

*** 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, April 4, 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 - March 7, 2022
- 4 Discussion and Possible Action Approving an Agreement with MSA Professional Services to Update the 2017-2021 City Comprehensive Outdoor Recreation Plan
- 5 Discussion and Possible Action Authorizing the Execution of Lease for Radtke Point Park and Grace Park with the City of Schofield
- 6 Introduction of New City Forester and an Update of the Urban Forestry/Emerald Ash Borer Plan
- 7 Educational Items
 - A. Park Update (Athletic Park, Brockmeyer Park, Riverside Park, General Maintenance, Routine Operations/Programs)
 - B. Riverside Park Remediation Update
 - C. Barker Stewart Island Update
 - D. Dog Park Committee Update
- 8 Future Agenda Items -
- 9 Next Meeting Date - Monday, May 2, 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 2490 130 9519.

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 3/31/2022 @ 1:30 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

AGENDA SUMMARY

4. Discussion and Possible Action Approving an Agreement with MSA Professional Services to Update the 2017-2021 City Comprehensive Outdoor Recreation Plan

The 2021 City CIP program allocated \$20,000 for the City to update the Comprehensive Outdoor Recreation Plan (CORP). The most recent CORP that is on file is 2017-2021. Tasks and priorities shifted in 2021 which did not allow the update to be completed prior to the plan expiration. The updated CORP will be for 2022-2026. The department hired MSA Professional Services to update the County CORP in 2019 and received a very easy to utilize comprehensive document. The goal of the department is to have uniform CORP documents to make them easy to utilize by staff. Eventually the goal is to have one CORP for the Wausau and Marathon County park system.

MSA submitted a proposal that will structure the City CORP in the same manner as the County CORP, update all areas of the City CORP and will provide usable information and estimates for infrastructure needs and maintenance. The proposal also includes addressing capital and staffing needs and cost estimates. They provided a project cost estimate within the allocated amount. A copy of their submitted proposal is attached.

The Parks and Recreation Committee is asked to support the hiring of MSA Professional Services, Inc to update the City of Wausau Comprehensive Outdoor Recreation Plan for 2022-2026.

5. Discussion and Possible Action Authorizing the Execution of Lease for Radtke Point Park and Grace Park with the City of Schofield

The lease between the City of Wausau and the City of Schofield for Radtke Point Park and Grace Park expired on March 10, 2022. The City Attorney's office has been working with the City of Schofield to renew the leases. The leases were approved by the Airport Committee on March 16. The Parks and Recreation Committees is asked to recommend to the City Council the authorization of the execution of the lease. Once recommended by the Parks Committee the lease will go to the City Council for approval on April 12.

6. Introduction of New City Forester and an Update of the Urban Forestry/Emerald Ash Borer Plan

The department is excited to introduce John Kahon III who began with the department as the new City Forester on November 29, 2021. John grew up in Central WI and attained my BS - Urban Forestry from UW-Stevens Point. He has worked throughout the mid-west – Minneapolis, Chicago and Central WI – and has a regional base of plant experience and knowledge. Managing the large private tree care company in Chicago, he authored a program for Emerald Ash Borer as it came into the Chicagoland area. He is a Board Certified Master Arborist, a designation he is very proud to hold. He enjoys working with the public and different personalities and is extremely happy to be settled back here in Central Wisconsin.

John has jumped right into the City's tree inventory and the Emerald Ash Borer plan. Since he has started there have been a number of confirmed infestations within the city. John has provided an outline of the update he will provide the committee.

1. Emerald Ash Borer

a. Confirmed Infestations

- i. 13th Street & Brown Street
- ii. Horace Mann School (NW corner)
- iii. Alexander Park
- iv. Rib Mountain has significant infestation

AGENDA SUMMARY

- b. Management Plan
 - i. Injection Plan
 - 1. Starting injections 3 years ago was PERFECT
 - 2. NE 1/3 of Wausau due for 2022
 - ii. Removal Plan
 - 1. NE 1/3 of Wausau due for targeted reduction 2022
 - 2. Plan to remove 350+/year
 - 3. Parks down to 114 Ash left in maintained areas
 - 4. 461 Ash removed in 2021
 - iii. Private Trees
 - 1. Need to continue informational push – High priority
 - a. Article in City newsletter – March
 - b. Specific neighborhoods received letters
- 2. Planting
 - a. 340 Trees ordered for Spring 2022
 - b. Large difference between number of removals and plantings
 - i. 2493 Current planting locations
 - c. Combined Earth Day/Arbor Day planting April 23 at Memorial Park with community group
 - d. Increasing diversity!

No Action is requested at this time. John will be available to answer questions that the committee might have.

7. Educational Items

7A. Park Updates

Athletic Park:

Seasonal work has begun in preparation for the upcoming baseball season.

Brockmeyer Park:

We have been in coordination with vendors on some replacement parts for JoJo's Jungle. These repairs will be completed this spring.

Riverside Park:

All updates will be completed the week of 3/28

General Maintenance:

ADA compliance work has been ongoing per the recent audit

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

Routine Operations/Programs:

Snow/Ice Removal

Building and structure maintenance.

Shelter reservations and Special Events.

Equipment maintenance and repair

AGENDA SUMMARY

7B. Riverside Park Remediation Update

There is no update at this time.

7C. Barker Stewart Island Update

Vegetation management will continue on the island in 2022. The plan is to bring the goats back in mid-July (after the 4th celebrations are over). We may use a rotational graze for them this year meaning that they will concentrate on smaller areas, and we will move them around. The Bird Club has installed a few more trees on the island and they have purchased an informational sign educating the public on birds and their habitat. The sign will be installed this spring. Earlier this year the Finance Committee approved reallocating the funding for the shelter design on the island to complete the shelter design on the south river front. Staff will determine next steps for a site design on the island. If funding is needed for an architect the request will be submitted with the 2023 CIP requests.

7D. Dog Park Committee Update

The past committee members have been contacted to see if they were interested in continuing to serve on the committee. All but one are able to continue. It would be beneficial to get a few additional members on the committee. Staff will put out a call for interested citizens. A meeting will be set later this spring to talk about additional dog park ideas.

