

*** All present are expected to conduct themselves in accordance with our City's Core Values ***



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the Park and Recreation Committee of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **PARKS AND RECREATION COMMITTEE OF THE CITY OF WAUSAU**
Date/Time: **Monday, March 7, 2022 at 4:30**
Location: **City Hall (407 Grant St, Wausau WI 54403) - Council Chambers**
Members: **Tom Neal, Patrick Peckham, Tom Kilian, Lou Larson, Sarah Watson**

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

- 1 Call the Meeting to Order
- 2 Public Comment or Suggestions
- 3 Approve Minutes - February 7, 2022
- 4 Discussion and Possible Action Approving Phase 2.1 of the Sylvan Hill Bike Park Improvements
- 5 Discussion and Possible Action Restructuring 0.75 FTE Motorized Recreation Coordinator to 1.0 FTE Recreation Coordinator
- 6 Discussion and Possible Action Regarding Park Facility Roofing Color and Material
- 7 Educational Items
 - A. Park Update (Riverside Park, Pools, Sylvan Hill, Urban Forestry, Routine Operations/Programs)
 - B. Riverside Park Remediation Update
 - C. Conditions of Former Rosemurgy Site Adjacent to Two Hearts Dog Park
- 8 Future Agenda Items -
- 9 Next Meeting Date - Monday, April 4, 2022 at 4:30pm
- 10 Adjournment

Pat Peckham, Chair

Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 2487 329 2054.

Individuals appearing in person will either be seated in the Council Chambers or an overfill room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting live on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, over the internet by <https://waam.viebit.com/?folder=ALL>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail Jamie.polley@co.marathon.wi.us with "Parks Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 3/3/2022 @ 4:10 p.m. Questions regarding this agenda may be directed to Jodi Luebke, Park Office (715) 261-1560.

Distribution List: City Website, Media, WSD-Admin, Alderpersons, Mayor, Polley, Dept. Staff, Maryanne Groat, Brad Lenz, Eric Lindman, Lance Leonhard, Wisconsin Woodchucks, Wausau Events, Public Access, Wausau River District

DRAFT

CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: February 7, 2022 at 4:30 p.m. Location: Council Chambers, City Hall

Members Present: Tom Kilian, Lou Larson, Tom Neal, Pat Peckham (c)-(via webex), Sarah Watson

Others Present: Jamie Polley-Director, Bill Bertram-President Wausau/Marathon County Parks and Recreation Foundation

1. In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. A quorum was present and the meeting was called to order by Vice-Chairman Kilian at 4:30pm.

2. Public Comment – none brought forward

3. Approval of Minutes – February 7, 2022 – **Motion** by Neal, second by Larson to approve the Park and Recreation Committee draft December 6, 2021 minutes. Motion **carried** by voice vote, vote reflected as 5-0.

4. Discussion and Possible Action Supporting the Great Pinery Heritage Waterway Project by the Wausau/Marathon County Parks and Recreation Foundation – Bill Bertram, President of the Wausau and Marathon County Park and Recreation Foundation spoke about a Foundation project to create historical and mapping signage at landings along a river trail within Marathon County and branding it the Great Pinery Heritage Waterway. It would include the Wisconsin River, Rib River and lower Eau Claire River. The North Central Wisconsin Regional Planning Commission would do the mapping and it would be promoted on the Central Wisconsin Visitor's website. Bertram discussed statistics regarding paddling, tourism and the economic benefit to the area. Funding would come from grants and Foundations, and it is hoped a maintenance fund would be created with any residual funds. Bertram described some of the landings along the trail. Questions were answered and members voiced support. This item had recently been approved by the Park Commission who had directed Polley to write a letter of support which will assist the Park Foundation in applying for additional funding options. Polley said the department already has landings that it maintains and will be the project owner. If there are improvements they just have to make sure they have the staff to maintain them. The department supports the project as long as a maintenance fund comes with it for repair and replacement of signs. **Motion** by Peckham, second by Neal that Polley write a letter from the County and City to support the signage being installed at existing boat launches. Motion **carried** by voice vote, vote reflected as 5-0

5. Discussion on Kayak Launches within the City – Kilian explained there had been some interest on potential opportunities to replicate the handicapped accessible kayak launch by Riverlife Park in other areas. Polley said the Lake Wausau Association has brought forth a proposal to put the same launch at DC Everest Park, which is a County park. Staff has to assess what that means because it currently takes the one by Riverlife Park in and out each year which is a big task and something the Association is requesting the Department do at DC Everest Park as well. There are different options of launches and if more are wanted along the river it would be a matter of identifying where and then getting the funding for them either through CIP or grant funding. Polley said that Bertram had asked her to identify current launches and determine what improvements could potentially be made on those. A couple of places that could potentially be developed include some county owned property in Rib Mountain and in Brokaw. Memorial and Oak Island Parks could also be locations for launches as well. New landings and docks were put in at Gilbert and Scholfield Parks.

6. Discussion and Possible Action Determining Park Dedication Requirement for Alexander Davis Preliminary Plat – Kilian requested the item be pulled as there had been some updates to the material and he wanted time for himself and the public to be able to review it. Some of his concerns related to public space language being changed on the plat.

Polley said the changes Kilian was referring to on the plat she received today did not pertain to the item in front of them tonight, it would pertain to other Committees. The area in the corner that said it was dedicated to the public was updated and labeled as an outlot. That is the only change she saw that was brought forward. It's being brought to Committee today because there is a city code that requires any subdivision coming forward to pay park dedication either in the form of land, or cash or combination thereof. She noted that on the original and updated preliminary plat there is no indication of park land. The area that says dedicated to the public, that is public right-of-way not park land. Her recommendation is to require the park dedication fees because of the proximity of this development to the riverfront as well as the 400 Block. Polley described the process that the preliminary plat follows and said it eventually goes to City Council so they have time as City Council members to look at all aspects of it. This Committee makes their recommendation regarding park land and/or fees and then it goes through to other Committees as they continue work on this development. Polley said action was needed

tonight because CISM would be reviewing the whole development in two days and putting conditions in place for the developer. It would then go to City Council and would not be coming back to this Committee. If Committee doesn't make a recommendation it would move forward with just staff recommendation. Kilian wanted his concern noted that usually he would not support having changed information but if Polley felt it would be better to keep the item on the agenda he would not pull it. **Motion** by Neal, second by Watson to support staff recommendation to accept park fees in lieu of park land for the Alexander Davis Preliminary Plat. Kilian supported Polley's work and recommendation but because of uncertainties he still had, he would be voting no tonight. Motion **carried** by voice vote, vote reflected as 4-1 with Kilian as the dissenting vote.

