

*** 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: **Tuesday, September 6, 2022 at 4:00pm**
Location: **City Hall (407 Grant St, Wausau WI 54403) - Council Chambers**
Members: **Dawn Herbst, Carol Lukens, 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 - August 1, 2022
- 4 Discussion and Possible Action Accepting the Proposal from Spohn Ranch, Inc to Design the Wausau Skate Park
- 5 Discussion and Possible Action Reviewing the 2023 Preliminary Budget and Supplemental Budget Requests
- 6 Educational Items
 - A. Wausau Woodchucks Update
 - B. Park Updates (400 Block Improvements, Wausau Whitewater, Bulls Falls Park light, Wausau Pools)
 - C. Riverside Park Remediation Update
 - D. WPS Powerline Easement in Scholfield Park
- 7 Future Agenda Items - 2022 Pool Operations Review
- 8 Next Meeting Date - October 3, 2022, 4:30pm, 407 Grant St, Wausau WI 54403 - Council Chambers
- 9 Adjournment

Jamie Polley, Director

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WausauCityCouncil>, 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, if agendaized, 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 transmitted to the Daily Herald newsroom on 9/2/2022 @ 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

DRAFT
CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: August 1, 2022 at 4:30 p.m. Location: Council Chambers, City Hall

Members Present: Dawn Herbst (c), Carol Lukens, Tom Kilian, Sarah Watson

Members Excused: Lou Larson

Others Present: Jamie Polley-Parks Director, John Kahon – City Forester, Allen Wesolowski – Assistant City Engineer

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 Chair Herbst at 4:30pm.

2. Public Comment – none brought forward

3. Approval of Minutes – July 5, 2022 – **Motion** by Watson, second by Kilian to approve the Park and Recreation Committee draft July 5, 2022 minutes. Motion **carried** by voice vote, vote reflected as 4-0.

4. Discussion and Possible Action on the City Tree Planting and Preservation Manual Update – Polley explained that the 2019 document consists of different planting guidelines, specifications, and general practices that staff had been using. Different alternatives or options were given for developers when street reconstruction was being done. It was meant as more of a guideline for internal staff and information for the public. Ultimately, homeowners and developers should work directly with the City Forester to make sure they are following through with the guidelines. The document goes along with municipal code chapter 12.56 that is specific to street trees. It is a policy, not an ordinance and includes information on tree planting standards, general maintenance, watering, mulching, pruning, staking, spacing, recommended trees, undesirable trees, protection policies when it comes to street reconstruction, new development tree plantings and removals, recommended soils, tree removal policy, etc. Regarding street reconstruction, one of the things Wausau has, is very old large trees and some of them may have been planted in areas where they shouldn't have been. There are requirements for working on the street and there are only certain amounts of area to work in, certain amounts of boulevard width, and different sizes of trees. Fixing the infrastructure of the street needs to come first. With that it is the determination made by both the Engineering Department and the City Forester whether the trees can be saved or not saved and replanted.

Wesolowski discussed the process when a street is re-constructed and how he and Kahon communicate about what will be done with the trees. Wesolowski said every tree and its diameter and species is picked up on the plan. Engineering looks at how close the trees are to the curb and whether it has outgrown its area. If the lateral locations run underneath a tree or within a close proximity, the tree gets removed because a new lateral is going to be installed to the house. Kahon said he then looks at how aggressive the reconstruction plan is. If a complete reconstruction is being done where they do the laterals, mains, curb, and sidewalk that changes how they address removing the trees. If it's a lesser project they look at the different species and what can handle those types of circumstances. In a complete reconstruction they look at the stability of the tree if it can handle the risks of digging and still stay standing and the survivability of the tree because certain species can't handle amounts of digging. Smaller trees typically do well but a lot of the streets that need reconstruction are in older neighborhoods where there are larger overmature trees that can't handle it quite as well and their structural stability is a big concern. Wesolowski discussed recent reconstruction and how the trenches are dug in the street on one side of the tree, how sidewalk/curb are removed from the other side of the tree and then in a lot of situations there could be a driveway on the other side of the tree and possibly a lateral on the other side or on the same side. During construction they go over the specs with the contractor about tree protection. They try to enforce a ten-foot perimeter around the tree and minimize equipment parked under a tree where exhaust could burn it. They also can recover for damages if a contractor swings a boom and damages a boulevard tree. He discussed why boring under existing trees or off-setting laterals are not good ideas. He mentioned that some other cities can jog their sidewalks out but in Wausau a majority of homeowners own right up to the back of the sidewalk so the City would have to get an easement or buy the property if they wanted to move the sidewalk. Those are some of the challenges, not to say they couldn't do better but there are some challenges.

