

*** 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, September 13, 2021 at 5:30**
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 - August 2, 2021
- 4 Discussion and Possible Action Regarding the Parks, Recreation & Forestry Department 2022 Budget
- 5 Discussion and Possible Action to Schedule a Parks Tour
- 6 Educational Items
 - A. Park Update (Playgrounds, Memorial Benches, Sylvan Hill Snow Making, Athletic Park, ADA Corrections, WIDOT Site, Thomas St Trail Grand Opening, Briq's Closed, Routine Operations/Programs)
 - B. Riverside Park Testing Update
 - C. 2021 Swimming Pool Season Review
 - D. EAB Update
- 7 Future Agenda Items - 2022-2023 Fee Schedule
- 8 Next Meeting Date - Monday, October 4, 2021 at 3:30pm for River Edge Trail Ribbon cutting followed by regular meeting at 4:30pm at Riverside Park Shelter
- 9 Adjournment

Pat Peckham, Chair

This meeting is being held in person and/or via teleconference (all public participants' phones will be muted during the meeting) by calling **1-408-418-9388**. The Access Code is: **2488 129 6042** The Password is: **ParkComm09132021** (7275266609132021 from Phone).

Members of the public who do not wish to appear in person may view the meeting live over the internet of the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, 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 9/9/2021 @ 4:00 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 2, 2021 at 4:30 p.m. Location: Brockmeyer Park, 4200 Stettin Dr., Wausau WI 54401

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

Others Present: Jamie Polley-Director, Patrick Hoerter

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 – none brought forward
3. Approval of Minutes – July 12, 2021 – **Motion** by Neal, second by Larson to approve the Park and Recreation Committee draft July 12, 2021 minutes. Motion **carried** by voice vote, vote reflected as 4-0.
4. Discussion and Feedback on Potential Barker Stewart Island Shelter Designs – The City has hired Galbraith Carnahan Architects (GCA) to determine if the historic mill building could be rebuilt on Barker Stewart Island utilizing the existing timbers. Per the RFP, GCA is to design a shelter utilizing the existing timbers, provide cost estimates once a design is picked and develop construction documents for future bidding of the shelter construction. GCA visited the site where the historic mill building timbers are currently stored and determined that 25-30% of the timbers could be reused. The timbers are not structurally sound enough to utilize to rebuild the building. Upon the discovery of the timber condition, GCA developed two preliminary designs. Polley discussed the two design options. Option ‘A’ is the modern aesthetic that uses the salvaged timbers exclusively for the roof structure. It is 24’-0” x 80’-0” [1,920 SF]. Option ‘B’ is the vernacular historic mill aesthetic that uses the salvaged timbers on the north and south ends of the shelter as beams, columns, and rafters. It is 30’ – 0” x 70’ – 0” [2,100 SF]. Polley asked Committee for feedback regarding the options. Staff will also present these options to the Historical Society and the Community Foundation. Based on the feedback given from all interested parties an option will be chosen for cost estimating. There are no current funds allocated to the construction of this shelter. It is anticipated that the shelter will be funded through fundraising.

Polley said a smaller open shelter was picked because of visibility and also there is no direct traffic to it. The hurdle of having a shelter on the island is getting equipment and party supplies to it and also parking. A couple members preferred Option ‘B’ over Option ‘A’. Members also had concerns about homeless people and use of the shelter. Discussion followed on some of the homeless issues in the parks.

Kilian arrived at 4:50pm

Ideas raised included having individual shelters around the island or around a replica of the sawmill. Neal felt having something like a beer garden would offer a public amenity and the City would have more control over the area. Polley mentioned that this has been a long process because of the historical significance and long term plan of those who took the building down with the idea to rebuild it and keep the history in the area. Now it has been found that 25-30% of the timbers are useable so the City will have to determine if it is something they still want to pursue. Neal wondered if the old wood could be used in aesthetic ways like framing something or building benches. Peckham had thought the building was going to be assembled in a different location by the kayak course. Polley said that was another option and from the meetings she attended, Barker Stewart Island was the first choice. Polley sensed that the Committee had some hesitation about putting the shelter on the island because of use and security. Neal thought a shelter with a vendor would be more viable than an unattended shelter. Peckham thought if it was placed on Barker Stewart Island that different park rules would be needed there.

