

DRAFT

CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: April 5, 2021 at 4:30 p.m. Location: Council Chambers, City Hall
Members Present: Tom Kilian-(via webex), Lou Larson-(via webex), Pat Peckham (c), Sarah Watson-(via webex)
Others Present: Jamie Polley-Director, Mark Dorow-Recreation Superintendent, Katie Rosenberg-Mayor
Members Excused: Tom Neal

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 Chairman Peckham at 4:30pm.
2. Public Comment – Polley introduced Mark Dorow, Recreation Superintendent who was hired in March. Dorow gave some history about himself and the items he is currently working on for the Department.
3. Approval of Minutes – March 1, 2021 – **Motion** by Kilian, second by Larson to approve the Park and Recreation Committee draft March 1, 2021 minutes. Motion **carried** by voice vote, vote reflected as 4-0.
4. Discussion and Possible Action Approving Phase II of the Sylvan Hill Bike Park Improvements – Polley explained the Central Wisconsin Off road Cycling Coalition (CWOCC) has submitted a proposal to make improvements to Sylvan Hill Park mountain biking trails. The goal of the enhancements is to provide an additional riding experience to Sylvan Hill Park that does not currently exist there. The Park Committee had reviewed the proposal in 2020 and supported the plan (4-1) to allow CWOCC to fundraise for the improvements. Over the past few months CWOCC has secured \$23,000 and is waiting on one additional national grant. This funding is close to the amount needed for the planned 2021 improvements which include the new return trail, beginner downhill trail and maintenance and small enhancements to the current trails. 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. 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.

Polley clarified that the shelter component is not part of this phase, it is a future item that CWOCC will continue to fundraise for and if they cannot raise the funding for it, it will be brought in the future to the full Council as a Capital Improvement Project request. She also explained that the RFP will not be for the entire project at this point because CWOCC doesn't have funding for the entire project so they would just do what the estimated funding covers. **Motion** by Larson, second by Watson to approve going forward with the RFP's for what their funding allows. Motion **carried** by voice vote, vote reflected as 4-0.
5. Discussion and Possible Action to Develop a Policy for the Lighting of the Riverlife Bridge – Polley explained that Staff had presented the original bridge lighting plan and discussed the difficulties with changing the light color at the last meeting. Staff was asked to come back to the Committee with a revised list of dates or occasions where the bridge lighting could be programmed differently. Members were provided with a list of all holidays (Federal, State, observed etc.) and a list of monthly recognized causes. There are a number of additional holidays and causes that could be added to the list. If the City opened the bridge lighting up to requests for lighting changes, it is highly likely that the City could receive multiple requests for the same dates for different causes. Staff's recommendation is that the bridge lighting only be changed for Federal or State holidays. Discussion followed. **Motion** by Larson, second by Kilian to follow staff recommendation and change the bridge lighting only for Federal or State holidays. Motion **carried** by voice vote, vote reflected as 4-0.
6. Discussion and Possible Action Establishing Naming Rights Criteria for Parks and Park Facilities – Polley said at the last meeting, staff shared that at this time the City of Wausau does not have a Naming Rights policy and the County's policy for naming, dedication, and sponsorship of Marathon County facilities, rooms and open spaces exempts parks and park facilities. The Committee was supportive of developing naming rights criteria to assist them in the future as these requests arise. The Committee did not feel a formal policy was necessary at this time. It is important to develop guidelines and criteria that the Committee and Commission can utilize to make an informed, impartial decision on the naming of City and County parks and park facilities.

Staff has developed a draft of park naming guidelines and criteria based on feedback from the last meeting. Naming rights are in perpetuity and would always come to Committee for approval. This item was discussed at the Park Commission meeting last week and they felt the document could be used going forward. Polley discussed the guidelines and said Committee will be able to determine on a case by case basis, or even if they want to entertain a name, but it will give them criteria to consider in making naming decisions.

Kilian discussed the section that talks about naming groups, organizations or individuals and they should be highly esteemed in the community without criminal or legal judgements. He felt that because parks have such a close relationship with the environment that, if not covered already, they could also incorporate environmental regulatory judgements. **Motion** by Kilian, second by Larson that upon validation by legal counsel that the wording in that section be changed to read “....without criminal or legal judgements *including violations of environmental law...*” Motion **carried** by voice vote, vote reflected as 4-0.