Kahon mentioned that on these recent projects some root barriers have been put in which encourage the roots to go lower so they don't cause issues with the sidewalks. After reconstruction is done he marks planting sites, making adjustments as needed, orders the trees which are then planted in the spring and fall. He discussed some new ideas like soil cells and said the American Elm is making a comeback. There are new cultivars that are faster growing, can handle tougher environments, and are Dutch Elm disease resistant. Lukens thought it would be helpful to put different kinds of tree information in the

newsletters for residents. Kahon agreed that could be done and Polley mentioned a new City website is coming that could have an urban forestry page where some of these resources could be found as well.

5. Discussion and Possible Action on the September Meeting Date – this item was discussed under number 8 on the agenda.

6. Educational Items

A. Kickbusch Plaza – Polley explained that when the City agreed to allowing the River District to purchase the stage and canopy for this location a couple of years ago, it was with the understanding that the River District would donate the stage and canopy back to the City. Also, the River District would manage programming the stage. In 2022 the River District chose not to have the stage installed for this season. They also informed the Department that they will no longer manage the programming of the stage. The plan for the stage moving forward is that it will be installed in 2023 and will be able to be utilized on a first come first serve basis.

B. Reminder to Submit Park Notes for City CORP Update – Polley asked that members submit their thoughts on their wants and needs for the parks to her by August 12th.

C. Riverside Park Remediation Update – None

7. Future Agenda Items – pool reports, dog park

8. Next Meeting Date – If a meeting is needed in September, it will be held on Tuesday, Sept 6th, 2022 at 4:00pm in Council Chambers at City Hall, 407 Grant Street, Wausau, WI 54403.

9. Adjournment – **Motion** by Watson, second by Kilian to adjourn at 5:10pm. Motion **carried** by voice vote, vote reflected as 4-0.

AGENDA SUMMARY

4. Discussion and Possible Action Accepting the Proposal from Spohn Ranch, Inc to Design the Wausau Skate Park

The City Council approved \$225,000 of ARPA funds to be utilized to replace the skateboard park that is in Oak Island Park. The City has also received a \$25,000 Community Enhancement Grant from the Community Foundation of Northcentral Wisconsin. The project will be completed in two phases, design and construction. Request for proposals were advertised for design services. Three proposals were opened on August 16, 2022 at the Board of Public Works. The proposals were evaluated based on the following criteria:

1. Qualifications and experience of the firm, including capability and experience of personnel to be employed on this project. Proposer shall comply with Equal Opportunity laws and regulations. The contractor agrees to take affirmative steps to assure that women and minority businesses are utilized when possible. – 25%
2. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services. -25%
3. Demonstrated history of successfully performing related services to comparable entities. - 25%
4. Cost for the services described by this RFP and the value provided to the City. – 25%

All three proposers are very reputable skate park design and construction companies and are very strong in each of the above four categories (proposal results and ranking is attached to packet). Evergreen Skateparks, LLC submitted the proposal with the desire to be able to complete the design and build the skate park. Per state regulations the City cannot complete a design build project and must hire a design firm and then bid the construction. The design company cannot bid on the construction. Evergreen Skateparks, LLC did not respond when they were asked if they were interested in design only. Therefore, this firm is not recommended.

Both Spohn Ranch, Inc and Grindline Skateparks, Inc have extensive history in designing top of the line skate parks across the United States. Spohn Ranch, Inc's community engagement approach includes a Facebook page and two community input meetings. The community engagement is a very important piece of designing a skate park for the community. It is important to the City that the users of the skate park help to build a skate park that they are proud of, take ownership in and use regularly. Spohn Ranch, Inc proposed a slightly lower design and construction document development cost than Grindline Skateparks, Inc.

Staff is therefore recommending that the Parks and Recreation Committee move to recommend to the City Council the acceptance of the proposal by Spohn Ranch, Inc. for the design of the Wausau Skate Park.

5. Discussion and Possible Action Reviewing the 2023 Preliminary Budget and Supplemental Budget Requests

Staff has prepared a preliminary operating budget for the City to consider within the guidelines set by the Finance Director. The guidelines were to present a budget with costs to provide the current services. Increases in the budget were included for utilities and supplies based on current market costs and known service increases. Reductions were also completed based on past budget numbers, efficiency in service delivery or reduction of the service. Revenue options were also considered and implemented based on past final revenue numbers and to offset costs of services. (Example; credit card processing fees will be implemented in 2023 for the use of credit cards. This revenue will offset the increased cost of the credit card service from the credit card companies). At the time of putting together the agenda, revenues were increased slightly more than the increase in non-personnel expenditures.