7. Discussion Regarding the Parks, Recreation & Forestry Departments 2021 Year in Review and the 2022 Work Plan – Polley gave highlights on department work in 2021 which included: County forestry timbersale management, pickleball tournament, secured a sponsorship with People's State Bank for the Sports Complex, replaced playgrounds, implemented a new recreation software program, management of emerald ash borer, hosted a 100+1 anniversary celebration event, worked on and received grants, vegetation management at Barker-Stewart Island with goats, maintained City and County parks, opened dog park, increased swimming lessons, held events with the Mayor. Upcoming work in 2022 include working on the westside master plan, sustainability plan for the Department, updating the City Comprehensive Outdoor Recreation Plan, replacing playgrounds, steps and wall repair work at Stewart Park, replacing listening devices at the 400 Block, installing new drinking fountains, replacing the Athletic Park scoreboard, finishing the dog park, expanding recreational programs.

8. Educational Items

A. Park Update – Riverside Park: Shelter upgrades – Kitchen cabinets, countertop, fixtures, flooring. Restroom flooring. The work being done is in response to the ADA updates needed in our system. Sylvan Hill Park: The one tow line that was inoperable has been repaired. Limited available seasonal staff to work the hill has led to full-time staff filling vacant shifts to serve customers. We have been receiving positive feedback on the condition of the cross-country ski trails. Urban Forestry: Emerald Ash Borer has been confirmed in three additional boulevard ash trees in NE Wausau. It is suspected the insects were introduced by a resident through infected ash firewood. Trees have been ordered for spring planting. An RFP for tree and stump removal will go out shortly. Routine Operations/Programs: Snow/ice removal, building and structure maintenance, shelter reservations and special events, equipment maintenance and repair.

B. Riverside Park Remediation Update – On January 11, 2022, the Finance Committee and City Council approved funding for REI to complete a Remedial Action Options Report (ROAR). Polley explained that Public Works Director Lindman had stated that the WDNR has concluded the Site Investigation Report (SIR) is complete and the testing that has been done is sufficient to determine the extent of the contamination. The next step in the process is for a Remedial Action Options Report (RAOR) to be completed and submitted to the DNR for their review. Then bid specifications will be prepared to propose to City Council about how the area will be remediated.

C. Conditions of Former Rosemurgy Site Adjacent to Two Hearts Dog Park – Polley explained she was asked to bring back a condition report on this site which is adjacent to the Two Hearts Dog Park because there was someone interested in buying it and donating it to the City. She noted there are some major issues with cleanup on the property that have been going on since 2018 and the DNR is pursuing compliance with the owner regarding it. The DNR advises against anyone purchasing it until it has been cleaned up and approved by the DNR that it has been cleaned up and remediated.

9. Future Agenda Items – formal request to DNR that the former Rosemurgy site is cleaned up as soon as possible, update on special dog park Committee status

10. Next Meeting Date – Monday, March 7, 2022 at 4:30pm the regular meeting at Council Chambers, City Hall.

11. Adjournment – **Motion** by Watson, second by Larson to adjourn at 5:45pm. Motion **carried** by voice vote, vote reflected as 5-0.

AGENDA SUMMARY

4. Discussion and Possible Action Approving Phase 2.1 of the Sylvan Hill Bike Park Improvements

Central Wisconsin Off Road Cycling Coalition (CWOCC) has submitted a proposal to make improvements to Sylvan Hill Park mountain biking trails. Improvements include re-routing the climbing return trail to provide an easier route to climb back to the top, enhancing the skills area to allow adults the ability to improve their skills, add a compressed dirt jump zone, and add a flow tech trail utilizing the natural terrain and rock features to provide a new experience. The goal of the enhancements is to provide an additional riding experience to Sylvan Hill Park that does not currently exist there. CWOCC completed a portion of the work in 2021 that included the return trail, beginner downhill trail and maintenance to the existing trails. The department constructed the boardwalks for these new sections that will be installed this spring.

The Park Committee reviewed this proposal on October 5th, 2020 and supported the plan (4-1) to allow CWOCC to fundraise for the improvements. CWOCC has now secured an additional \$16,750 for the remaining work highlighted (#2 & #3) in the project proposal. This work is to expand the skills area and construct a dirt jump zone. The next step in the process is to issue a request for proposal (RFP) for the planned work. The department will then enter into an agreement with the approved contractor for the work to be completed.

At this time the Parks Committee is asked to approve the work to be completed at Sylvan Hill Bike Park and authorize staff to issue an RFP and execute an agreement with the approved contractor.

5. Discussion and Possible Action to Restructure 0.75 FTE Motorized Recreation Coordinator to 1.0 FTE Recreation Coordinator

The current position of Motorized Recreation Coordinator is a 0.75 FTE and will be vacant as our current Coordinator has taken a full-time position. In assessing the tasks of this position and the needs within the department specifically with aquatic management it will provide efficiency if we can change the 0.75 FTE Motorized Recreation Coordinator position to a 1.0 FTE Recreation Coordinator that would oversee the motorized recreation program as well as aquatic programs. The seasons are opposite of each other, and grant management falls well within recreation program tasks. Having a position to manage the snowmobile and ATV program is required by the state of WI if snowmobile and ATV funds are distributed to clubs for trail maintenance and trail project. This position will be required to work more hours in Sept-March and less hours April-August.