Polley felt if the Park Committee had strong feelings that this may not be the best use of the Island or has other ideas of how to better use the Island, she sees that as a separate discussion about having a masterplan for the island aside from the shelter. Whatever that would include whether its smaller shelters, or vendor type thing, or different landscaping, etc. and that should come out of the Park and Recreation Committee. If in discussions with the Historical Society everyone feels it’s better suited, if the option is to reuse that timber, then maybe it doesn’t have to be in a park and it could be anywhere else in the City. Or if everyone feels that because only 25-30% of the timber can be used then they don’t rebuild it, but re-utilize the timber in other ways. They could store the good timber and use it in other future development. Committee members agreed

that Barker Stewart Island was not the best location for this shelter. Staff will review other locations and determine if the timbers will be utilized or repurposed.

5. Educational Items

A. Park Update - Urban Forestry/Horticulture - Storm damage cleanup: Another significant windstorm moved through Wausau on Wednesday, July 28. Goats on Barker Stewart Island - The goats will be leaving the island on Thursday, July 29. The Community loved seeing the goats on the island and it was a unique way to reduce the invasive species on the island. The goats did not eat all of the invasive plants however they did make a big difference in the vegetation. Staff will further assess the impact the goats have made to determine the future tasks needed to control the invasive species. Bike Share - The City Attorney is still working on the contract with Tandem Mobility. Once that is finalized we will have about of month of set up and rebranding before the bikes will be redeployed. Swimming Pool - The swimming pools are still open and being well attended. Having each pool closed one day per week has been well received. The pools will close August 15 for Kaiser, August 8 for Schulenberg, and August 7 for Memorial. A full summer pool report will be provided to the Committee at the September meeting. Playgrounds - Several small completion items are in progress on the three playgrounds recently installed: Scholfield Park: path work; asphalt – still working with DPW on this Forest Park: PIP surfacing complete; light installation complete, path work will happen in partnership with DPW Pleasant View Park: path work; asphalt – Still working with DPW on this. 3M Park: Playground is currently being installed. It is a very unique playground and the only Hydra playground currently in WI. 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 - Mowing Operations, Urban forestry program; Ash tree injections (EAB), stump grinding, tree trimming, removals. Building and structure maintenance. Shelter reservations and Special Events; Equipment maintenance and repair. Restroom Maintenance. Swimming Pools

B. Riverside Park Testing Update – no update

6. Future Agenda Items – none brought forward

7. Next Meeting Date – Moved to Monday, September 13th at 5:30 due to Labor Day holiday.

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

AGENDA SUMMARY

4. Discussion and Possible Action Regarding the Parks, Recreation & Forestry Department 2022 Budget

There are several components to the 2022 proposed budget that staff is submitting to the mayor for her consideration and use in preparing her executive budget. Staff wishes to make the committee aware of the primary components of our proposed budget and the trends and changes that are influencing it. Following are summaries of the primary budget areas.

Base Expense Budget: Overall levy budget submitted is up 7.63% or \$213,169 from the 2021 levy, see attached comparison. Personnel costs include a 3% full time wage increase, 6% increase to health and dental insurance premium rates. The addition of a .6 FTE Recreation Coordinator and a .9 FTE Urban Forestry Specialist (approximately \$65,000 in total) has been included in the budget per the Park Committee's recommendation at the July meeting. There are also some wage and salary savings to offset the cost of the new positions from back filling three FTE vacancies around mid-range while the incumbents were at the higher end of their positions pay range.

Other changes include an increase to Other Professional Services of \$7,405 for the increase to the elevator maintenance contract for Athletic Park, \$8,100 increase for the new Recreation Software annual fee and \$1,500 for pool water slides preventative maintenance. An increase in water of \$3,000 per the Water Department, an increase in Motor Vehicle Maintenance of 6,500 due to more required equipment testing and vehicle electronics, \$1,500 in Building Service Equipment for the HVAC system at Riverlife Concession building, \$3000 for the porta potty places at Woodson Park, \$1,000 increase to chemical supplies in Agriculture/Horticulture Supplies and \$3,200 in Other Operating Supplies. An increase of \$3,000 to machinery and equipment parts, \$3,000 in painting supplies, \$5,000 in plumbing and electrical supplies and \$3,000 in lumber, all due to increased costs and more pieces within our system. Also included is a \$63,000 increase to Sundry Services for the EAB Management Plan that the Park Committee discussed earlier this year. This increase is to increase the number of trees removed, treated and planted each year.

