

**DRAFT**  
**CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES**

Date/Time: May 5th, 2014 at 5:00pm Location: City Hall (407 Grant Street) – Board Room  
Members Present: Gary Gisselman, Robert Mielke, Tom Neal, David Nutting, David Oberbeck (c)  
Others Present: Romey Wagner – City Council President, Bill Duncanson–Director, Peter Knotek-Assistant Director, Blaine Peterson – City Forester, Anne Jacobson-City Attorney, Pat Peckham – City Pages, Theresa Clift – Wausau Daily Herald

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Chairperson Oberbeck at 5:00pm.

Approval of Minutes – **Motion** by Mielke, second by Neal to approve the Park and Recreation Committee April 7th, 2014 draft minutes. Motion **carried** by voice vote. Vote reflected as 5-0.

City Council President Romey Wagner thanked all the members of the Committee for serving. He explained how the Coordinating Committee would help move items along.

Committee Elections – Elect Park and Recreation Committee Chair and Vice Chair – Oberbeck asked for nominations for Chairperson. **Motion** by Mielke, second by Gisselman to nominate David Oberbeck as Chairperson. Oberbeck asked for any other nominations. Nominations were closed and a unanimous ballot was cast for David Oberbeck as Chairperson. Motion **carried** by voice vote. Vote reflected as 5-0. Oberbeck asked for nominations for Vice Chairperson. **Motion** by Oberbeck, second by Mielke to nominate David Nutting as Vice Chairperson. Oberbeck asked for any other nominations. Nominations were closed and a unanimous ballot was cast for David Nutting as Vice Chairperson. Motion **carried** by voice vote. Vote reflected as 5-0.

Committee Meetings – Discussion and Possible Action on Establishing the Park and Recreation Committee’s Meeting Day, Time and Place – Motion by Neal, second by Mielke that the Park and Recreation Committee meet the first Monday of the month starting at 5:15pm with a recommendation that summer Council meetings are held the fourth Tuesday of the month instead of the second. Motion **carried** by voice vote. Vote reflected as 5-0.

Tree Ordinance Revisions – Discussion and Possible Action to Revise City Ordinance 12.56, Street Trees, in Relation to the Powers of the City Forester and Tree or Shrub Nuisances – Duncanson said recent issues with “nuisance” trees on private property have prompted a review of City Ordinance 12.56, Street Trees by staff and the City Attorney. By the current ordinances, the City becomes involved with “nuisance” trees on private property only when there is a threat to public property or the public itself in their use of public property as determined by the City Forester. Jacobson discussed the current ordinances. She said there is a need to update the current ordinance language pertaining to the appeal process. She also felt Ordinance 12.56.100(e) had some vague language and recommended inserting the word “public” before property. After looking at State Statues and the language in these ordinances and in other municipal ordinances her opinion supports the current practice that the City is following. Peterson explained his current work practices to the Committee. Duncanson said that Peterson determines when there is an impact to public property or public safety. Discussion followed. **Motion** by Neal, second by Mielke to adopt the recommended amendments to ordinance 12.56.130. Motion **carried** by voice vote. Vote reflected as 5-0. **Motion** by Neal, second by Mielke to add the words “on public” instead of “or” in front of the word “property” to ordinance 12.56.100(e). Motion **carried** by voice vote. Vote reflected as 5-0.

Park Fleet Management – Discussion and Possible Action on Changing Park Fleet Funding Practices to Ensure Adequate and Timely Acquisition – Duncanson explained that the County for several years has been fully funding their half of the Park Departments annual request under the same five year management plan that the City follows. At this time the County is looking at changing their practice and coming up with an even-flow annual amount which would cover the five year plan. The County treats vehicles and equipment as a priority in their CIP plan.

Duncanson explained for the past several years the Department has experienced reduced and/or delayed funding of its vehicles and equipment in the City budget process. The vehicles and equipment are requested in the City budget through the CIP process and is not considered a priority. All other City vehicles and equipment are in a motor pool funding arrangement where they are funded by tax levy. The departments charge themselves use rates which are paid for with departmental general fund dollars. Vehicle and equipment replacement plans are thereby fully funded annually. Deferring normal replacement typically results in increased maintenance costs, lower productivity, and reduced residual value. Deferring also increases the amount of overall costs in out-years because the deferrals are added to the already planned replacements. Deferring even three to six months to use year-end-carry-over funds has negative impacts. The department “grows” its truck fleet each summer to accommodate our expanded seasonal labor work force by receiving the new trucks in spring and disposing of the trucks being replaced in fall. Approving year-end carryover funds in March often results in vehicles arriving in August or September because in today’s economy manufacturers don’t build without purchase orders.