In addition, our department is called the Wausau/Marathon County Parks, Recreation & Forestry Department. Recreation is a staple of what we do and for as long as we have documented the City/County have only employed ONE full time recreation professional. The current Recreation Superintendent is responsible for three aquatic centers (all rebuilt from basic pools to aquatic centers over the last 6 years), splash pad, playground programs, special events and the tennis program. The pool management alone takes most of this positions time leaving very little time for any other programming. It has been a goal of the County and City to expand recreation offerings to the community however this has not happened to the extent expected due to the time restraints of the single recreation staff.

A Recreation Coordinator would work under the direction of the Recreation Superintendent and would primarily be assigned to aquatics and motorized recreation. This position would train and supervise the staff of the three aquatic facilities, splash pad and water aerobics programs. They would also increase the aquatic programming offered year-round. Possibilities of additional year-round aquatic programming include fall and winter swimming lessons utilizing the UWSP-Wausau pool or NCHC pool. This position would work with members of the 29 snowmobile clubs and serve as the contact for the WIDNR liaison. The Recreation Superintendent would still ultimately oversee the aquatic operations but would gain time to increase recreation programs and special events year-

AGENDA SUMMARY

round. The possibilities to add more are endless. More programming also increases the revenue generated for both the City and the County.

There is no proposed change to the 2022 or 2023 budget. Funding will be available in the 2022 budget for the additional 0.25 FTE portion of this position due to the vacancy of 2 FTE positions at the beginning of this year. In 2023 the additional 0.25 FTE will be funded through the reduction of a part-time aquatic position and increased revenue.

The Park Committee is asked to approve and make a recommendation to the Finance Committee and City Council to change the 0.75 FTE Motorized Recreation Coordinator to a 1.0 FTE Recreation Coordinator.

6. Discussion and Possible Action Regarding Park Facility Roofing Color and Material

The County and City parks currently have a number of buildings, and the roofs are traditionally red. The color of the current roofs are 'Cottage Red'. The department has 19 buildings that will need new roofs over the next few years. The roofs are prioritized high to low. As we work on the plans for the 2022 projects the department is finding it more difficult to acquire 'Cottage Red' shingles for our facilities. We have found that Cottage Red is being discontinued however there is a shingle with a similar color available. The question we would like to pose for discussion is, "Is the roof color a critical component to the aesthetics and definition of our parks? Could we deviate from that color when necessary?" Furthermore, would the Committee be opposed to installing metal roofing material in lieu of asphalt shingles? The increased life span of metal roofing is desirable. Although the up-front cost of metal is sometimes two times more than asphalt, the life span is 3-5 times longer. There is one company that may have the cottage red shingles that could be contracted however this may complicate competitive quotes. An example of the red roofing can be seen on the picture below.

The Park Commission was asked this same question at their March 1, 2022 meeting and they chose to keep the roofing color uniform and stick with the red roof. They did approve the use of metal roofing where it fits the best. The Park Committee is asked to provide staff with direction on what is preferred for city park facility roof maintenance.



AGENDA SUMMARY

7. Educational Items

7A. Park Updates

Riverside Park:

Kitchen update is complete including tile, cabinets and countertop.

Women's restroom has been painted and tiled

Men's restroom has been painted, will tile after the next weekend rental

Pools:

CO2 systems will be installed in all three pools to reduce the use of sodium bicarbonate and acid resulting in an overall savings.

Sylvan:

Tubing Hill: We will be assessing conditions on Monday to see if we can remain open through the weekend. Water is currently pooling at the base of the hills which is causing difficult conditions.

Ski Trails: We have received positive feedback from users regarding grooming this season.

These trails see a significant amount of traffic from walkers, which is a significant challenge to groomers and skiers.

Urban Forestry:

The ash trees at 3M Park will be removed this winter with several being replaced later in the year. An RFP for tree and stump removal has gone out and a contractor will be selected shortly.

Congratulations to Andy Sims who received an award from the WI Department of Natural Resources for his work reutilizing ash wood. Please read the article here:

<https://www.msn.com/en-us/news/us/dnr-recognizes-wausau-city-forester/ar-AAUvRJx?ocid=hplocalnews>

Routine Operations/Programs:

Snow/Ice Removal

Building and structure maintenance.

Shelter reservations and Special Events.

Equipment maintenance and repair

7B. Riverside Park Remediation Update

There is no update at this time.

7C. Conditions of Former Rosemurgy Site Adjacent to Two Hearts Dog Park

At the last meeting the committee asked me to reach out to Matt Thompson of the DNR to inquire about the former Rosemurgy parcel. Mr. Thompson's response stated that if the City takes possession of the property, then it will be responsible for the investigation and cleanup, unless the City acquired the property through very specific legal means. The current owner can sell the property, they are required to disclose the contaminating on the property to potential purchasers. It's unlikely that this property would impact the remediated dog park site. The main risk at the Rosemurgy site is in the soil and as long as exposure is minimized, the risk should be minimal. Mr. Thompson currently does not have a contact for the original causer of the contaminants however if/when he gets that information, he will push the causer to perform the cleanup. In discussing this with Chair Peckham it was determined that this item would be placed on the March agenda as an informational item. An email was sent to the committee stating this information on February 16. No responses from the Committee were received.