AGENDA SUMMARY

Personnel expenses will see an increase for 2023 and are currently still be calculated as the County completes a class and compensation study.

Funds requested for additional or enhanced services are presented as supplemental requests. Four supplemental requests are attached to the packet and include:

1. Other Professional Services – Pool pump maintenance and non-ash tree removals
2. Increased Emerald Ash Borer removal, replacement and treatment
3. Increased tree plantings
4. Other Professional Services – Invasive species control and treatment

Staff will review the supplemental budget requests and answer any questions the committee might have. The budget and supplemental requests will be presented to the Finance Committee and City Council during the budget process.

6. Educational Items

6A. Wausau Woodchucks Update

The Wausau Woodchucks have ended their 2022 season and after starting off a bit slow they ended the season strong, making it to the playoffs! Staff has met with the Woodchuck ownership to review this past season and discuss changes or initiatives for future years. One new initiative that the Northwoods League is exploring is the development of a softball league that is equivalent to the Woodchucks. This is an endeavor that the Woodchucks ownership is exploring and supportive of at this time. If a softball league were to come to Wausau additional conversations will begin regarding facilities and scheduling. Dual use of the ball park would require a synthetic turf infield and a clubhouse for the additional team. Staff will keep the Committee informed of this possibility as more information is available. If this were to be pursued approvals would be sought through the correct committees.

6B. Park Updates

400 Block – Listening loop has been installed to replace the assistive hearing devices that were within the park. This will improve the ability for those with hearing impairments to hear the stage. The work to fix the cracks within the columns will begin at the end of September.

Wausau Whitewater – Held their kayaking competitions the weekend of August 20. They had a ceremony to celebrate the completion of 9 years of improvements.

Bull Falls Park – Staff is working with the Wausau Police Department to add a light to the park.

Wausau Pools – pools are being winterized following a very successful season. Staff that oversees the pools will provide the committee with a summary of this year's season at the October meeting.

6C. Riverside Park Remediation Update

On August 10, 2022, the City Council approved a resolution modifying the 2022 budget for Riverside Park Preliminary remediation work. The WDNR has concluded the Remedial Action Options Report (ROAR). The budget amendment will pay for the disposal and delineation testing required to receive approval from the Marathon County landfill to accept the material and to collect the recommended delineation soil samples prior to excavation activities. Once this is complete bid specifications will be developed for the remediation. It is anticipated that the remediation will be bid yet this year.

AGENDA SUMMARY

6D. WPS Powerline Easement in Scholfield Park

WPS has submitted an easement proposal to the City to replace overhead lines on the south and east side of Randolph and Burke St near Scholfield Park. The proposal was reviewed by CISM and denied. The City Council will be reviewing this request at a future meeting. This item is to inform the Parks and Recreation Committee that if the easement is denied WPS has the ability to utilize their existing easement along with west boundary of the park property. WPS is working to get the Committee a drawing by the committee meeting on Tuesday of any changes or impacts to the park if this option is considered.

Proposers	Qualifications & Experience	Understanding of Scope	History of Success	Cost	Notes
Evergreen Skate Parks, LLC	20	10 only 1 site visit listed	20	\$18,750	Interested in Design/Build Only
Grindline Skate Parks, Inc.	24		23	\$34,240	Strong project experience
Spohn Ranch, Inc.	24		24	\$32,500	Multiple ideas of community engagement



Wausau & Marathon County
**Parks, Recreation
& Forestry**

Request for Proposal

**PROFESSIONAL DESIGN
SERVICES
Oak Island Skate Park**

Date of Issue: July 22, 2022
Proposals Due: August 16, 2022

212 River Dr Suite 2
Wausau, Wisconsin 54403

Requested Services:

The Wausau and Marathon County Parks, Recreation and Forestry Department is soliciting the professional design services of an exceptional design firm for the planning and design of the Oak Island skateboard park. The selected firm will be responsible for guiding the Parks, Recreation & Forestry Department through the design process including the creation of schematic design, the development of plans, specifications, and cost estimates, and construction documents as outlined in this proposal.

Background:

Wausau is located in Northcentral Wisconsin on the Wisconsin River and is the county seat of Marathon County. Located at the crossroads of Highway 29 and 51/139 Wausau has a population of over 39,000 and is within a metro area with over 90,000 residents.