Duncanson would like to get on some sort of even-flow funding if a conversion can be made into motor-pool funding as the rest of the City fleet or even-flow in the CIP process ensuring priority to planned vehicle and equipment replacement. Members felt this was a Finance decision and a recommendation should be made to them. Discussion followed about motor-pools. The Park and Recreation Committee would like to see an amount from the CIP Committee for 2015 that establishes motor-pool funding. Oberbeck felt it should be funded from CIP for twice as much which means it would be borrowed once and then would be out of the CIP process after that. Under motor-pool funding in the future there would not be spikes in vehicle purchases because the fleet would be continually maintained. Wagner said this would allow for planning and respects the agreement between the City and County. Knotek said it also allows for management of the fleet because if the department knows it has a certain amount of money it can save for expensive vehicles or equipment by not buying something else while staying within the funding balance. **Motion** by Nutting, second by Neal to bring the CIP proposal and statement for capital expenditure followed by a successive year of going into a motor-pool to the Park and Recreation Committee in June. Motion **carried** by voice vote. Vote reflected as 5-0.

Boulevard Maintenance – Presentation and Discussion on Park, Recreation and Forestry Department Boulevard Maintenance – A map of the City was distributed showing the miles of boulevard and several traffic islands that the department maintains. Duncanson said with the expansion and improvement of arterial roads on the west side this function continues to grow. He said the spring growth season is coming and staff cannot keep up with regular grass growth on parks, sports fields, and boulevards during this period even with all available mowing equipment fully utilized. Duncanson requested areas requiring maintenance be reduced and/or funding increased. He said it is hard to grow decent grass in some of the boulevards which have tough environments. What tends to grow best there is weeds. He mentioned that it would be \$425 to contract broad leaf weed control for a single application in the spring on the Highway 52 Parkway from the west end to 17<sup>th</sup> Avenue. It might need two to three applications annually. Suggestions from Committee included the City divesting themselves of some of these boulevard areas, if any adjacent property owners would help, or contracting some boulevard maintenance out. Duncanson felt if any of the areas are contracted out it should be done through the Department of Public Works because its street related. The Village of Weston is going to privately contract some of their boulevard work and Duncanson has asked them to provide information on how it works out.

Park and Recreation Initiatives – Review and Discuss Current and Future Park and Recreation Initiatives – Duncanson said some of the most recent items the department is undertaking include finishing the Athletic Park construction and the neighborhood amenities which will come later, constructing the Kaiser Swimming Pool this year and designing the other two, working with WAOW and the City of Schofield regarding the Eau Claire Conservancy land, working with Schofield to get the Radtke Point Park bank stabilization going, working on ADA Title II facilities assessment, working on the Rivers Edge Trail and being involved on the east river front re-development, being involved with the incoming WiFi on the 400 Block, getting together a user group for a self-built, self-maintained with City participation dog park, and building budgets throughout the summer.

Park and Recreation Committee Handbook Update – Presentation and Discussion on 2014 Committee Handbook Updates – A committee handbook was given to Neal and some updated information was presented.

Brockmeyer Park Neighborhood Meeting – Knotek said the neighborhood meeting is tentatively set for Wednesday, May 28<sup>th</sup> from 6p – 8pm.

Park Tour – Review and Discuss the Wisconsin Park and Recreation Park Tour Being Hosted by Wausau in July – The tour will be held from July 16th-18th. Duncanson said all Park and Recreation Committee members were welcome to attend and asked them to let staff know of their plans.

Project Update – Assistant Knotek provided the following update:

Athletic Park Grandstand – Mechanical systems, interior finishes and restaurant equipment is being installed. Opening date is May 29<sup>th</sup>.

Athletic Neighborhood Park

Storm sewers, masonry fence columns and decorative light pole bases are being installed. Concrete paving and installation of brick pavers should begin next week.

Kaiser Pool

The project is out to bid, bids will open May 20<sup>th</sup>.

Future Agenda Items – program addressing road, soil, curb and gutter, street tree standards, funding for rolling stock, IMBA updates, CIP 2016 including a walkway on the Barker Stewart Island trestle

Next Regular Meeting – Monday, June 2nd, 2014 at 5:15pm

Adjourn - Motion by Mielke, second by Gisselman to adjourn the meeting at 7:00pm. Motion **carried** by voice vote. Vote reflected as 5-0.