



OFFICIAL NOTICE & AGENDA
REGULAR MEETING

MEETING: Parks and Recreation Committee
DATE/TIME: Monday, January 5, 2026 at 5:15 PM
LOCATION: Wausau City Hall – Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Lou Larson (C) Carol Luken (VC)
Lisa Rasmussen Sarah Watson
Tom Neal

- 1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.**
- 2 Consideration of the minutes of the preceding meeting(s).**
December 01, 2025 Regular Parks & Recreation Committee Minutes
- 3 Discussion and possible action.**
 - a. Presentations of Riverlife Concession Stand Proposals
- 4 Discussion.**
 - a. Park Project Updates (Sylvan Hill, Oak Island Skate Park, Outdoor Ice Rinks, County Parks/Forests, Maintenance Operations)
- 5 Adjournment.**

Lou Larson, Chair

**NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER**

DATE:
TIME:
POSTED BY:



This meeting can be viewed on
YouTube and Channel 981 on Cable TV

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) 261-6622 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.



City of Wausau
(715) 261-6500 | clerk@wausauwi.gov
wausauwi.gov





OFFICIAL MINUTES
REGULAR MEETING

MEETING: Parks and Recreation Committee
DATE/TIME: Monday, December 1, 2025 at 5:15 PM
LOCATION: Wausau City Hall – Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Lou Larson (C) Carol Luken (VC)
Lisa Rasmussen Sarah Watson
Tom Neal

Members Present: Lou Larson, Carol Lukens, Lisa Rasmussen, Tom Neal, Sarah Watson
Members Not Present:
Members Excused:
Present 5, Not Present 0, Excused 0

Noting the presence of a quorum, the Chairperson called the meeting to order at 05:15 PM.

1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.

No public comment was given.

2 Consideration of the minutes of the preceding meeting(s).

October 6, 2025 October 6, 2025 Regular Parks & Recreation Committee Minutes

Motion by Neal, seconded by Lukens, to approve the Park and Recreation Committee October 6, 2025, minutes.

MOTION was carried by voice vote; reflected as 5-0.

3 Discussion and possible action.

a. Discussion and Possible Action on Marathon County Historical Society Request for Display Along River Edge Trail

Polley presented the Marathon County Historical Society is partnering with the Wisconsin Historical Society on a statewide initiative connected to America's 250th anniversary, designed to bring local history directly into public spaces in an accessible and engaging way. Interpretive signs will be located along River's Edge Parkway Trail and will highlight key moments and figures from our region's past. Starting May 18, the temporary signs will remain for about 6–8 weeks and will be maintained by the Marathon County Historical Society. **Motion by Rasmussen, seconded by Lukens, to approve the Historical Society's display along the River's Edge Trail.**

MOTION was carried by voice vote; the vote was reflected as 5-0.

4 Discussion.

a. Presentation on Urban Forestry Initiatives and Current Work Plan

John Kahon, City Forester, presented the Urban Forestry Update which included the Emerald Ash Borer Management Plan, tree planting, and pruning. He also gave an update regarding the \$498,482.08 non-matching grant ending September 30, 2027, which includes tree planting, private ash removal, and school tree plantings. Kahon updated the Committee on recent

meetings with the City of Madison staff, learning their process, policies and resources they use to protect trees during street construction. City Engineering and the Parks, Recreation & Forestry staff will continue to learn more and discuss possible practices to apply within the City of Wausau.

- b. Educational Items: A. Location of Speed Limit Signs on River Edge Trail, B. Location of No Swimming Signs, C. Mowing Overview, D. Progress on Park Commission & City/County Committee Structures, E. Project Update (Oak Island, River Edge Trail/Riverlife, Riverside, Sylvan Hill, Tenth St, Urban Forestry, Season Tasks)

Polley reviewed the educational items listed. The segment of trail from Winton Street to Peckham Way received 15 MPH Speed Limit Signs along the east side of the River Edge Trail. More signs are being ordered to finish the west side. "No swimming" signs have been installed at all the established water access locations, which include boat landings, the ADA kayak launch at Riverlife Park and along the Riverlife wharf. Due to the milk weed growing there, Scholfield Park will be the last location within the city to be mowed. In addition, Polley also gave project updates of items listed.

5 Adjournment.

Motion by Neal, seconded by Lukens, to Adjourn. Motion carried. The meeting adjourned at 06:24 PM.