Thank you to Pat Peckham and Tom Neal for their service on the Parks and Recreation Committee. Their support and dedication to the parks system has been truly remarkable and can be seen in the park improvements and programs that have been added in the past few years.

DRAFT
CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: March 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, Marcus Aumann - Assistant Director of Community Services - (via web-ex), Andy Sims – Assistant Director of Operations-(via web-ex), Mark Dorow-Recreation Superintendent-(via web-ex), Aaron Ruff-CWOCC-(via web-ex), Katie Rosenberg-(via web-ex)

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 Peckham, second by Neal to approve the Park and Recreation Committee draft February 7, 2022 minutes. Motion **carried** by voice vote, vote reflected as 5-0.
4. Discussion and Possible Action Approving Phase 2.1 of the Sylvan Hill Bike Park Improvements – Polley explained that this is a continuation of a project that was started in 2021. The Central Wisconsin Off Road Cycling Coalition (CWOCC) has raised the additional funds for the remaining work to expand the skills area and to construct a dirt jump zone. The next step in the process is to issue a request for proposal for the planned work. The Department will then enter into an agreement with the approved contractor for the work to be completed. Ruff described the dirt jump area and the skill building area. Peckham commended CWOCC for all their work and fundraising for this valuable project. **Motion** by Larson, second by Neal to approve phase 2.1 of the Sylvan Hill Bike Park Improvements and to allow a Request for Proposal to go out for the project. Motion **carried** by voice vote, vote reflected as 5-0.
5. Discussion and Possible Action Restructuring 0.75 FTE Motorized Recreation Coordinator to 1.0 FTE Recreation Coordinator – Polley explained that this is more of an information item because it is a County position and they are not asking for any budget amendments. The 0.75 Motorized Recreation Coordinator who mainly does the snowmobiling/ATV trails program is leaving to take a full-time position elsewhere. Staff would like to change the position to make it a 1.0 FTE Recreation Coordinator with 0.50 doing recreational motorized work mainly in the winter and the other 0.50 as a recreation coordinator to help in the summer with the aquatics program. Currently there is only one full-time recreation staff person and a goal of the Department is to increase recreation programming on both the County and City side. Long term, the idea is that eventually these two will become separate positions again. Polley discussed funding for the position. 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. Raising the recreation options will also increase revenue so that will help offset this position over time. Polley wanted Committee to be aware of it and thought it would be good to know if they support it because a big portion of it is for aquatics on the city side. **Motion** by Neal, second by Larson to support the recommendation to restructure the 0.75 FTE Motorized Recreation Coordinator to a 1.0 FTE Recreation Coordinator. Motion **carried** by voice vote, vote reflected as 5-0.
6. Discussion and Possible Action Regarding Park Facility Roofing Color and Material – Polley explained that the parks currently have a number of buildings with roofs that are traditionally red. The Department is finding it more difficult to acquire the “Cottage Red” shingles for the facilities. Staff questions how critical it is to have the same color at all the parks or if they can have discretion to go to some other earth tone shingle color if necessary. Also, staff questions if the Commission is opposed to installing metal roofing material in lieu of asphalt shingles. The upfront cost of metal is higher but the increased life span of metal roofing is desirable. Marathon Park is where the red roof is predominantly seen and in other parks it might not be as noticeable so they will stay with the red shingles at Marathon Park. The Park Commission had moved to stay with similar colors as now or a uniform color throughout the parks, but to use metal roofing where appropriate. Sims explained that the metal roofs would be considered more for the enclosed buildings than the open shelters. **Motion** by Neal, second by Watson to approve staying with red as well and give staff discretion to look at metal roofs where applicable. Motion **carried** by voice vote, vote reflected as 5-0.

7. Educational Items

A. Park Update – 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. Sims updated that ponding pretty bad probably are going to make the call to close. 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.

B. Riverside Park Remediation Update – Polley said there wasn't an update at this time, they are still waiting for the remediation plan to come forward.

C. Conditions for Former Rosemurgy Site Adjacent to Two Hearts Dog Park – Polley had reached out to the DNR about the former Rosemurgy parcel at Committee's request. 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 contamination 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.

8. Future Agenda Items – Dog Park update, Riverside Park remediation, update on plans for Barker Stewart Island or any other park with some upcoming activity

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

11. Adjournment – **Motion** by Larson, second by Watson to adjourn at 5:15pm. Motion **carried** by voice vote, vote reflected as 5-0.



Photo courtesy of: <https://mobileriving.com/marathon-park/rv-parks/62006>

PROPOSAL TO UPDATE

Comprehensive Outdoor Recreation Plan

Prepared for:
City of Wausau, WI
January 25, 2022





January 25, 2022

Jamie Polley - Director
Wausau and Marathon County Parks Recreation and Forestry Department
212 River Drive Suite 2
Wausau, WI 54403-5476

Re: Proposal to Update the Wausau Comprehensive Outdoor Recreation Plan

Dear Jaime,

Thanks for reaching out to MSA to assist with the update of the City of Wausau's 2017-2021 Comprehensive Outdoor Recreation Plan (CORP). We look forward to another opportunity to work with you and make a positive impact on the parks in our hometown! Per our discussion of your goals pertaining to the update of the CORP, as well as your preferences regarding the formatting of the County's CORP that MSA recently helped update, we have developed the attached scope and fee for this work. Please consider the scope and let us know if you have any comments and/or changes to better meet the City's needs – and don't hesitate to contact either of us at bbinz@msa-ps.com or rgardner@msa-ps.com with any questions or clarifications.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Becky Binz".

Becky Binz, AICP
Project Manager | Planner

A handwritten signature in black ink that reads "Raine Gardner".