Wausau has 37 parks full of history and unique opportunities. Wausau is focused on improving the park system to enhance the quality of life for its residents and surrounding communities. The Oak Island skate park is one of two skate parks in the Wausau Metro area. The skate park will provide a first-rate recreational opportunity that cannot be found at the other local park. This skate park will demand the same level of quality that all park facilities do in Wausau.

The park will be located within Oak Island Park on the Wisconsin River, 500 River Drive. The park provides a variety of recreational activities for our users including a newly renovated playground, tennis courts, baseball fields, walking paths, boat launch and shelter. Currently there is a ramp park at this location that was built in 2002. Our park provides a safe place for skaters, however; it has become out of date and the surfacing needs repair. Our current skate park does not include many of the features our skaters' desire. The existing park is approximately 10,000 sq ft and has an asphalt surface. It will be removed prior to the start of this project.

The new skate park site will be located in place of the existing skate park. A \$300,000 construction budget estimate has been set and additional fundraising is an option.

Owner:

City of Wausau, Wisconsin
Department of Parks, Recreation & Forestry
212 River Dr. Suite 2
Wausau, WI 54403

Procedure:

The following information is provided to assist you in delivering your proposal:

- Number of hard copies needed: **Two (2)**
- Provide a PDF of the proposal via email
- Due date: **August 16, 2022, by 9:00 a.m.**
- Proposals submitted will be opened at Board of the Public Works Meeting at 1:30pm on August 16, 2022
- Mail or deliver proposal to:
Jamie Polley – Director
Department of Parks, Recreation & Forestry
212 River Dr. Suite 2
Wausau, WI 54403
- If there are questions about the preparation of your proposal or to arrange a guided site visit, please contact:
Jamie Polley – Director
Office Phone: 715-261-1554
E-Mail: Jamie.polley@co.marathon.wi.us
- Minority and women business enterprises are encouraged to submit proposals.

Selection:

The RFP evaluation committee will select the firm that submits the most responsive proposal. Selection will be based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor, such as cost.

The criteria used in the evaluation, weighted equally, will include the following:

1. Qualifications and experience of the firm, including capability and experience of personnel to be employed on this project. Proposer shall comply with Equal Opportunity laws and regulations. The contractor agrees to take affirmative steps to assure that women and minority businesses are utilized when possible.– 25%
2. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services. -25%
3. Demonstrated history of successfully performing related services to comparable entities. -25%
4. Cost for the services described by this RFP and the value provided to the City. – 25%

The evaluation committee may consider any other criteria it deems relevant, and the evaluation committee is free to make any recommendations it determines to be in the best interest of the City. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal.

Note: the City reserves the right to evaluate proposals solely based on each provider's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the City. The City reserves the right to select proposals other than those with lowest costs.

Note: The selected design firm will not be able to bid on the construction of the skate park.

Staff will contact each proposer for additional information or interviews, as needed.

DISCLAIMER: The City of Wausau is not obligated to enter a contract, nor is it responsible for any costs associated with the preparation of proposals and interviews. Proposals received later than 9:00 a.m. on August 16, 2022, may be disqualified from consideration. The City reserves the right to reject any and all proposals and to interview firms which in the department's judgment will best meet the City and County needs.

Tentative Schedule:

- | | |
|---------------------------|--|
| ▪ July 22, 2022 | RFP Issued |
| ▪ August 16, 2022 | Proposals Due by 9:00am, Opened at 1:30pm |
| ▪ August 30, 2022 | Commission Review and Recommendation |
| ▪ September 13, 2022 | Finance Committee/City Council Approval of Contract |
| ▪ Sept. 14 - October 2022 | Stakeholder Meetings, Concept Development, Study Group Review of Skate Park Concepts |
| ▪ November 1, 2022 | Commission Review of Skate Park Design Concepts/Recommendation for Final Design Approval |
| ▪ December 6, 2022 | Commission Final Design Review/Authorization to Advertise for Bids |
| ▪ January- February 2023 | Advertise/Plans and Specifications Available |
| ▪ March, 2023 | Bids Received |
| ▪ April 4, 2023 | Approval of Bids and Award Contract |
| ▪ May, 2023 | Construction Begins |
| ▪ July 2023 | Skate Park Substantially Complete |

Scope of Services:

Concept Phase

- Meeting(s) and site visit with the Owner and committee to outline the project.
- Meeting with the Skate Park Committee to aid in the development of the two (2) concepts
- Conduct two (2) stakeholder meetings
- Development of two Concept sketches
- Presentation of Concepts to Skate Park Committee
- Development of cost estimate