Next Meeting: Monday, January 5, 2026, at 5:15pm in Council Chambers, City Hall 407 Grant St, Wausau, WI 54403



City of Wausau
(715) 261-6500 | clerk@wausauwi.gov
wausauwi.gov





Parks, Recreation, Forestry

DATE: January 5, 2026
TO: Parks & Recreation Committee
SUBJECT: Presentations of Riverlife Concession Stand Proposals

PURPOSE

The City published an ad requesting proposals to lease and operate the Riverlife Park concession stand for 2026-2028.

BACKGROUND

The City built a concession building within Riverlife Park with the intention of having an outside vendor lease the space for concession operations to serve the community in the Riverlife location. For the first few years, Briq's Soft Serve operated the concession stand. In 2025, the concession stand was temporarily operated by the owners of Pho Zone due to the initial leasee being unable to operate the building as intended. In November 2025, an ad was published seeking a request for proposals from willing concessionaires to submit a proposal to operate the concession building beginning in 2026. The request for proposal (RFP) is attached.

The deadline to submit proposals was December 12th, 2025. Two proposals were received. Each submittal will be presented to the committee and the committee will be allowed to ask questions.

FISCAL IMPACT

RECOMMENDATION

The committee is asked to listen to each proposal and ask questions. The committee is not asked to make a decision during the meeting. The committee will take home a ranking sheet to rank each proposal based on the evaluation criteria established in the RFP. The committee will return the ranking sheet to the Park, Recreation & Forestry Director by January 16. Approval of the concessionaire will be placed on the February 2nd Parks and Recreation Committee agenda.



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

**518 South 7th Avenue, Room 085,
Wausau, WI 54401**

**Riverlife Park Concession Vendor
Request for Proposal**

REQUEST FOR PROPOSALS (RFP)
Vendor Services within Riverlife Park Concession Building

The Wausau and Marathon County Parks, Recreation and Forestry Department is accepting proposals to lease and operate the concession building at Riverlife Park located at 1200 North River Drive, Wausau, WI. The Department is open to proposals for a variety of business plans, products, and operational hours which maximizes the use of the public space for all ages.

Proposals must include: proposed use of the building; hours of operation including months and days of the week open; scope of business including target market and any financial assistance or support needed from the Department or City. The request for proposal must also show acknowledgment of the lease price and lease term. The Request for Proposal is available from the Parks, Recreation & Forestry Department Office, 518 South 7th Avenue, Room 085, Wausau, WI 54401 or email parkforestry@marathoncounty.gov for a copy to be emailed.

Questions about the Request should be directed to Jamie Polley at the Wausau and Marathon County Parks, Recreation and Forestry Department. Phone: 715-261-1550.

Proposals must be submitted to the Wausau and Marathon County Parks, Recreation and Forestry Department, 518 South 7th Avenue, Room 085, Wausau, WI 54401 or to Jamie.Polley@marathoncounty.gov, by 1:00 p.m. on Friday, December 12, 2025.

REQUEST FOR PROPOSALS (RFP)

Vendor Services within Riverlife Park Concession Building

Introduction

This Request for Proposal (RFP) seeks a qualified vendor to operate the concession stand at Riverlife Park from, at a minimum, May through October of each year. A three-year lease is desired. The Department is open to proposals for a variety of business plans, products, and operational hours which maximizes the use of the public space for all ages.