Raine Gardner, PE
Parks and Recreation Team Leader

PROJECT OBJECTIVE

MSA will provide assistance updating the City's 2017-2021 Comprehensive Outdoor Recreation Plan (CORP). The updated plan will be completed in InDesign and formatted the same as the current Marathon County CORP (2020-2024) so that the two plans can be easily combined as one planning document in the future. The following phases and tasks will be incorporated into the updated plan:



PROJECT APPROACH

PHASE 1

EXISTING CONDITIONS ANALYSIS

TASK 1 | STAFF KICK-OFF MEETING, MEETING #1 (VIRTUAL)

MSA will coordinate a virtual working session kick-off meeting to consider project start-up activities with the Parks Director.

- Review project scope and schedule
- Review draft Community Survey and discuss outreach methodologies
- Review list of available/desired data and planning documents
- Prepare for the first Parks & Recreation Committee (PRC) meeting

TASK 2 | EXISTING CONDITIONS

MSA will review the following plans and incorporate applicable recommendations and policies into the CORP:

- Wausau Comprehensive Outdoor Recreation Plan (2017-2021)
- Wausau Comprehensive Plan (2017)
- Marathon County Comprehensive Outdoor Recreation Plan
- Individual City park plans, if available
- WI State CORP 2018-2023

TASK 3 | PARK INVENTORY & ASSESSMENT

The City will assist MSA by completing a CORP review document to determine prior recommendations from the 2017-2021 CORP that have either been completed, not completed but still valid, and not completed and are possibly no longer valid. No formal park tour or review will be completed by MSA.

TASK 4 | GEOGRAPHIC/LOCATIONAL ANALYSIS

- **Map 1 - Existing Parks and Trails.** An existing parkland map

will be developed that will include the locations of City parks, park land owned by other public or private entities, and any state park and recreational facilities.

- **Map 2 - Park Facility Distribution.** A map visually depicting the type of recreational facilities available in each City park, including whether the facilities are lighted for extended daily use. This map is useful in determining where portions of the City may be under or over served by certain types of amenities.
- **Map 3 - Park Service Areas & Population Served.** A map identifying 10-minute walk areas from each City park and the estimated population within each 10-minute area.

PHASE 2

PARK NEEDS ASSESSMENT

TASK 1 | DEVELOP PROFILE OF PROSPECTIVE PARK USERS

MSA will provide a statistical analysis regarding past and projected population statistics for the City. MSA will also assess the demographic profiles and projections within each park service area. MSA will analyze how each park contributes to the needs of the population served based on the profile of prospective park users, Maps 1-3, and the Parks Survey.

TASK 2 | QUANTITATIVE ANALYSIS

MSA will analyze the amount of park land per acre available to City residents based on current and estimated population projections. The results of this analysis will indicate projected deficits or surpluses of total park land, in five-year increments, through 2040. MSA will also compare this data to peer communities across the U.S. utilizing the National Recreation & Park Association's park metrics.

TASK 3 | PARKS & RECREATION COMMITTEE (PRC) MEETING

#2 (IN-PERSON)

MSA will meet with the PRC to:

- Review project scope and schedule
- Discuss draft Community Survey and outreach methodologies
- Review Maps 1-3 and the summary results of Tasks 1 and 2
- Obtain initial feedback on issues, opportunities, and desired improvements within the City's park system

During the time between the first and second PRC meetings, MSA will invite members to individually tour the City's parks. MSA will provide committee members with a Park Assessment Form (PAF). The PAF will lead committee members through a process to identify improvement projects (wants vs. needs) considering a number of aspects (i.e. parking, signage, equipment, amenities, restrooms, etc.) per park. This process will aide committee members in reviewing the "status" of each City park and will serve to inform the recommendations of the updated CORP.

PHASE 3

PUBLIC ENGAGEMENT/QUALITATIVE ANALYSIS

Results of the survey will be used to develop the profile of existing and prospective park users. It will gauge user preferences and determine potential changes or additions to the parks to better serve the population.

TASK 1 | PARKS SURVEY

MSA proposes using an online survey (administered via Survey Monkey) to gather input/opinions about existing and desired park and recreation facilities. MSA will draft the survey for review by the Parks Director and the PRC at their first meeting. Links to the survey can be provided through the City's official website and promoted via local press release, emails to recreation program participants, social media outlets (e.g. Facebook, Twitter), and tapping into existing email distribution lists (ie. the Wausau School District and local recreation groups throughout the community). The survey would be available for approximately three (3) to four (4) weeks. The City is responsible for printing any hard copies of the survey if needed/desired, as well as entering any hard copy responses into Survey Monkey. MSA will provide a summary report of the survey results once the survey has closed.

PHASE 4

PRELIMINARY RECOMMENDATIONS

TASK 1 | PRELIMINARY PARK NEEDS

Based on the work completed in Phases 1-3, MSA will develop a preliminary list of proposed park and recreation improvements per park.

TASK 2 | STAFF MEETING, MEETING #3 (VIRTUAL)

A virtual working session meeting with City staff will be held to

consider the survey results and review of recommendations.

- Review public engagement input and various outcomes
- Consider and work through potential plan recommendations

PHASE 5

DRAFT PLAN

TASK 1 | PLAN DEVELOPMENT

MSA will begin to draft the CORP, which will include the following chapters:

- **Chapter 1—Introduction:** Summary of the plan purpose and description of the overall planning process.
- **Chapter 2—Description of Wausau:** Matrix of existing parks and open space throughout the City including location, existing characteristics, classification, and amenities; Map 1 (Existing Parks and Trails); summary of local recreational facilities not owned or operated by the City; summary of significant natural resources, such as waterways, greenways, topography, woodlands, summary of existing and projected demographics; summary of other applicable planning efforts/studies and their impacts on park planning. This section will also describe the local economic impact of parks on the City to support the need for a continued focus on funding and political support for Wausau's park and recreation system.
- **Chapter 3—Goals and Objectives:** An update of the previous CORP's goals and objectives based on best practices, changes in industry standards, and City staff/PRC input.
- **Chapter 4—Analysis of Park Needs and Demands:** A summary of the quantitative, geographic, and qualitative analysis completed in Phases 1-4, including Map 2 (Facility Distribution) and Map 3 (Park Service Areas and Populations Served). Determine gaps and deficiencies based on projected future needs. A summary of current and emerging trends in recreational demand and desires (local, state, national, and peer communities).
- **Chapter 5—Recommendations:**
 - Existing Parks. MSA will update the two-page summary sheet for each existing park and ensure format is consistent with the current Marathon County CORP. These summaries will include the following information: name of park; address; park acreage; park type; population served; a summary table of existing facilities including year installed (as provided by staff); generalized condition (e.g. poor-excellent); current issues; a summary table of recommendations including priority (e.g. low, medium, high); and planning-level cost estimates. The park summaries will also include a picture and a map of each park.
 - New Park Facilities. MSA will summarize areas proposed for future City parks, or expansions to existing parks, and new trails as determined through the planning process. MSA will identify the general location of these proposed

improvements on a new map, Map 4-Proposed Park and Trail Facilities.