Base Revenue Budget: Overall budgeted revenues increased by \$22,501.00.

\$38,000 for the 2021 landscaping and mowing maintenance contract for Riverlife has also been submitted to be budgeted into the Room Tax Fund.

The Committee is asked to provide feedback on two items.

1. Included in the budget is \$12,500 in expenditures and \$3,750 in revenue to keep one pool open for an additional two weeks, staff permitting. If the Committee does not feel this action is necessary these amounts can be adjusted in the budget.
2. Emerald Ash Borer management plan has an actual cost of \$251,000 to remove approximately 400 trees each year, tree 1/3 of the trees and plant approximately 350 trees each year to complete the plan in 12-15 years. The 2022 budget includes \$170,000 to keep the levy increase lower. If the Committee feels that it is important to stick with the 12-15 year plan the additional \$71,000 could be added to the budget. If the Committee chooses to reduce these funds the program will become longer then the planned 12-15 years.

AGENDA SUMMARY

5. Discussion and Possible Action to Schedule a Parks Tour

At a previous meeting the idea of a park tour was discussed. At that time the Committee discussed occasionally meeting at different parks however there was not a decision made on whether a City park tour would be desirable. If the Committee would like staff to set up a tour please indicate days of the week that work, times of the tour and ideas of what parks the Committee would like to visit.

6. Educational Items

6A. Park Update

Playgrounds:

Forest Park: Paving for trail is scheduled next week.

Pleasant View Park: Paving completed last week; turf renovation in progress.

3M Park: Paving is complete. Turf renovations are in progress.

Memorial Benches:

Several bench pads and bench frames to install in the upcoming weeks.

Sylvan Recreation Area Snow Making Mechanical Building:

Plumbing of the water supply lines and booster pump installation. Will allow operation of multiple snow guns at the same time.

Athletic Park:

Post season maintenance work is almost complete; aeration and topdressing is scheduled this fall.

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.

WIDOT Site:

Staff and a few Committee Members walked the WIDOT site under the overpasses after the August Park Committee meeting. WIDOT has indicated concerns of use of this site in the winter due to ice and snow that could come off of the overpass. This site is also used by the County Highway Department for snow storage and is a much needed site for this purpose. If we continue to look into this site it may only be available for use in the spring (depending on snow melt), summer and fall.

Thomas Street Trail Grand Opening:

City Planning has set Monday, October 4, 2021 at 3:30pm as the Grand Opening for the new trail section. City Planning will also be working on developing a trail sign for the current sign opening.

Briq's is closed for the Season:

Due to staffing issues of seasonal staff returning to school Briq's has closed the Riverlife location for the remainder of this season.

Routine Operations/Programs:

Mowing Operations; **seasonal staff is almost gone; some routes will be combined for coverage.**

Urban forestry program; Ash tree injections (EAB), stump grinding, tree trimming, removals.

Building and structure maintenance.

Shelter reservations and Special Events;

Equipment maintenance and repair

Restroom Maintenance

Swimming Pools; **winterization procedures in progress**

AGENDA SUMMARY

6B. Riverside Park Testing Update

No documents have been received as of yet. REI is hoping to have the draft report to city staff for review by September 10, 2021.

6C. 2021 Swimming Pool Season Review

Within your packet is an overview of the 2021 Swimming pool operations.

6D. EAB Update

There are currently 117 ash trees and stumps on a contractor list for removal this fall. Additionally, our crews have removed several ash due to storms, requests, or mortality. We have completed the treatment of ash trees for this year. At this time, all ash that we wanted to treat (over 10" dbh) have had one application, approximately 1000. We will begin second treatments in the northeast portion of Wausau in 2022 in conjunction with removals in the same area to maintain our target of removal of all ash within the next 12-15 years.

Parks, Recreation and Forestry Dept
City Park 110 1300 Subfund

2022 - 2021 Budget Comparison

	2022 Requested	2021 Modified	\$ Difference	Increase/(Decrease)
1000's Personal Services	\$ 2,306,507.00	\$ 2,160,576.00	\$ 145,931.00	6.75%
2000's Contracted Services	502,666	426,082	76,584	17.97%
3000 - 4000's Materials and Supplies	470,287	456,682	13,605	2.98%
5000's Insurances and Fixed Costs	78,867	78,817	50	0.06%
<u>8000's Capital</u>	-	-	-	0.00%
Total Expenses	\$ 3,358,327.00	\$ 3,122,157.00	\$ 236,170.00	7.56%
<u>Less: Revenues</u>	(351,548)	(328,547)	(23,001)	7.00%
Net Levy	\$ 3,006,779.00	\$ 2,793,610.00	\$ 213,169.00	7.63%

PRF Department

2022 City Small Projects List

Park Operations Building; Emergency Backup Generator **~\$15,000 (CI/CO split)**

Installation of natural gas powered backup generator for building equipment access, lighting, etc.

