and naming rights. It supersedes all prior or contemporaneous discussions, negotiations, understandings, representations, warranties, or agreements, whether oral or written, between the parties regarding this subject matter.

10. GOVERNING LAW AND VENUE

This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Wisconsin. Any legal action, suit, or proceeding arising out of or relating to this Agreement shall be brought exclusively in the Circuit Court for Rock County, Wisconsin.

11. NOTICES

All notices and communications shall be in writing and shall be delivered to the parties hereto by hand or by United States Mail. All such communications shall be addressed to the following or other such address as either may specify to the other in writing:

To Donor:
S&P Land Holdings LLC
Attn: Andrew Phillips
P.O. Box 617
Evansville WI 53536

To City:
City of Evansville, Wisconsin
Attn: City Administrator
31 South Madison Street
PO Box 529
Evansville WI 53536

12. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that electronic signatures, digital signatures, or signatures transmitted via scanned PDF shall have the same legal force, validity, and enforceability as handwritten signatures on an original document, in accordance with Chapter 137 of the Wisconsin Statutes (Uniform Electronic Transactions Act).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

S&P Land Holdings LLC, Donor

By: Andrew and Melanie Phillips
Revocable Living Trust
dated November 4, 2016, Member

Andrew Phillips, Trustee	Seth Schulz, Member
Melani Phillips, Trustee	Ashley Schulz, Spouse of Seth Schulz

STATE OF WISCONSIN)
) ss.
COUNTY OF ROCK)

Sworn to and subscribed before me this _____ day of _____, 2026, by Andrew and Melani Phillips and Seth and Ashley Schulz to me known to be the person(s) who appeared before me.

Brenda B. Uhe
Notary Public, Rock County, WI
My commission expires 11-11-2026

City of Evansville, Wisconsin

By: _____	By: _____
Abbey Barnes, Mayor	Leah Hurtley, City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF ROCK)

Sworn to and subscribed before me this _____ day of _____, 2026, by Abbey Barnes and Leah Hurtley to me known to be the person(s) who appeared before me.

Print Name:_____
Notary Public, Rock County, WI
My commission expires _____

Drafted by:
Shannon Law Office, LLC
104 W Main Street, Evansville, WI 53536

RECREATION COORDINATOR
(PART-TIME)
POSITION DESCRIPTION

General Statement of Duties:

The Recreation Coordinator will develop, organize, schedule, supervise, and staff programs/activities for residents and students, with special consideration for youth activities. The Recreation Coordinator provides reports to the Evansville Park and Recreation Board respectively and is under the supervision of the City Administrator/ Finance Director. The coordinator supervises the Aquatic Center Director or Supervisor(s).

Distinguishing Features of the Position:

The Recreation Coordinator hours may vary depending on seasonal programming and annual budget allocations. Work will include managing and planning youth sports and community recreation activities. This position is part-time on average 18-20 hours per week of, with a max of 1200 hours worked over any 12-month period.

Examples of work (illustrative only):

Recreation Programs:

- Manage and promote youth sports programs such as *T-ball* and *Coach Pitch, including* fees, registrations, developing rosters, draft schedules, placing orders, and assign coaches.
- Responsible for advertising, scheduling, facility preparation, budgeting, staffing, supplies preparation, registration, fees collection, and post evaluations for all other recreation program activities.
- Handle customer relations with the public, including youth, parents and city staff. Takes immediate action to resolve conflicts and informs the appropriate supervisory staff of any incidents.
- Oversee the daily operations of summer recreation programs, including the supervision of any summer program staff
- Lead and supervise activities, monitor behaviors

Recreation Planning:

- Market, promotion, and conduct public relations of recreation programs.
- Coordinate with aquatic center, school district, soccer, and other baseball programs to understand and fill in gaps in youth sports via City efforts.
- Plan, develop, and implement curriculum for the summer camp programs
- Identify and prioritize the creation of community recreation programs outlined in the Park and Outdoor Recreation Plan of the City.
- Develop new activities and programs for residents that focus on social interactions, health, and well-being.
- Coordinate with school district, library, Building a Safer Evansville, and Creekside Place on implementing programs and activities for youth and adults

- Coordinate a positive and consistent communication and marketing strategy for City-wide recreation programs
- Presents periodic program updates to the Common Council .

Recreation Management:

- Manage Aquatic Center Director or Supervisor(s)
- Monitor and coordinate with Parks Custodian and public works staff general maintenance needs of parks and facilities.
- Monitor and coordinate with Parks Custodian and City Administrator budget/CIP needs for park facilities.
- Attend Monthly Park & Recreation Board Meetings, coordinating agenda items, reports, and providing staff support.
- Support future consideration of an Evansville Youth Center

Miscellaneous:

- Exhibit cheerful and friendly attitude and show respect and concern for others.
- This position may require after hours work as needed for special events and attending board meetings
- The position functions with a great deal of independence.
- Other similar duties as may be assigned consistent with the organization and operation of EYC and recreation programs.
- Report matters of attendance, budget, discipline, and other pertinent matters to the Administrator
- Performs other duties as may be assigned

Required Knowledge, Skills, and Abilities:

- Knowledge and experience in recreation programming.
- Bachelor's degree in recreation administration is desirable.
- Strong organizational and problem-solving skills, as well as the ability to demonstrate good judgment.
- Verbal and written communication skills with the ability to effectively communicate with and to work well with youth, other employees, volunteers, and members of the community.
- Possess strong computer skills to effectively utilize current software like Word and Excel to communicate and inform to students, parents, schools, and boards. Generate flyers and other informational materials for the community.

Work Environment:

Works primarily inside the EYC building. Activities areas within the building include pool table, air hockey, video games, lounge area, kitchen and more. This position may have to operate or assist students operating an oven and stove making snacks. This position may also have to work outside monitoring students and residents outdoors. This position may chaperone students or residents on a field trip or walking to other community locations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to see and hear the children being monitored. The employee is required to walk, sit, talk, or hear. The employee may be required to lift, pull and/or move up to 50 pounds infrequently and for limited periods.

Selection Guidelines:
Formal applications, rating of education and experience, and an interview and reference check. Job-related tests may be required.

Compensation:
The City of Evansville's Pay Philosophy categorizes this position in a pay grade of __

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by the Parks & recreation Board 07/17/2023 and 11/17/2026, Reviewed by the Municipal Services Committee 7/25/2023. Approved by Finance and Labor Relations Committee on 08/03/2023 and 12/--/2026.