Schematic Design Phase

- Refinement of Committee/Owner preferred Concept

Design Development Phase

- Refinement of Schematic Plan
- Presentation to Park Commission
- Update on cost estimate

Construction Documents Phase

- Development of construction plans and specifications for construction
- Meetings with Owner to ensure plans and specifications meet intent and defined budget
- Development of bidder qualifications

Bidding Phase

- Review bids and recommendation to Owner

Construction Oversight Phase

- Multiple site visits and meetings with Parks and Recreation staff to review changes and ensure construction is meeting the design intent.
- Review of all change orders

Equal Opportunity

Proposer shall comply with Equal Opportunity laws and regulations. The contractor agrees to take affirmative steps to assure that women and minority businesses are utilized when possible.

Indemnification.

Contractor hereby agrees to release, indemnify, defend, and hold harmless Marathon County, the City of Wausau, the DEPARTMENT, their officials, officers, employees, and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits demands, debts, action and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of the contractor, its officers, officials, employees, agent or assigns. Marathon County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance-Coverage Required

Insurance. Contractor shall not commence work on the premises until all insurance required under this paragraph is obtained, and such insurance has been approved by the DEPARTMENT, nor shall Contractor allow any subcontractor to commence work on the premises until all similar insurance requirements have been obtained and approved.

- a. Worker's Compensation Insurance. Contractor shall obtain and maintain throughout the duration of the project statutory Worker's Compensation insurance for all of its employees employed at the Facility.
- b. General Liability, Professional Liability and Property Damage Insurance. Contractor shall secure and maintain in force throughout the duration of the Agreement such General Liability, professional Liability, and Property Damage Insurance as shall protect him/her and any sub-contractor covered by this Agreement from claims for damages for personal injuries, including accidental death as well as from claims for property damage, which may arise under this Agreement, whether by Contractor or by any sub-contractor or by anyone directly or indirectly employed by either of them; and the minimum amount of such insurance shall be as follows:

- i. Comprehensive General Liability \$2,000,000 per occurrence and unlimited in aggregate for Bodily Injury and Property Damage.

Automobile Liability \$1,000,000 per occurrence and in aggregate for bodily injury and property damage

- c. Certificate of Insurance. Contractor shall furnish the DEPARTMENT with a Certificate of Insurance naming the DEPARTMENT, MARATHON COUNTY and the CITY OF WAUSAU, as “Additional Insured” in respect to this Agreement. The carrier of insurance shall be approved by the DEPARTMENT and shall include a provision prohibiting cancellation of said policies except upon thirty (30) days prior written notice to the DEPARTMENT. A copy of the Certificate of Insurance shall be delivered no later than fifteen (15) working days after the commencement of the contract.

Proposal Content: Please include the following details within your proposal.

Firm Information

- Name
- Address
- Telephone and Fax Numbers
- Website

Firm History

- Size of Firm/Staff/Organizational Chart of Firm
- Years in Business

Design/Construction Team (for this project)

- Principal in Charge
- Project Lead
- Civil Engineer (if applicable) and Others Involved

Design/Construction Team Specifics - For each team member provide the following information.

- Name
- Years with Firm
- Education/Licensure
- Professional Experience
- Pertinent Experience

Consultants – Identify any consultant outside of your firm who will be part of the design and construction team. Please provide their applicable experience.

Representative Projects – Provide detailed information for no less than three (3) no more than six (6) projects completed by your firm that best represents a similar scope, budget, program, and complexity. For each project please include:

- Completion Date
- Name, Location and Contact
- Narrative Description
- Photographs / Images
- Budget & Size of Skate Park
- Bid Amount
- Final Cost

Fee Structure – The Park Commission is requesting an hourly contract based on a “not to exceed” amount provided in this proposal. Please provide the following:

- Total “not to exceed” fee for all services defined in the Scope of Services portion of this document.
- Breakdown of your total fee for each of the six phases listed above in the Scope of Services.
- Estimated cost of reimbursables and any mark up.
- Hourly rate for every person working on the project.

Questions – Please briefly answer the following questions

1. What essential components should a skate park have?
2. As an out of state company how would quality control be maintained during construction?

PROPOSAL FORM
PROFESSIONAL DESIGN SERVICES OAK ISLAND SKATEBOARD PARK
WAUSAU AND MARATHON COUNTY
PARKS, RECREATION AND FORESTRY DEPARTMENT

Having carefully examined the accompanying specifications, and having understood that the City of Wausau reserves the right to reject any or all proposals, or parts thereof, and to award to the bidder who in the judgment of the Department will best serve the Wausau and Marathon County Parks; the undersigned proposes to furnish all tasks and materials indicated on the specifications for the sum of:

I. Design and Bid Preparation of the Oak Island Skateboard Park

\$ _____ Write Out _____

I/we understand this proposal is good for ninety (90) days and if accepted by the City of Wausau will be used as the basis for a contract for the work covered within the specifications.