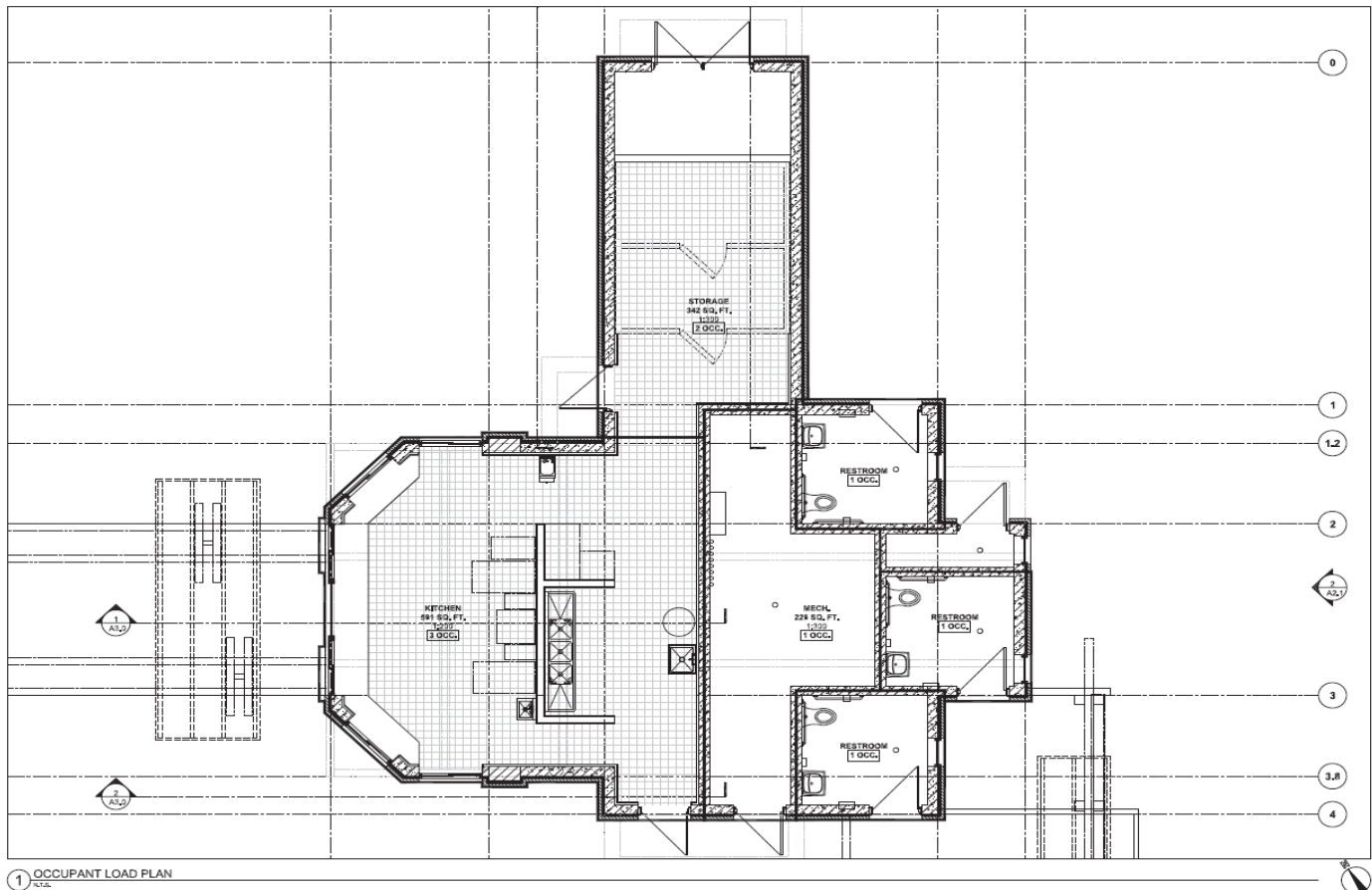
Background

The City's award-winning Riverlife Park and public amenities were completed in 2018. The park consists of portions of the River's Edge Trail, a river wharf, seating areas, daylighting of the Stenchfield Creek and overlook plazas, fountains, extensive play equipment with rubber surfacing, additional landscaping and a Concession Building in the area under and just south of the Bridge St bridge overpass.

The area has additional space for future housing and business development. The Concession Building is an opportunity for an existing or proposed new business to operate a concession in the park area.

Building Layout

The building consists of the space for lease, public use restrooms and storage space for building and park operations. In the building schematic depicted below, the vendor will have access to the cross-hatched space. Within this space, there currently exists a walk-in freezer, walk in cooler, 3 compartment sink, handwashing sink, hot water heater, mop sink, service window and countertops.



Images



Scope of Services

1. Operation of the concession stand that will draw the public to the park including but not limited to food vending (pre-packaged, short order, ice cream, etc.), available drinks and other items for purchase, rental of equipment and watersport activities, activities and games, trail tours, bike share, etc.
2. Operate the concession stand at a minimum from May-October and Thursdays-Sundays.
3. Desired lease is a 3-year lease.
4. Desired lease amount is \$1000/month May-October or when operating and \$750/month November-April (if not in operation)

Proposal Format and Required Information

The Wausau and Marathon County Parks, Recreation & Forestry Department ("Department") is requesting proposals from interested parties to lease the Riverlife Park Concession Building and operate a concession business in the building for the public. The Department also expects the tenant business to maintain the public restrooms, provide outdoor seating or programming around the building during their operational times, and maintain proper permits, licenses and insurance which will be detailed in a lease document to be signed between the City and the tenant. Interested parties must submit a proposal via mail or email including the following information:

1. Cover Letter: Provide a one-page cover letter that included the interested proposer/name, address, telephone number, and e-mail address of the contact person(s). List the name and title of each person authorized to represent the business in negotiations. The cover letter must include a statement of qualifications for the proposer showing the ability to operate the business proposed for the concession stand.