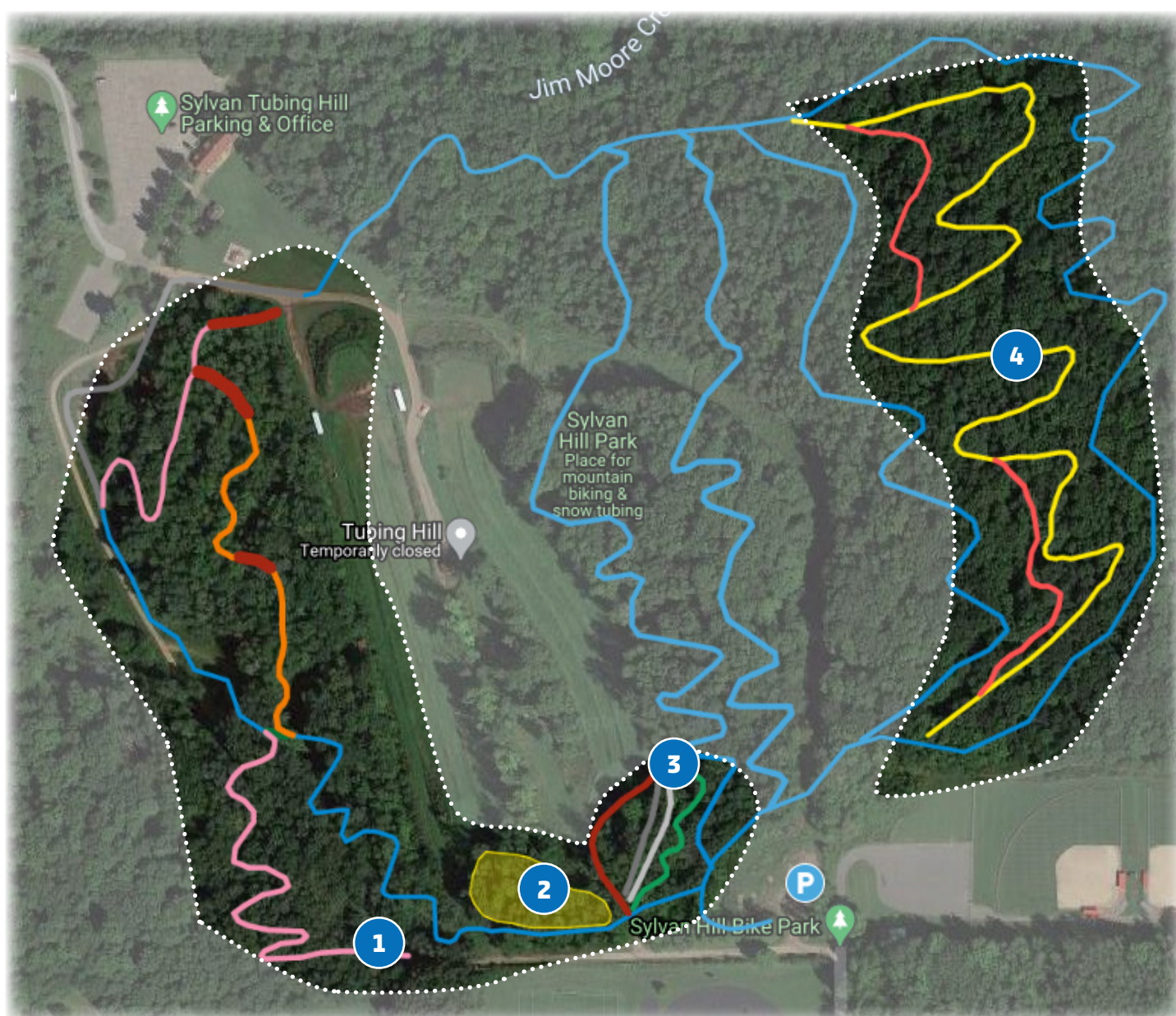


CENTRAL WISCONSIN OFFROAD CYCLING COALITION

Sylvan Hill Bike Park • Phase II Additions

Overview

1



- 1** New Return Trail Construction and Reworking Original Return Trail into Additional Beginner/Intermediate Downhill Run
- 2** Expanded Skills Area
- 3** Dirt Jump Zone
- 4** Addition of Rock Tech Downhill Run

Maintenance to Existing Trails--see page 6

1 Return Trail-REVISION 2/10/21



The original constructed return (climbing) portion of Sylvan's Loop has seen erosion damage, conflicts with Park Dept. material storage and is quite steep towards the top of the climb. The steepness of the climb makes it aerobically challenging even for experienced riders and nearly impossible for younger kids to navigate more than once.

A new climbing route (pink) is proposed in the wooded space between the service road and tubing hill 1. Boardwalk will be required due to wetland delineation in the wooded space. To reduce the gradient of the climb the new route will cross the service road and traverse a space adjacent to school property before linking back into the service road at the top.

Portion of original climbing route (light blue) will be repurposed into a new downhill run linking back into the climbing route.