Company Name: _____

Address: _____

Phone Number: _____

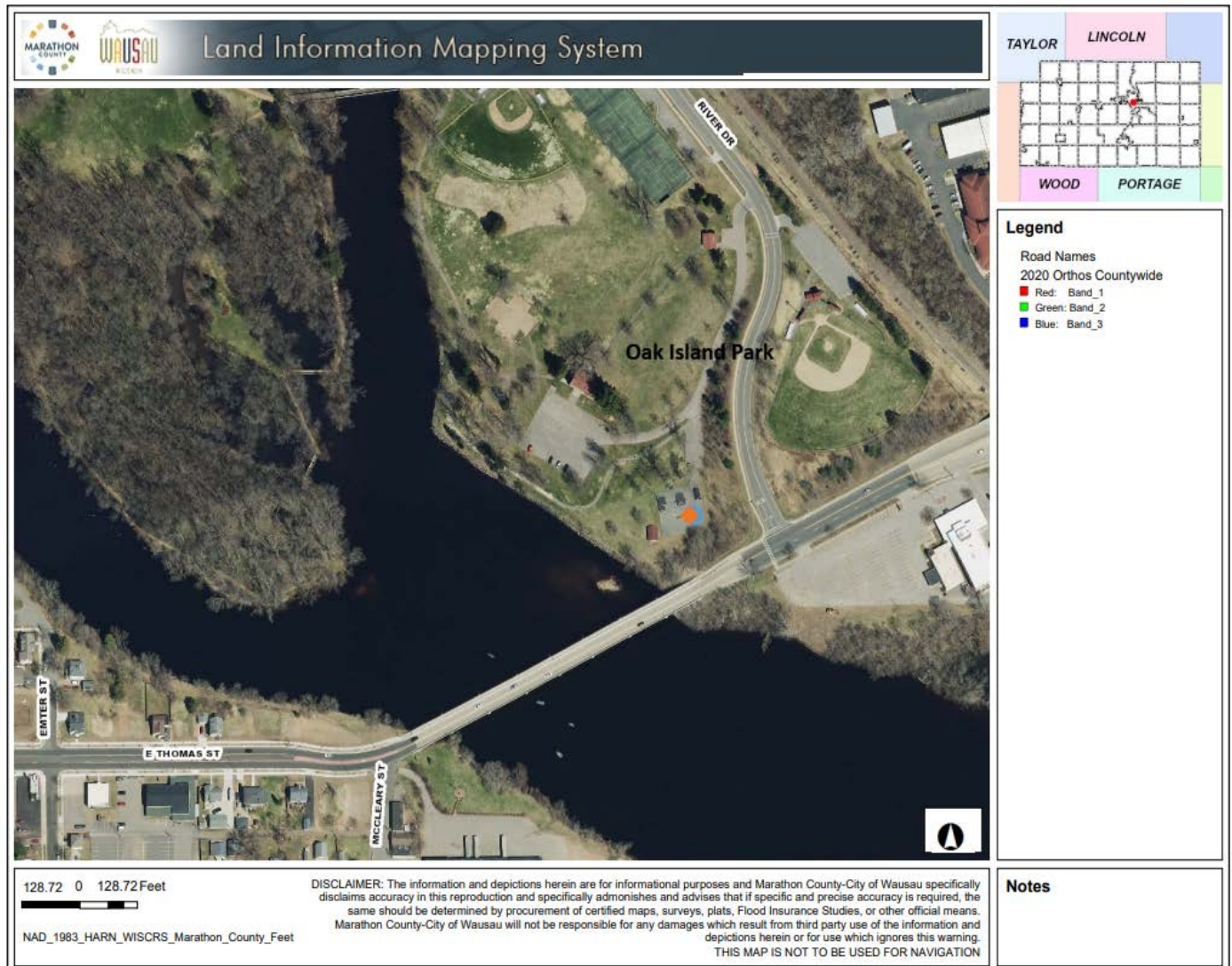
E-Mail: _____

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Appendices:

Project Location Map





CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: Other Professional Services

☒ Ongoing Project ☐ Onetime Purchase/Expense

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services	Pool Pump Maintenance		\$5,200.00
Contractual Services	None Ash Tree Removal		\$3,000.00
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$8,200.00

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

The pool pumps at each pool are beginning to need maintenance. Prior to this they were new and running under warranty. The funding requested is to address one pump per year. The three pumps will be on a rotating schedule.