Unless the proposer is an individual, all proposals must be signed with the company name and by a responsible officer or employee indicating the officer or employee's authorization to commit the company to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

2. A draft business plan for the Concession Building including detail of the proposed business: hours of operation, staffing plan, building management plan, product offerings, equipment needs, financing plan, etc. (If Park Department participation or City funding is requested, the proposer will be asked to complete an Application for City Assistance).
3. Proposed lease term, if different than the desired 3-year lease, inclusions and exclusions, and rate requested.
4. Detailed description of the proposed concession business- the Department encourages a use or multiple uses which activate the area, draws visitors to the award-winning Riverlife Area, and serves a wide range of ages. This may include food vending (pre-packaged, short order, ice cream, etc.), available drinks and other items for purchase, rental of equipment and watersport activities, activities and games, trail tours, bike share, etc.
5. Any request for Department and/or City participation.

Evaluation Criteria

The Department shall evaluate and consider proposals based upon the following:

1. The ability of the proposer to successfully operate the concession stand
2. Proposed approach, including clarity of understanding the scope of services to be provided, quality of response, proposed use, appropriateness for the neighborhood, and projected investment.
3. Operating months, days, and times.
4. Lease amount if different than \$1000/month when operating and \$750/month when not operating.
5. Lease term if different than three years.
6. To be selected, a proposer must be able to comply with the City of Wausau Municipal Code and any other applicable laws and requirements.

The Department reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability.
- Negotiate the nature and scope of any proposed use/project before final Committee and Council approval.
- Accept no proposal and re-RFP or bid the Concession building again in the future.

The Department may consider any other criteria it deems relevant and 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.

Once a finalist is selected, additional interactions or information may be required. The Department will select the individual/company that submits the most responsive proposal. Selection will be based on the overall strength of each proposal, and the evaluation is not restricted to consideration of any single factor, such as cost.

RFP Process

This RFP seeks the submission of proposals to provide concession services from any and all interested and qualified proposers. The Department seeks, by way of this RFP, to obtain services in a manner that maximizes the quality of services while also maximizing value to the city. Proposers must be able to show they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type, and the local availability of the proposer.

The RFP response must be submitted electronically to Jamie.polley@marathoncounty.gov by 1:00 p.m. Central Standard Time on Friday, December 12, 2025.

All responses must be received by the stated date and time in order to be considered for award. The Department will not be responsible for and may not accept late proposals due to slow internet connection or for any other electronic failure (including, but not limited to, information transmission and internet connectivity failures).

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the Department. The Department reserves the right to evaluate the contents of proposals submitted in response to this RFP and to select a consultant, if any.

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the city.

Additional Terms and Conditions

Agreement to Contractual Terms in substantial compliance with those contained in a draft lease, which can be provided upon request, will be expected. The Department reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The Department may also elect to reject all proposals and re-issue a new RFP.

The Department is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best abilities and qualifications to meet the needs of the City. The Department reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The Department reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

More information on the site is available, please contact the Wausau and Marathon County Parks, Recreation & Forestry Department if interested. The Department welcomes collaborative dialogue with proposers to answer questions and provide guidance.

Send proposals by 1:00 p.m. on December 12, 2025, to the attention of:
Wausau and Marathon County Parks Recreation & Forestry Department
518 South 7th Avenue, Room 085
Wausau, WI 54401
Phone: 715-261-1550
Jamie.Polley@marathoncounty.gov



Parks, Recreation, Forestry

DATE: January 5, 2026
TO: Parks & Recreation Committee
SUBJECT: Park Project Updates (Sylvan Hill, Oak Island Skate Park, Outdoor Ice Rinks, County Parks/Forests, Maintenance Operations)

PURPOSE

To provide the committee with an update of park project.

BACKGROUND

Sylvan Hill - both hills and all six runs are complete and open to the public. Hours of operations are published in the recreation activity guide located on the Parks, Recreation and Forestry Department webpage

Oak Island Skate Park - Staff is rebuilding the old ramps in sections. As the ramps are completed, they will be moved into place on the skate park. The City received a generous donation to refurbish the ramps in memory of two men who were cousins that used the skate park regularly.

Outdoor Ice Rinks - The outdoor ice rinks at the 400 Block, Thom Field and Marathon Park are complete and open for the public. Warming house hours are established in our recreation activity guide.

County Parks/Forests - Ski, snowshoe and fat bike trails are groomed and open for the public at Nine Mile and Big Eau Pleine, Marathon Park Ice Arena is busy daily with hockey, figure skating and public skate, snowmobile trail openings are communicated with the local snowmobile clubs and will be posted when open, winter timber sales are taking place.

Maintenance Operations - snow removal and winter tree pruning.

FISCAL IMPACT

None

RECOMMENDATION

There is no committee action requested