7. Discussion Regarding the Establishing a Sponsorship Policy for Parks and Park Facilities – At the last meeting the Committee was supportive of staff developing a sponsorship policy. Staff has developed a draft policy that will allow for sponsorships that will support the department in a manner that respects the noncommercial nature of the Department’s property and services. Polley discussed how the policy sets the standards, guidelines and approval criteria for solicitation, consideration and acceptance of sponsorships. It is designed to protect the image and value of its facilities and services, to protect the Department from risk and to uphold the Department’s stewardship role to safeguard Department assets and interests. No sponsorship shall be approved that will compromise or damage the public trust or conflict with or compromise the Department’s reputation, mission, image, values or aesthetic interests. It is also designed to ensure an open and fair public process for soliciting and considering sponsorship opportunities to provide the Department will full and final decision making authority on any sponsorship opportunity, thus protecting its integrity and the integrity of its facilities, programs and services and will allow eligible outside entities interested in sponsorship opportunities (‘potential sponsors’) to easily view and understand the various sponsorship opportunities available.

Polley stressed the importance of keeping public trust in mind when seeking sponsors. Sponsors should mirror the Departments mission and values and what it is trying to do in the community. She discussed the details of the three different levels of sponsorships. Also covered in the policy are the public access to sponsorship opportunities, the criteria for review of sponsors and offers of sponsorship, potentially acceptable and permissible recognition message formats, the sponsorship agreement, and the appeal process. **Motion** by Larson, second by Watson to approve the sponsorship policy for parks and park facilities. Motion **carried** by voice vote, vote reflected as 4-0.

8. Discussion and Possible Action Regarding Further Testing at Riverside Park – The DNR is requesting additional testing at three sites in Riverside Park. The Public Works Director, Eric Lindman will be working with REI to figure out when the plan can be put together. Kilian would like this Committee to receive monthly updates from the Public Works Department as well as Public Works/DNR communications. He has only seen a handful of documents on the DNR website page regarding this site and felt it was a manageable request. Peckham said he would include Lindman when he solicits items for the agenda and have a place for him in the agenda packet so if there is anything worth sharing or of note Lindman could provide it then. **Motion** by Kilian, second by Larson to request summaries from Lindman and communications and records exchanged with the DNR regarding Riverside Park. Motion **carried** by voice vote, vote reflected as 4-0.

9. Educational Items

A. Park Update (Roads and Parking lots, Park Clean Up/Dumping Issues, Water Systems, Tennis/Pickleball Courts, Scholfield Park, ADA Corrections, Routine Operations) – Roads and Parking Lots: Staff is removing winter debris (i.e. sand, etc.) from trails, roads and parking lots via sweeping and/or blowing. Boulevard Sweeping: Staff is sweeping boulevards in order to remove sand, salt and gravel from winter deposits. DPW is also involved in road/curb sweeping. Park Cleanup: General park cleanup has started with the arrival of warm weather and early snow departure. The garbage removal contract was begun early due to the amount of illegal dumping in the parks. There has also been vandalism in some of the parks and we work with the Wausau PD when needed. There are security cameras in some of the parks and we can add one temporarily if problems continue. Water Systems: Plumbing reassembly is underway and meters will be reinstalled for seasonal use. The goal is to have park restrooms open by mid to late April (weather

dependent). Tennis/ Pickle Ball Courts: Nets will be reinstalled starting this week (based on warm weather forecast). Scholfield Park: Staff is installing new playground equipment. ADA Study Barrier Corrections: Staff continues on corrections for ADA guidelines. Small correction levels include small plumbing fixes, fixture and grab bar relocations in restrooms, tree path obstructions, adding ADA approved picnic tables, etc. Routine Operations/Programs: Snow removal operations of trails, sidewalks, roadways, and parking lots; urban forestry program of ash trees removals (EAB), stump grinding, tree trimming, and other removals; trees are starting to arrive for spring planting; building and structure maintenance; shelter reservations and special events; equipment maintenance and repair, restroom maintenance.

B. Pool Staffing and Operations Update – The Department is planning to open the pools as well as recreation programs this summer. Staff is in the process of hiring and trying to find enough lifeguards for the pools. Once we know our staffing we will be looking at the operations plan that we presented to the Park Committee in December and making adjustments based on current CDC and Health Department guidelines.

C. Bird City Designation – Wausau is once again renewed as a Bird City and has received High Flyer status. The resolution will be coming to the City Council in May.

D. Dog Park Special Committee Update – Polley reported that due to the lack of snow cover to protect the turf being established the Dog Park Special Committee chose to cancel the Open House event that had been scheduled for March 6th. They had approved the Two Hearts Dog Park entrance sign and it is currently in production. To date the city has received \$9,464.85 of the \$17,500 for the park naming commitment. Brian West is working with Bunkers Golf Course to hold a raffle to raise money towards the park naming and is selling raffle tickets. An event at Bunkers is also planned for May 1 and Mr. West continues to apply for grant/donation funding. The \$17,500 will be paid prior to the park opening.

10. Future Agenda Items – Riverside Park Testing Updates

11. Next Meeting Date – Monday, May 3, 2021 at 4:30pm

12. Adjournment – **Motion** by Larson, second by Watson to adjourn at 5:35pm. Motion **carried** by voice vote, vote reflected as 5-0.