Each year there are a number of trees that need to be removed that the department staff cannot complete due to work load. Removal costs are based on the size of the tree and contractors have informed us that the cost per inch has increased.

SERVICE IMPLICATIONS:

If the pool pumps are not proactively maintained they could fail during the summer causing the pool to close and lost revenue for the City.

Trees that require removal due to being hazardous could fall and cause damage or harm to people and property.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

The pools will continue to run smoothly and will not be shut down due to the pump failing.

Staff will continue to be able to address hazardous trees on a timely manner with the assistance of a tree service company.

IMPLEMENTATION TIMETABLE:

Pool pumps will be serviced in the spring prior to the pool opening in 2023. One pump will be serviced per year

Tree removal will begin in 2023 on an as needed basis.



SUPPLEMENTAL BUDGET REQUEST FORM INSTRUCTIONS:

Complete a **SEPARATE** supplemental budget request form for EACH additional project, position or purchase you are requesting in addition to the “cost to continue” existing services and programs budget.

- Indicate the department and a brief title for the spending.
- Rank the importance of the project as Critical, High, Medium or Low.
- Specify whether these project/program costs are expected to continue and be ongoing in future years or whether the request is a onetime request.
- Outline the costs, new positions and any revenues attributable to the request.
- Describe the funding request and the goal or objective to be achieved by supplementing the budget. For requests seeking positions quantify the workload and cause for the increase.
- Describe the implications to service levels.
- Identify how you will determine whether the goals and objectives have been met.
- Include a timetable for implementing the request.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: Emerald Ash Borer Management (Sundry Services)

☒ Ongoing Project

☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment

☐ Contractual Obligation ☒ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services			
Supplies and Expenses	Ash Removals, Planting of other species, chemical treatment		\$85,000
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$85,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

In 2020 the Emerald Ash Borer was discovered in Wausau. Following this discovery, the Park and Recreation Committee revisited the Emerald Ash Borer Street Tree Management Plan that they had adopted in 2016. The plan is to remove all ash trees and replace most of the trees within the City over a 12–15-year period. The plan also includes treating the trees not scheduled for removal each year. To adhere to the 12-15 year plan the estimated annual cost of removing 400 trees per year is \$137,000, planting 350 trees per year is \$64,000 and treating the remaining ash street trees is approximately \$50,000 for a total of \$251,000. The current 2023 budget submission includes \$115,000 for EAB management. An increase to this item in the budget of \$136,000 is a substantial increase. Staff is therefore requesting incremental increases to this budget over time. Staff is requesting an additional \$85,000 for 2023. This would be enough to fund 250 removals, 200 plantings and the scheduled treatment. The request to add \$58,000 was submitted as a supplemental for 2022 and was not funded.

SERVICE IMPLICATIONS:

Emerald Ash Borer is within the community and it is certain that we will see decline in the ash population within the next few years. Once infected the tree will die over a relatively short number of years requiring removal and replacement in a timely manner to keep the public safe, manage liability, and maintain the economic and environmental benefits of our high-quality urban forest. Increasing the funding to manage this pest will assist staff in staying ahead of the problem. By not funding the entire program to meet the timeframe of 12-15 years as set by the Park Committee it could lead to continual crisis management where the City workforce will be overwhelmed by this new workload resulting in the reduction or loss of multiple other City services in addition to the liability, economic and environmental implications previously mentioned. In addition, if not funded, we will need to re-direct our internal resources to removal, reducing maintenance pruning resulting in increased storm damage. This reallocation to resources has also led to increased low limbs leading to visibility issues for drivers and pedestrians. The northeast portion of the city has noticeable EAB infestation. We have removed 12 boulevard ash confirmed with EAB and the School District has confirmed several trees at the Horace Mann campus. This trend will continue at an upward trajectory, limiting our ability to do other work.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success of the project will mean that staff has met their tree removal, planting and treatment goals set each year and has not been overwhelmed by the decline of the trees. In addition, real estate values, storm water runoff rates, heating and cooling costs, asphalt street and parking surface lifespans, and wildlife numbers and diversity will not go in a negative direction. In other words, if followed, this plan will sustain the benefits and values of the urban forest to the greatest extent possible at an affordable cost over time.