- Trail Facilities. Identification of proposed trail facility improvements, focusing on connecting existing and proposed multi-use trails to parks and other community facilities, including connections to regional trails. These will be depicted on Map 4.
- **Chapter 6—Implementation:**
 - Determine Funding, Operations and Maintenance Feasibility. Identify how existing parks and recreation, operations and capital improvements are developed, prioritized, and funded. Also consider any recommended changes to existing approaches relative to best practices and demand.
 - Funding & Staffing Requirements. Similar to what was completed for the Marathon County CORP, MSA will calculate the amount of funding that is needed by year for park land acquisition, and park upkeep and improvement recommendations that are identified during the planning process. Based on the recommendations identified in the plan and analysis of current staff capacity, we will also recommend whether or not additional full- or part-time staff need to be added to the Parks and Recreation Department.
 - Capital Improvement Summary. A summary table of recommendations from Chapter 5 outlining recommendations per park, estimated costs (planning level/ ball park cost estimates or cost ranges) and priorities. This will include capacity, cost analysis, and level of service scenarios.
 - Funding Opportunities. A summary table of existing sources of City park revenue and trends in expenses and revenues over the past 5-10 years with comparisons to data from up to five other communities of comparable size. A summary table of common State and Federal park grant programs including information on maximum awards and application due dates. Identification of other non-traditional funding options to help mitigate potential funding gaps.
 - Positioning Strategies. Evaluate and recommend positing strategies for the Department to advocate the functions of the Department to the residents and elected officials.
- **Appendix:**
 - Appendix A: Complete Survey Results
 - Appendix B: Maps. 11 x 17 copies of the following maps:
 - Map 1: Existing Parks and Trails
 - Map 2: Park Facility Distribution
 - Map 3: Park Service Areas & Populations Served
 - Map 4: Proposed Park & Trail Facilities

TASK 2 | STAFF WORKING SESSION MEETING, MEETING #4 (VIRTUAL) DRAFT PLAN REVIEW

MSA will coordinate Phase 5 & 6 activities with the Parks Director.

- Review the Draft 2022-2026 CORP
- Prepare for Phase 6 City Meetings

TASK 3 | PLAN UPDATES

MSA will update the plan per the outcomes of Task 2.

PHASE 6 ADOPTION

TASK 1 | PARKS & RECREATION COMMITTEE MEETING, MEETING #5 (IN-PERSON)

MSA will present the final plan to the PRC for final review and recommendation to city council.

TASK 2 | CITY COUNCIL PLAN REVIEW AND ADOPTION (IN-PERSON)

Following the recommendation of the PRC, city council will officially adopt the Wausau Comprehensive Outdoor Recreation Plan by resolution. MSA can provide the City with a sample resolution. At the City's discretion, city council or the PRC could hold a public hearing before adopting the plan; however this is not a requirement of the WDNR.

TASK 3 | EXECUTE SUMMARY

Upon adoption of the plan, MSA will create an Executive Summary of the 2022-2026 CORP similar to what was completed for the current Marathon County CORP. The Executive Summary will be a collection of each two-page summary sheet for each City park from Chapter 5, Maps 1-4, and a dashboard style summary of Chapter 4.

DELIVERABLES

Throughout the duration of the project, draft deliverables will be provided to the Parks Director in digital (.PDF) format. After plan adoption, MSA will provide a final digital copy of the CORP to the City. *Hard copies of the CORP may be produced per a reimbursable cost for each copy.*

SCHEDULE

The project may be completed in six months. Assuming the contract is awarded in February, MSA anticipates the project completion at the end of August, 2022. The City budgeting process will also be considered when developing the final project schedule.

PARTNERSHIP

City staff and elected officials have institutional knowledge which is invaluable to the success of the Comprehensive Outdoor Recreation Plan. MSA will rely on the staff to provide this institutional knowledge through our working sessions and constant communication throughout the process. With our partnership on this project, the City's knowledge is critical to this process and we will rely on the City's help with the following tasks:

- To provide existing City GIS data (e.g. parks, trails, parcels, roads, MCD, wetlands, floodplains, water courses, etc.).
- To provide all previous plans and documents for review by MSA relevant to this project, including available data concerning park use, existing planned improvements, individual park plans, past and current department budgets related to department revenues, capital improvements and operations expenditures.
- To provide an up-to-date list of park facilities at each City park and data on the year of installation or renovation of park facilities (as available) as a full park tour is not included in this scope by MSA.
- To provide a list of improvements desired at existing parks.
- To act as a liaison to the Parks & Recreation Committee and other applicable committees and commissions.
- To help promote the park survey. City staff will have the primary role of promoting the park survey through existing media outlets (e.g. social media, traditional media, school district, email listservs, etc).
- Provide meeting agendas and minutes for all City meetings of this project.
- Tabulate hard copies of the survey that may be turned in by the public. Although the responses to the survey will be primarily collected online, MSA anticipates hard copies will be made available at the City/County Parks Office for individuals that prefer to complete a hard copy. City staff will be responsible for inputting the results of any hard copy surveys returned to the City into a Survey Monkey link provided by MSA so all input is tabulated together.
- To guide the process and provide feedback throughout the project.