Map Key

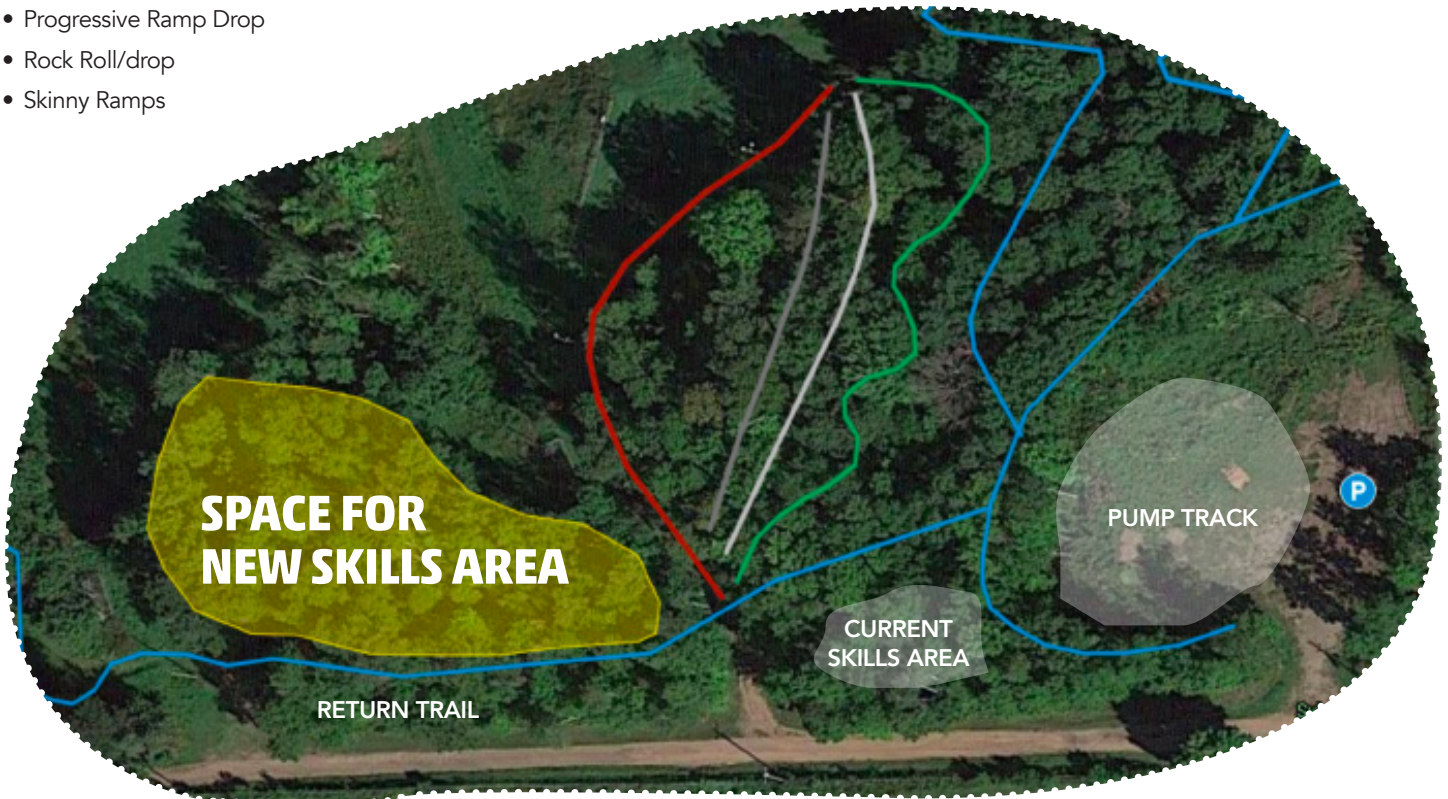
-  Light Blue - Original Return Trail Climb. To be Repurposed into Additional Downhill Run
-  Pink - Main Return Climb Reroute with Addition Leg Off Of Old Route to Create a Link into New Return Trail. Approx. 2425' New Trail Construction
-  Orange—New construction. Continuation of new downhill route . Utilize rock for alternate jumps or features where possible. Approx. 700' new trail construction. Approx 180' boardwalk
-  Gray—Abandoned Return Route
-  Red—Boardwalk. Approx. 300' Length

2 Expanded Skill Area

The current skill area is very small and is utilized mainly by very small children. CWOCC continues to host adult skill clinics and are in need of a larger purpose built mountain bike skill area that does not exist at any other area trail system.

A wooded space to the south of the top of tubing hill 1 (yellow shaded) offers approximately three times the space as the current skill area. It also features more slope allowing for a wider range of skill features to be added.

- Progressive Ramp Drop
- Rock Roll/drop
- Skinny Ramps



3 Dirt Jump Zone

Wooded space to the south of tubing hill 2 offers an opportunity for a compressed dirt jump zone. Three runs of progressive difficulty will simulate jump features found on the longer trails at Sylvan Hill. This zone will provide an additional space for young kids to learn new skills without the difficult climb to the top of the hill. Adults will also enjoy a compressed space to repeat jumping skills.

Map Key

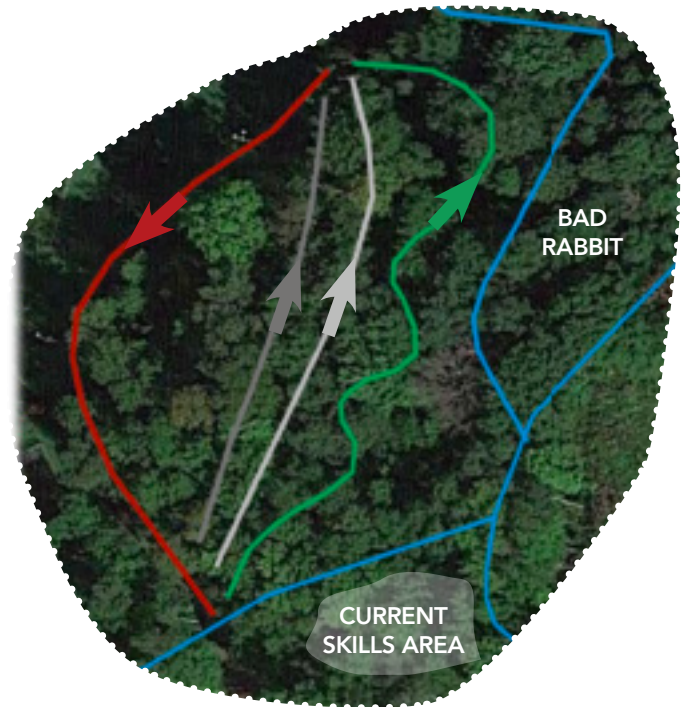
-  Green - Beginner Jump Line
350' Long

-  Light Gray - Intermediate Jump Line
250' Long

-  Dark Gray - Advanced Jump Line
250' Long

-  Red - Return Route On Existing
Service Road.