IMPLEMENTATION TIMETABLE:

The initial year of removal and replacement was in place in January 2017. Since that time staff has continued removing ash trees that were declining, hazardous or associated with a project. Staff began treating the trees in 2019 and every ash tree not scheduled for removal has had one chemical treatment to date. The removal and replacement of the ash trees increased in 2020 with the discovery of the borer. The Parks Committee approved a plan to remove all ash trees in the City and replace those ash trees with a variety of species. Staff will continue to remove, replace and treat as many trees as the budget will allow each year until the plan has been fulfilled.



SUPPLEMENTAL BUDGET REQUEST FORM INSTRUCTIONS:

Complete a **SEPARATE** supplemental budget request form for EACH additional project, position or purchase you are requesting in addition to the “cost to continue” existing services and programs budget.

- Indicate the department and a brief title for the spending.
- Rank the importance of the project as Critical, High, Medium or Low.
- Specify whether these project/program costs are expected to continue and be ongoing in future years or whether the request is a onetime request.
- Outline the costs, new positions and any revenues attributable to the request.
- Describe the funding request and the goal or objective to be achieved by supplementing the budget. For requests seeking positions quantify the workload and cause for the increase.
- Describe the implications to service levels.
- Identify how you will determine whether the goals and objectives have been met.
- Include a timetable for implementing the request.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: Tree Planting (Other Fabricated Materials)



Ongoing Project



Onetime Purchase/Expense

Department Priority:



Critical



High



Medium



Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services			
Supplies and Expenses	Trees for planting		\$8,000.00
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$8,000.00

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

The City has a goal to plant roughly 400 trees per year. The cost of the trees are increasing similar to all other materials and supplies. In addition the number of trees removed from street reconstruction or storm damage is increasing leaving a large number of planting spots available. The increase request is to purchase the same number of trees we have in the past to keep pace with our planting goals.

SERVICE IMPLICATIONS:

Falling behind on the planting schedule results in homeowners waiting for trees, a reduction in the urban forest canopy and the continuation of increasing costs for future tree plantings.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

The number of tree planting spots will be reduced each year.

IMPLEMENTATION TIMETABLE:

Tree planting takes place in the spring and fall to increase the survivability of the tree and reduce the risk of disease.



SUPPLEMENTAL BUDGET REQUEST FORM INSTRUCTIONS:

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- Rank the importance of the project as Critical, High, Medium or Low.
- Specify whether these project/program costs are expected to continue and be ongoing in future years or whether the request is a onetime request.
- Outline the costs, new positions and any revenues attributable to the request.
- Describe the funding request and the goal or objective to be achieved by supplementing the budget. For requests seeking positions quantify the workload and cause for the increase.
- Describe the implications to service levels.
- Identify how you will determine whether the goals and objectives have been met.
- Include a timetable for implementing the request.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: Other Professional Services



Ongoing Project



Onetime Purchase/Expense

Department Priority:



Critical



High



Medium



Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services	Invasive Species Treatment & Removal		\$12,000.00
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$12,000.00

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

Invasive species such as buckthorn and honey suckle are common within WI and within the City parks and open space as well as on many private properties. Invasive species spread rapidly and are very hardy and take a lot of effort to control with the goal to eventually eliminate them altogether. Staff has utilized different method of treatment such as mowing, topical and goats. It has been recognized that areas being treated for invasive species need multiple treatments within one year to increase the success of controlling the species. In addition, there have been additional request for control in other areas of the city such as the southeast side neighborhood.

The funding to bring in the goats was utilized from an approved capital project of vegetation management and planning of Barker Stewart Island. The funding for this project was reallocated in 2022 for the completion of a plan for the old mill building on the south river front. This request is to fund the goats for 6-10 weeks (2-3 visits/year) and additional management options if needed.

SERVICE IMPLICATIONS:

Additional staff time is required to implement the invasive species control program and this will reduce the time spent on other tasks. If the invasive species are not addressed even in this basic way they will continue to spread within the parks and city open space effecting the native plants within those areas. Invasive species could make some areas of park and open space unusable.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

The reduction of regrowth of invasive species will be noticeable each growing season in areas treated.

IMPLEMENTATION TIMETABLE:

Goats will be brought in for browsing June/July and again in late August/September. Additional treatment such as mowing or topical will be conducted in the fall.



SUPPLEMENTAL BUDGET REQUEST FORM INSTRUCTIONS:

Complete a **SEPARATE** supplemental budget request form for EACH additional project, position or purchase you are requesting in addition to the “cost to continue” existing services and programs budget.

- Indicate the department and a brief title for the spending.
- Rank the importance of the project as Critical, High, Medium or Low.
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- Include a timetable for implementing the request.