COST ESTIMATE

Our fee is based on the described scope of services and includes all costs per the scope. MSA is open to negotiation and refinement of scope and fees per City comments and desires for this project.

COMPREHENSIVE PARK & OUTDOOR RECREATION PLAN	COST
Total Lump Sum, Including Expenses	\$19,000
Printed Copies of Final Plan	\$75 per copy

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**JT. RESOLUTION OF AIRPORT COMMITTEE AND
PARKS AND RECREATION COMMITTEE**

Authorizing execution of lease for Radkte Point Park and Grace Park with City of Schofield

Committee Action: Airport Committee Approved
 Parks and Recreation Committee

Fiscal Impact: Annual amount equivalent to the annual operations and maintenance costs of the Premises to be paid by in kind operations and maintenance services performed by the City of Schofield.

File Number:	Date Introduced:
---------------------	-------------------------

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☒ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☒ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

RESOLUTION

WHEREAS, the City of Wausau is the owner of certain premises which are a part of the City of Wausau Downtown Airport (“Airport”); and

WHEREAS, these premises have been developed and maintained for park purposes and are named Radtke Point Park (“Radtke Park”) and Grace Park (“Grace Park”); and

WHEREAS, these premises are not presently used by the Airport for airport purposes, and have not been in use for airport purposes since 1968 in the case of Radtke Park and 1982 in the case of Grace Park; and

WHEREAS, the premises immediately adjoin the municipal boundaries of the City of Schofield; and

WHEREAS, the City of Schofield has used the premises for city parks for its residents and desires to continue to do so; and

WHEREAS, the premises have been the subject of a lease between the City of Wausau and the City of Schofield to comply with State of Wisconsin Bureau of Aeronautics and Federal Aviation Administration regulations and guidelines for the non-aeronautical use of airport property; and

WHEREAS, the lease has expired and it is necessary to renew it to keep the current use of the property in compliance with these regulations and guidelines; and

WHEREAS, the lease provides for a two (2) year term to commence retroactively on March 10, 2022, subject to a ninety (90) day termination provision by either party and a rent in an annual amount equivalent to the annual operations and maintenance costs of the premises to be paid by in kind operations and maintenance services performed by the City of Schofield, such services having been valued at \$4,500.00 for the calendar year 2021, and which will vary on an annual basis depending upon changing operational needs and costs; and

WHEREAS, your Airport Committee, at their March 16, 2022, meeting recommended that the lease, a copy of which is attached hereto and incorporated herein as "Exhibit 1" be approved; and

WHEREAS, your Parks and Recreation Committee, at their April 4, 2022, meeting recommended that the lease, a copy of which is attached hereto and incorporated herein as "Exhibit 1" be approved; and

WHEREAS, the City of Schofield has executed the copy of the attached lease.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Wausau, that the Mayor is hereby authorized and directed to execute the two (2) year agreement for lease of Radtke Park and Grace Park, a copy of which is attached hereto and incorporated herein as "Exhibit 1."

Approved:

Katie Rosenberg, Mayor

**LEASE AGREEMENT
RADTKE POINT PARK/GRACE PARK**

THIS AGREEMENT OF LEASE, made this ____ day of _____ 2022 (“Lease”), between the City of Wausau, a municipal corporation, located in Marathon County, Wisconsin, hereinafter referred to as “LESSOR,” and the City of Schofield, a municipal corporation, located in Marathon County, Wisconsin, hereinafter referred to as “LESSEE;”

RECITALS

WHEREAS, LESSOR and LESSEE enter into this Lease pursuant to the intergovernmental cooperation provisions of Wis. Stat. §66.0301; and

WHEREAS, the LESSOR is the owner of certain premises further described on Exhibit A (“Premises”) attached hereto and incorporated herein which is part of the Wausau Downtown Airport; and

WHEREAS, said Premises are presently not in use for airport purposes; and

WHEREAS, said Premises have been developed and maintained for park purposes since at least 1968 and 1982 respectively and have been named Radtke Point and Grace Park since their dedication as park land; and

WHEREAS, the LESSOR desires to maintain and preserve these Premises for the future needs and development of the Wausau Downtown Airport; and

WHEREAS, the parties for the benefit of the residents of their respective community wish to more fully express their intent as to the maintenance, improvements, and responsibilities associated with said park land.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, it is covenanted and agreed, between the parties as follows:

1. Term/Commencement. Subject to the termination provisions contained in paragraph 11 of this Lease, LESSOR hereby leases to LESSEE the “Premises,” for a term of two (2) years. This Lease shall retroactively commence on March 10, 2022.
2. Fees. LESSEE shall be liable to LESSOR, for rent in an annual amount equivalent to the annual operations and maintenance costs of the Premises, such amount to be paid by in kind operations and maintenance services performed by LESSEE. Such services were valued at \$4,500.00 in 2021 and will vary on an annual basis depending on changing operational needs and costs. It being the express intent of the parties that LESSEE shall not pay monies at any time to LESSOR for fees or rent during the term of the Lease.
3. Use. LESSEE shall use the Premises exclusively as a public park. LESSEE agrees to cooperate with LESSOR in coordinating scheduled uses of the Premises with LESSOR’S airport management activities to avoid or minimize disruption to the operations of the airport. LESSEE shall further permit LESSOR occasional use and occupancy of the Premises, including the use and occupancy of the Premises for City of Wausau public events,

LESSOR's airport management activities, and in the event of an emergency. LESSOR agrees to notify LESSEE of such airport management activities and associated requirements or its intention to use and occupy the Premises no less than 60 days in advance of the activity or use and occupancy except in the cases of aeronautical safety and security concerns in which case LESSOR shall give such notice as is practicable under the circumstances. In the case of actual use and occupancy of the Premises by LESSOR, LESSOR shall be responsible for the associated costs of such use and occupancy by LESSOR including repair of damage occurring as a result of its use and occupancy of the Premises.

4. Improvements. LESSEE shall not be allowed to make any improvements to the Premises without the prior written consent of the LESSOR, however LESSEE shall be solely responsible for all expenses related to the construction and maintenance of the improvements and shall not engage in any use or development of the Premises which would conflict with normal airport operations or impede development or operation of airport maintenance access ways. LESSEE shall provide the LESSOR with 60 days advance notice of its requested improvements, together with a statement of the costs of such improvements.