-  Light Blue - Existing Mountain Bike Trail



4 Flow Tech Downhill Trail

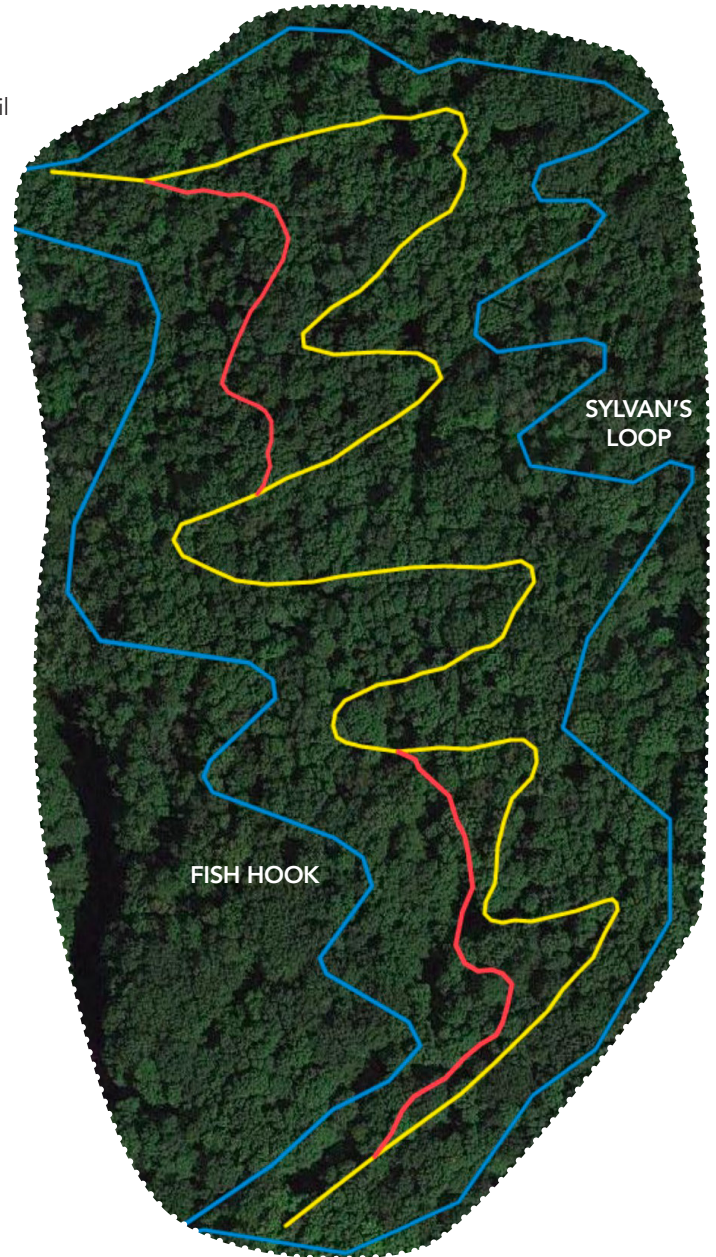
The original contractor left space was left between Fish Hook and Sylvan's Loop for a future trail addition. The creation of a flow tech trail will provide a different experience to the ex-isting jump based trails. Flow tech (or rock tech) trail utilizes the natural terrain and rock for features while still providing a flowy ride experience. The main trail would be an intermediate level trail while more advanced b-lines will challenge advanced riders. Skill filters will be re-quired at the entrance of each advanced b-line to prevent less skilled riders from entering.

Map Key

 Yellow—Intermediate Trail. 0.5-0.6 Miles in Length

 Red—Advance to Expert Level Alternate Lines. 1000'-1500' in Length.

 Light Blue—Existing Mountain Bike Trail



Maintenance to Existing Trails

Since the bike park's initial construction ongoing maintenance has been performed by volunteers. Due to the extensive use at Sylvan Hill volunteer maintenance is no longer sufficient to keep up with the wear and tear of bike traffic. More extensive machine reconstruction of the berms and jumps is required.

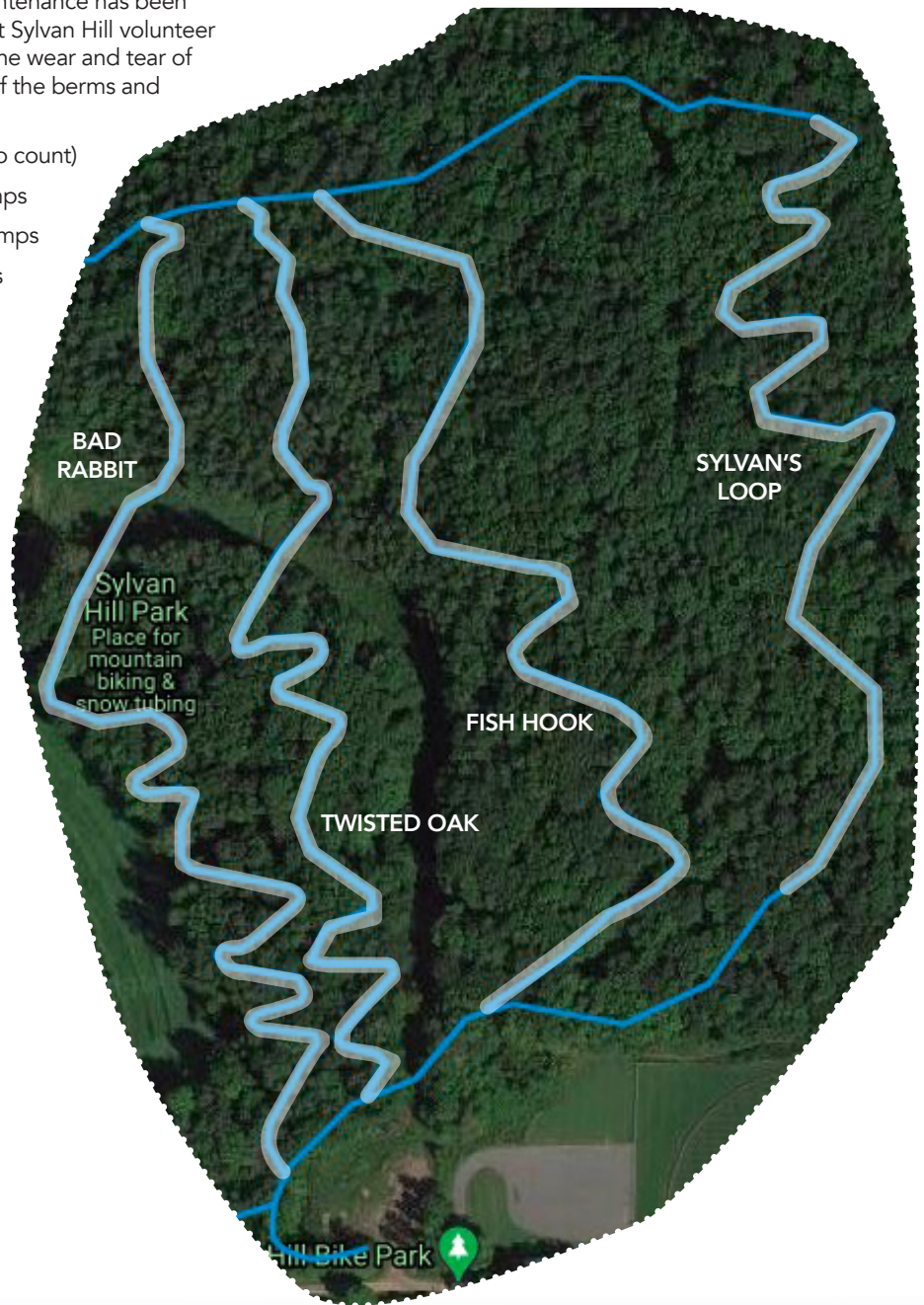
Trails requiring maintenance: (approx. berm and jump count)