Oak Island Park; Bridge to Fern Island **\$7,500.00**

Install decorative string lighting

Fern Island; Limestone Trail **\$10,000.00**

Removal of existing granite trail material and replace with an approved limestone trail material for improved compaction, maintenance, appearance, and accessibility.

City Playgrounds; Engineered Wood Fiber **\$20,000.00**

Replace existing sand surface at Westview Park and River Highlands Park Playgrounds with EWF. Acquire additional EWF material to top-dress up to appropriate safety grades at existing playgrounds with same material.

400 Block; Benches **\$23,800.00**

Replace 24 original existing wooden slat benches with decorative composite slat and metal frame benches. (Standard Memorial Bench Style).

400 Block; Assistive listening device **\$12,850.00**

Materials and labor to install an assistive listening device system as identified in City of Wausau ADA audit

Swimming Pools; ADA compliant Roll in Shower **\$7,300.00**

Purchase of two complete shower units (men's and women's restroom showers) to provide compliance at one designated city pool.

Swimming Pools; Carbon Dioxide injector systems **\$10,500.00**

Purchase and install a CO2 injector system for each of the three city swimming pools. CO2 balances the pool water (total alkalinity) differently from current additions of both sodium bicarbonate and sodium bisulphate (acid). The installation of these units will result in future cost savings through a potential significant reduction in the use of these two products.

Asphalt Path and Trail Corrections; ADA Compliance **\$15,000.00**

Several smaller trail corrections required (grade changes, widths, or not existent connector sections) as identified in City of Wausau ADA audit. Identified areas include Gilbert Park, Oak Island Park, Riverside Park and Reservoir Park.

3M Park; Trail Reconstruction **\$28,000.00**

Total reconstruction of existing trail system due to rerouting from playground installation and removals along with improper widths and grades as identified in City of Wausau ADA audit.

Sylvan Recreation Area Chalet; Basement Entry/Exit Doors **\$11,500.00**

Replace existing metal double doors with commercial grade fiberglass system.

2021 Wausau City Pools Report

General

All three pools opened on Friday June 4, 2021 at 12:30PM. Memorial closed on Saturday August 7, 2021 at 6:00PM and Schulenburg closed for the season on August 8, 2021 at 6:00PM after 10 weeks and 2 days. Kaiser closed on August 15, 2021 at 6:00PM after 11 weeks and 2 days. There were a total of 20,392 visitors to our pools in 2020 which was down from 30,961 in 2019. The difference in attendance could partially be due to using CivicRec to track attendance more accurately.

Staffing

We lost around 70% of our staff from 2019 season creating a tough challenge to get pools staffed in time for the start of the 2021 season with limited access to indoor pools for training. There were 25 returning guards and 5 returning concession staff. We hired on 38 lifeguards and 14 concession staff throughout the season. The pool staff as a whole started the season with a Pool Director, Assistant Director, 3 Pool Supervisors, 3 Head Guards, 38 Guards, 19 Concession workers. We ended the season with a Pools Director, Assistant Director, 3 Pool Supervisors, 3 Head guards, 55 Guards, 17 Concession workers.

Training

All Lifeguards, Head guards, and Supervisors passed the pre-employment water tests. We trained and certified 26 new lifeguards and renewed 26 existing lifeguards. All staff participated in the blood borne pathogen and disease transmission control training. Prior to opening, the staff completed the 16 hours of in-service training on spinal management, drowning prevention, emergency action scenarios, swim lesson plans, etc. Staff training continued throughout the season through weekly in-service training 1 hour a week for the entire season. Pool supervisors met with the Pool Director, Assistant Pool Director, and the Recreation Superintendent every other week to learn new leadership skills, get staff feedback, and discuss any issues that needed to be addressed. We conducted two new types of drills this year with the lifeguard staff. One being the red ball drill and the other was active victim drill. These drills helped us identify any problem areas for scanning, and also allowed us to evaluate the lifeguard's response time and the effectiveness of the EAP.