5. Restrictions on Use.

A. LESSEE expressly agrees to prevent any use of, or activities on the Premises which would interfere with or be a hazard to the flight of aircraft over the Premises, or to and from the airport, or interfere with air navigation and communication facilities presently or in the future serving the airport and specifically agrees not to permit the height of any structure, object of natural growth, or other obstruction to exceed height limits established in Title 49, Part 77 of the Code of Federal Regulations as shown on the map attached as Exhibit B, which is hereby incorporated herein by reference as if set forth at length. All costs of complying with said height limits shall be borne by LESSEE.

B. LESSEE shall not create any hazard which would interfere with the use of or the safety of air traffic at the Wausau Downtown Airport or which is contrary to the regulations of the Federal Aviation Administration, the laws and regulations of the State of Wisconsin, and/or ordinances of the City of Wausau.

C. All use, occupancy, maintenance and operation of the Premises by LESSEE and LESSOR shall be in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, -Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended; and pursuant to Section 30, Civil Rights (49 U.S.C. 1730) of the Airport and Airway Development Act Amendments of 1976, as well as all other applicable federal, state and local laws.

6. Maintenance. LESSEE shall protect, maintain and operate the Premises, including any improvements, in good condition and in accordance with all applicable federal, state and local laws, including but not limited to the provisions of the ordinances of the City of Wausau pertaining to the maintenance of any such Premises, at the sole cost of LESSEE. LESSOR will inspect the Premises with a representative of LESSEE each year to identify any possible maintenance issues.

With respect to Radtke Point Park, LESSEE shall take such steps as are reasonable and prudent to protect the shoreline of the Premises at Radtke Point Park from further soil erosion by users of such Premises.

7. Right of Entry. LESSOR shall have free access and the right of entry to the Premises at all reasonable times for the purpose of examining or investigating the condition thereof, in order to exercise any right or power reserved to LESSOR under the terms and provisions of this Lease.

8. Assignment. LESSEE shall not sell or assign this Lease or sublet the Premises or any part thereof. This non-assignment provision does not prohibit LESSEE from renting portions of the Premises on short-term basis (one day or less) to individuals for special events, i.e., weddings, family reunions, and etc.

9. RISK ALLOCATION.

A. Immunity. Both parties are governmental entities entitled to governmental immunity under law, including Section 893.80, Wis. Stats. Nothing contained herein shall waive the rights and defenses to which each party may be entitled under law, including all of the immunities, limitations, and defenses under Section 893.80, Wis. Stats or any subsequent amendments thereof.

B. Responsible for Own Actions. LESSOR and LESSEE shall bear the risk of its own actions, as it does with its day-to-day operations.

C. Employee Claims. The employees of LESSOR and LESSEE shall be covered by his or her employing municipality for purposes of worker's compensation, under ch. 102, Wisconsin Statutes, unemployment insurance, and benefits under ch. 40 Wisconsin Statutes. Both parties waive subrogation rights each may have against the other party for claim payments under ch. 102, Wisconsin Statutes.

D. Insurance. LESSOR and LESSEE shall each maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of this Agreement.

E. Survival of Obligations. The obligations set forth in this paragraph shall survive the termination or expiration of this Agreement.

10. Indemnification and Release. LESSEE shall defend, indemnify and hold harmless LESSOR, its employees, agents, and elected and appointed officials from and against all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, of any kind or of any nature whatsoever which may be imposed, incurred, sustained or asserted against the LESSOR, its employees, agents, and/or elected or appointed officials by reason of any injury or death to any person, or loss, damage, or destruction of any property or loss of use thereof, or otherwise arising as a result of the acts or omissions of LESSEE under this Lease.

The LESSOR shall defend, indemnify and hold harmless LESSEE, its employees, agents, and elected and appointed officials from and against all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, of any kind or of any nature whatsoever which may be imposed, incurred, sustained or asserted against the LESSEE, its employees, agents, and/or elected or appointed officials by reason of any injury or death to any person, or loss, damage, or destruction of any property or loss of use thereof, or otherwise arising as a result of the acts or omissions of LESSOR under this Lease.

LESSEE hereby releases the LESSOR, its employees, agents, and elected and appointed officials from and against all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, which may arise as a result of the acts or omissions of LESSEE under this Lease.

LESSOR hereby releases the LESSEE, its employees, agents, and elected and appointed officials from and against all liabilities, losses, judgments, actions, suits, obligations, debts, demands, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, which may arise as a result of the acts or omissions of LESSOR under this Lease.

11. Termination of Lease. Either party shall have the right to terminate this Lease upon ninety (90) days written notice to the other party, which will allow LESSEE sufficient opportunity to remove any improvements it may have made, at any time during the term of this Lease and for any reason whatsoever, including but not limited to LESSOR's determination, at its sole discretion, that the Premises are required for airport purposes. Upon expiration of this period, any improvements not removed by LESSEE shall remain the property of the LESSOR without any cost to or further action by LESSOR. Upon such removal, LESSEE shall repair and restore the Premises to a safe and sightly condition. Any physical alterations or improvements to the land itself, such as landscaping, changes in topography or the like shall not be removed by LESSEE.

12. Grant Assurance and State Aid. LESSEE shall comply or take all steps necessary to enable LESSOR to comply with the requirements of current and future federal grant assurances and conditions of state aid.

13. Amendments. This Lease constitutes the entire agreement and understanding of the parties, and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Lease must be in writing and executed by both parties.

14. Notices. All notices required by this Lease shall be in writing and personally delivered or sent First Class Mail to LESSOR, in care of the City Clerk, City Hall, 407 Grant Street, Wausau, Wisconsin 54403, and to LESSEE in care of the City Clerk, City Hall, 200 Park Street, Schofield, Wisconsin 54476.

15. Survival. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with this Lease, as well as all continuing obligations will survive termination or expiration of this Lease.