- Bad Rabbit—maintenance on 12 berms and 10 jumps
- Twisted Oak—maintenance on 13 berms and 12 jumps
- Fish Hook—maintenance on 8 berms and 10 jumps
- Sylvan's Loop—maintenance to 10 berms on downhill portion of trail only.

Sylvan Hill Phase 2 Timeline

Portions of the phase 2 project will be implemented over the following timeline

- Return Trail and Existing Trail Maintenance—2021
- Skill Area and Dirt Jump Zone—2022
- Rock Tech Downhill Trail—2023



APPENDIX B

NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Parks, Recreation & Forestry_____ Date: February 24, 2022_____

Position Requested: ~~Motorized~~ Recreation Coordinator_____ FT ☐ PT ☒ FTE 1.0 %
(If unsure of classification, indicate "To be determined") Number of Positions: 1_____

Division Position Will Be Assigned To: Recreation Superintendent_____

(Indicate NA if not applicable)

Projected Start Date of Position: April 1, 2022_____ Priority Number of This Position: _____

If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes the position provides opportunities to Marathon County residents to engage in outdoor recreation enhancing their quality of life. This position would enhance the current 0.75 FTE Motorized Recreation Coordinator to include a year round focus on recreation. It has been a goal of Administration to increase the recreation offerings of the County and City to increase the revenue generated from recreation programs. Currently the summer workload of the Recreation Superintendent (funded 80% City, 20% County) does not allow for that enhancement. It is proposed to add a Recreation Coordinator that would report to the Superintendent whose main responsibilities would be to manage and operate the pools, splash pad and all aquatic programs freeing time for the Recreation Superintendent to focus on enhanced programming during the summer.

This position will also manage the snowmobile and ATV grant programs predominately during the winter season. The user groups this position serves also manages and maintains miles of trails for residents and visitors to use allowing them to visit different areas of the County. Managing the snowmobile and ATV programs contributes to making Marathon County the healthiest and most prosperous county.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Our mission statement is to adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work and play. Recreation programming and motorized recreation can offer fun and unique recreational experiences. There are very few organizations within the City that offer family recreation. Enhancing these offerings through the County and City programming will provide youth, adults and families healthy recreational opportunities. In addition, managing the 29 snowmobile clubs to ensure they get funding to provide trails that allow users to have these recreational experiences is needed to ensure the groups are managing and maintaining the trails properly, providing safe trails to ride and enhancing the natural resources of the county.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

The current position of Motorized Recreation Coordinator is a 0.75 FTE and will be vacant. In assessing the tasks of this position and the needs within the department specifically with aquatic management it will provide efficiency if we can change the 0.75 FTE Motorized Recreation Coordinator position to a 1.0 FTE Recreation Coordinator that would oversee the motorized recreation program as well as aquatic

programs. The seasons are opposite of each other, and grant management falls well within recreation program tasks. Having a position to manage the snowmobile and ATV program is required by the state of WI if snowmobile and ATV funds are distributed to clubs for trail maintenance and trail project. This position will be required to work more hours in Sept-March and less hours April-August.

In addition, our department is called the Wausau/Marathon County Parks, Recreation & Forestry Department. Recreation is a staple of what we do and for as long as we have documented the City/County have only employed ONE full time recreation professional. The current Recreation Superintendent is responsible for three aquatic centers (all rebuilt from basic pools to aquatic centers over the last 6 years), splash pad, playground programs, special events and the tennis program. The pool management alone takes most of this positions time leaving very little time for any other programming. It has been a goal of the County and City to expand recreation offerings to the community however this has not happened to the extent expected due to the time restraints of the single recreation staff.

A Recreation Coordinator would work under the direction of the Recreation Superintendent and would primarily be assigned to aquatics and motorized recreation. This position would train and supervise the staff of the three aquatic facilities, splash pad and water aerobics programs. They would also increase the aquatic programming offered year round. Possibilities of additional year round aquatic programming include fall and winter swimming lessons utilizing the UWSP-Wausau pool or NCHC pool. This position would work with members of the 29 snowmobile clubs and serve as the contact for the WIDNR liaison. The Recreation Superintendent would still ultimately oversee the aquatic operations but would gain time to increase recreation programs and special events year round. The possibilities to add more are endless. More programming also increases the revenue generated for both the City and the County.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

This position will fill the requirement of the WI DNR to have a manager of the County's snowmobile and ATV programs in order for the clubs to receive state funding. This position will work closely with the groups to ensure all groups receive the same information, the trails are managed properly and the trails are safe for visitors.