Schedule

The outdoor pools daily hours were: 10 AM to 12 PM for swimming lessons Monday through Friday. New this summer we had evening swim lessons at Memorial pool Mondays and Wednesdays from 6 PM -8 PM. We filled all the evening swim lessons plus added two more classes to accommodate the waiting lists. Also new this summer we had lap swim at Schulenburg Pool from 8am to 10am Monday through Friday. Open swim varied by pool. We started the summer off by closing both Memorial Pool and Schulenburg Pool two days a week

for open swim and Kaiser Pool one day a week for open swim until we could hire on more staff to safely expand the open swim hours. We hosted a free lifeguard class the first week of June and were able to hire on 15 more lifeguards by the third week of June. After hiring on more staff Memorial Pool was open Tuesday through Sunday 12:30 PM to 7:50 PM and was closed early on Wednesdays for lessons at 5:45 PM. Kaiser Pool was open Thursday thru Tuesday 12:30 PM-7:50 PM. Schulenburg pool was open Wednesday through Monday 12:30 PM-7:50 PM. All pools closed open swim one day a week due to staffing issues this summer. Open Swim was available to any member of the general public who paid the entrance fee or who had a season pass. Thursday evenings were free at all the pools from 6:00 PM to 7:50 PM.

Free Days

This summer the only free day that we had was the Library free day Tuesday August 3, 2021. They needed to show a library card to get into the pool free for the whole day. We had a total of 250 people show up for our free library day.

Special Event

There were two special events this summer:

We hosted Splash into Safety Day, Saturday June 19 at Memorial Pool from 10am-12pm. This year Merrill Public Schools, YMCA, Weston Aquatic Center, and Marathon County EMS participated in this event as partners. This event was sponsored by Safe Kids of Marathon County.

The other Special Event we had was Dog-Gone Pool Party on August 8th at Memorial Pool. We had 20 participants and they could bring up to two dogs per participant.

Rentals

We had 6 pool rentals this summer. They varied in sizes from 15 people to 25 people for birthday parties or family reunions. One of them was the Downs Syndrome association that rented Memorial pool again this summer for their annual get together.

Lessons

We had a total of 506 students participate in lessons this summer. This is up from 336 from 2019. We also introduced evening lessons and adult swim lessons. The evening lessons were at Memorial Pool Mondays and Wednesdays and the adult lessons were at Schulenburg Pool on Sunday evenings. We were able to offer swim lessons Monday thru Friday at all three locations.

Pool Passes

There were 382 youth swim passes and 240 adult passes totaling 622 passes sold this season. This was slightly down from 625 passes sold in 2019.

Season Takeaways and Future Programming

Based on the current staffing trends we could be looking at having continued difficulty staffing three facilities in future summers. Our goal is to get access to an indoor pool throughout the school year to keep current lifeguards engaged and add additional lifeguarding classes to build staffing for the summer months. Closing open swim one day a week at each pool did go over well with the public and allowed to stretch our current staff to fill any holes or help with any sick or unexpected absences. It also allowed our staff to perform any needed maintenance to the pools which could not be done with people in the pool. Our goal for future summers is to add more aquatic programming such as Recreational Swim Team, Jr. Lifeguarding, Swim Aide Classes, Aqua Zumba, Deep Water Aerobics, Water Fitness, and Youth Diving Classes with the goal to utilize our pools as much as possible.

Wausau City Pools Expense

1250	Seasonal labor	\$ 209,350
9999	Fringe Benefits	\$ 25,500
1260	Overtime	\$ 3,499.56
2220	Electric	\$ 11,217
2240	Gas	\$ 9,626.94
3321	Mileage	\$ 1,532
3250	Registration/Fees	\$ 1,600
3430	Concession food/beverage	\$ 16,965.45
3460	Uniform	\$ 1,532.20
3490	Other operating supplies	\$ 1,137.94
5930	Fees/Permits/Bkgrnd chks	<u>\$ 636</u>
Total Expense		\$282,597.09

Wausau City Pools Revenue

5810	Swim Lessons	\$ 13,333
5841	Open Swim	\$ 42,794
	Pool Passes	\$ 13,220.85
5911	Concessions	\$ 31,950.52
5937	Pool Rentals	<u>\$ 1,848.35</u>
Total Revenue		\$103,146.72