16. Severability. If any portion of this Lease shall become illegal, null or void or against public policy, for any reason, or shall be held to be invalid or unenforceable by any court of competent jurisdiction, the remaining portions of this Lease shall not be affected thereby and shall remain in full force and effect to the fullest extent permissible by law.

17. Waiver. The failure of either party to enforce any of the provisions of this Lease shall not be construed as a waiver of such provision or of the right of the party thereafter to enforce each and every such provision.

IN WITNESS WHEREOF, the parties have caused this Lease to be executed on the date first above written.

CITY OF WAUSAU (LESSOR)

Witness

BY _____
Katie Rosenberg, Mayor

Attest:

Witness

Kaitlyn Bernarde, City Clerk

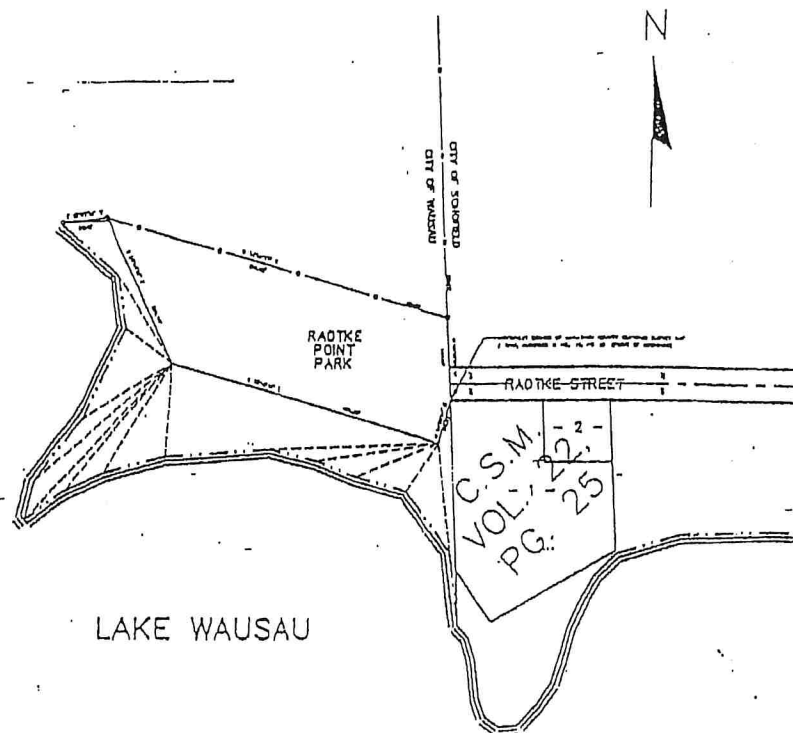
CITY OF SCHOFIELD (LESSEE)

Witness

BY _____
Kregg Hoehn, Mayor

Witness

Lisa Quinn, Clerk/Treasurer



Detail Sketch

Scale

1" = 150'

Legal Description for Parcel of Land

A parcel of land located in Government Lot 2, Section 12, Township 28 North, Range 7 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Beginning at the Northwest corner of Marathon County Certified Map # 5947, recorded in Volume 22, of Marathon County Certified Maps on page 25; thence N 02° 56' 00" W along the East line of said Government Lot 2, 124.15 feet to a fence corner; thence N 73° 59' 07" W along a fenceline 518.82 feet to a fence corner; thence S 83° 57' 54" W along the fenceline 64.00 feet to the low water line of Lake Wausau; thence Southwesterly along the said low water line to its intersection with the East line of said Government Lot 2; thence N 02° 56' 00" W, 324 feet more or less to the point of beginning.

EXHIBIT A - RADTKE POINT PARK

2025

447479

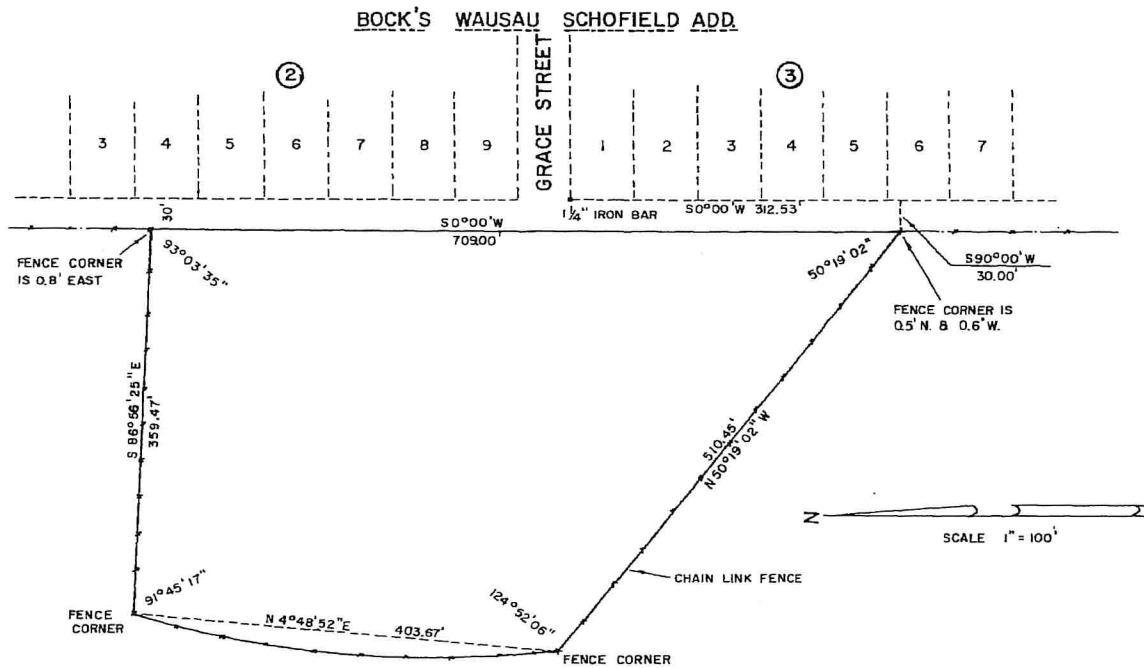


EXHIBIT A - GRACE PARK

300 City
City Engineer

REGISTER'S OFFICE }
Marathon County, Wis. }
Received for Record this _____
day of _____ A.D. 19____
at _____ o'clock _____ M and recorded
in Vol. _____ of _____ of _____
on page _____
Robert J. Stumpe
Register