This position will benefit the County/City by increasing program revenue through programming that this position develops and increased programming and events by the Recreation Superintendent. In our experience our community is looking for activities and events to participate in. There is demand for youth, adult, senior and family programming from introductory sports to arts and craft. The programs that we develop will be to meet the needs of the community. We will not offer or continue to offer programs that the community is not interested in.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

The alternative will be to continue to operate as we do today. The 0.75 FTE Motorized Recreation Coordinator position will be posted. The Recreation Superintendent will continue to establish the programs and balance their time between the demands of the pools and the programs that can be offered effectively. We will continue to hire a student intern to assist the Recreation Superintendent each year and utilize seasonal staff.

- F. What will be the effect if the proposed position is not created?

The department will continue to try to increase programming with the staff and resources available.

- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

This position is partially funding by the grants they manage. The amount of grant funding received, the number of projects completed and input from the clubs will indicate the effectiveness and performance of this position. The effectiveness of this position will also be determined by the number of successful programs offered and increased program revenue. We do understand that programs have to begin somewhere and some may be successful, some may fail and some have to be revamped.

III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

- Administers and coordinates the maintenance and development of snowmobile and all-terrain vehicle (ATV) trails; prepares grant applications and reimbursement requests for trail maintenance and development projects; updates and prepares maps of snowmobile and ATV trails. 30%
- Provides assistance to snowmobile and ATV clubs on State requirements for the maintenance and development of snowmobile and ATV trails; assists snowmobile and ATV clubs with landowner trail issues. 7%
- Plans, coordinates, supervises, implements, and evaluates recreation programs, classes, and events. 25%
- Interviews, hires, trains, assigns and reviews work, schedules and approves time off for recreation program seasonal employees; acts on problems and concerns; identifies need for additional staff and completes corresponding job descriptions. 15%
- Coordinates facility scheduling, setup and services for recreation programs, classes, and events. 5%
- Investigates complaints and works with the appropriate snowmobile or ATV club to resolve problems; conducts inspections to ensure trails, signing, and trail infrastructure are in compliance with State and local regulations and maintained to DNR standards. 5%
- Promotes trail openings and closings in news release and interviews with local media; updates the County website with trail condition reports as necessary. 2%
- Obtains supplies and equipment necessary to department operations. 2%
- Reports trail hazards and maintenance needs to the appropriate club for repairs or attention. 2%
- Responds to questions and provides miscellaneous information on snowmobile and ATV related inquiries. 2%
- Maintains knowledge of current recreational trends, community needs and desires, recreation administration principles and techniques, and safety standards regarding recreation. Researches future recreation needs and opportunities. 2%
- Develops proposals for modifying existing programs and events and creating new. Investigates costs and purchases materials and supplies for recreation programs, classes, and events. 3%

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

This position will have expertise in managing state grants and could be used as a resource to other departments. This position will coordinate programs and special events with other department such as, Hunter Safety Classes with the Sheriff's department, trail tales with the Library, etc. however another department may not specifically need the expertise of this position

The only other department that could possibly assist with the requirement of this position would be the Sheriff's department however they do not have the staff to assist at this time.

C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The position of Motorized Recreation Coordinator is currently a 0.75 FTE position and is a position required by the state of WI if snowmobile and ATV funds are distributed to clubs for trail maintenance and trail project. This position will be required to work more hours in Sept-March and less hours April-August.

As mentioned in item II B, the current Recreation Superintendent is responsible for three aquatic centers (all rebuilt from basic pools to aquatic centers over the last 6 years), splash pad, playground programs, special events and the tennis program. The pool management alone takes most of this positions time leaving very little time for any other programming. It has been a goal of the County and City to expand recreation offerings to the community however this has not happened to the extent expected due to the

time restraints of the single recreation staff.

A Recreation Coordinator would continue the work of the Motorized Recreation Coordinator as well as assist the department with much needed attention to recreation working under the direction of the Recreation Superintendent with the primary task of aquatics. This position would train and supervise the staff of the three aquatic facilities, splash pad and water aerobics programs. They would also increase the aquatic programming offered year round. More programming also increases the revenue generated for both the City and the County.

The expectation of our department is to increase programming and continue to operate and maintain more and more facilities and programs. The current staffing is not adequate to meet these expectations.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

\$79,203 (assuming family benefits) is the total cost of the position. Currently \$63,532 is budget for 0.75 FTE

Increase = \$15,671

- B. Explain specifically how position will be funded. (Funding of new .25 FTE portion, full position will be 35% grant, 40% County Tax Levy, 25% City Levy)

Amount of County tax levy: \$0.00 % of total costs: %

Amount of any outside funding: \$15,671 % of total costs: %

Funding in 2022 available from current vacant positions

Source of outside funding: State Grants, City General Fund

Length of outside funding: Annual

Likelihood of funding renewal: Guaranteed as long as the state funds snowmobile and ATV programs

Would this outside funding be used to offset the levy if not used for this position? No

- B. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

The proposed position will most likely not increase revenue to decrease expenditures beyond the cost of the position the first few years however over time this position should be able to continue to narrow the gap and increase more and more revenue. The amount of grant funding could be increased to offset levy expenses.

- C. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the ability to manage the snowmobile and ATV funds that pay to keep our trails maintained and available to users ensures the clubs will provide that work for the county. If the clubs did not receive the state funding the county would not have snowmobile or ATV trails or it would be the county expenses paying for the trails and trail maintenance. Also, the ability to increase programming will provide more services to the community and increase revenue. Investing in this position is an investment into the Parks, Recreation & Forestry Department with the potential of covering the cost of the position or a portion of the position.

- D. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction? Presented to Parks Commission and Environmental Resources Committee on Tuesday, March 1 and Parks and Recreation Committee Monday, March 7.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date