74379

CERTIFIED SURVEY MAP FOR CITY OF WAUSAU

I, Gordon Cary Bush, Surveyor, hereby certify: that I have surveyed and mapped a parcel of land located in Government Lot 2 and the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, all in Section 12, Township 28 North, Range 7 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Northwest corner of Block 3 of Bock's Wausau-Schofield Addition; thence S0°00'W along the West line of said Block 3, 312.53 feet; thence S90°00'W, 30.00 feet to the point of beginning; thence N50°19'02"W, 510.45 feet; thence along the arc of curve to the right, said curve having a radius 1054.32 feet, a central angle of 22°04'24", and a long chord of 403.67 feet which bears N4°48'52"E; thence S86°56'25"E, 359.47 feet to the East line of the said SE $\frac{1}{4}$ of the NW $\frac{1}{4}$; thence S0°00'W along the East line of the said SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ and Government Lot 2, 709.00 feet to the point of beginning.

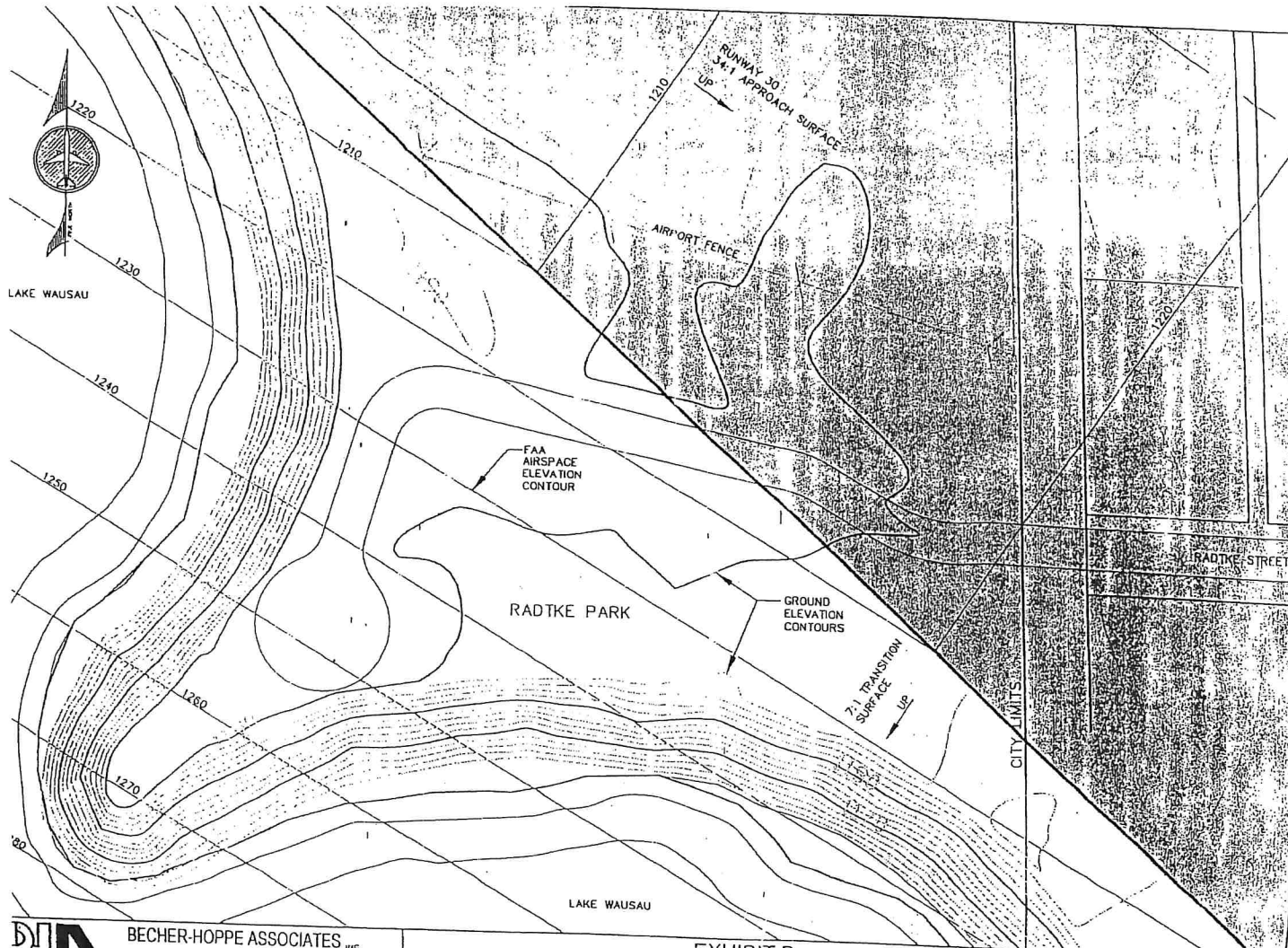
That such plat is a correct representation of all exterior boundaries of the land surveyed.

That I fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes.

Gordon Cary Bush, S778
Engineering Division
Department of Public Works
City of Wausau
March 1, 1979

G. Cary Bush





BECHER-HOPPE ASSOCIATES, INC.
ENGINEERS ARCHITECTS SCIENTISTS SURVEYORS
530 Fourth Street - P.O. Box 2000 - Wausau, WI - 54907-0000
Tel: 715-845-8800 - Fax: 715-845-8880 - www.becherhoppe.com

EXHIBIT B
RADTKE PARK HEIGHT LIMITS
WAUSAU DOWNTOWN AIRPORT

PROJECT NO. 2005.041.3.1
SCALE: 1"=80'
DATE: 09/07