

DRAFT
CITY OF WAUSAU – PARK AND RECREATION COMMITTEE MEETING MINUTES

Date/Time: November 3rd, 2014 at 5:15pm Location: Board Room, City Hall
Members Present: Gary Gisselman, Robert Mielke, David Nutting, Tom Neal, David Oberbeck (c),
Others Present: Karen Kellbach-Councilperson, Lisa Rasmussen-Councilperson, Romey Wagner-Councilperson,
William Duncanson-Director, Peter Knotek-Assistant Director, Pat Peckham – City Pages, Nora Hertel – Wausau
Daily Herald, Douglas Pittsley

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 Mielke at 5:20pm. No public comments.

Approval of Minutes – **Motion** by Neal, second by Gisselman to approve the Park and Recreation Committee October 6, 2014 draft minutes. Motion **carried** by voice vote. Vote reflected as 3-0.

Nutting and Oberbeck arrived at the meeting.

Schulenburg Pool – Discussion and Possible Action on Deferring the Reconstruction of Schulenburg Pool

Duncanson said he recently became aware that the Wausau School District is having a referendum this April and it's anticipated one of the items could include potential expansion of Jefferson School. The area where Schulenburg Pool is located may best suit school purposes. Part of the overall referendum proposal may include closing the A.C. Kiefer Center which the School District might consider offering to the City of Wausau as an alternate location for the pool. The basic request is for the City to consider putting the reconstruction of Schulenburg Pool on hold until the referendum results are in. Staff has been working with the design consultant on Schulenburg Pool, however it wouldn't be too late to switch to Memorial Pool. Duncanson said that both the Schulenburg site and the AC Kiefer site are comparable. Knotek distributed and discussed a schedule timeline of design/bidding/construction options. He said there are some challenges jumping to Memorial Pool for next year but by extending the construction timeframe they can make it work. He cannot just put the Schulenburg Pool plan at the Memorial Pool site because each pool has different amenities.

Rasmussen believes the A.C. Kiefer site might be better because its more level, is on the bus line and more visible. It's only three blocks away from the current neighborhood. She said the overcrowding issue at Jefferson school is real and their need is legitimate. Neal felt staff should just move on to Memorial Pool. Duncanson wanted to clarify that there is no guarantee of the A.C. Kiefer site being made available by the School District; they have not offered it formally. The School District won't know their direction until after the referendum but they want the City to not cut off their options at Jefferson School. Oberbeck felt other locations should be looked at for the future even if the referendum does not pass because the issue could come up again in the future. If there is only one pool on the west side they should look at options as far as the best suitable site. Rasmussen felt if there was not a commitment to expand that the Schulenburg site is still considered. Mielke turned the meeting back to Oberbeck. **Motion** by Neal, second by Gisselman to stop design work on Schulenburg Pool and move Memorial Pool into Schulenburg's 2015 design/build timeframe.

Gisselman questioned if there would be additional expenses. Knotek said there is funding for the Schulenburg and Memorial Pool designs in the 2014 budget. Down the road there may be some additional design cost associated with a new site. Wagner questioned cost savings to budgets if only one pool is built in 2015. Knotek said that Council's current decision is two pools in 2015. If the referendum fails and the district doesn't want the Schulenburg site the City is still in a position to build Schulenburg next year. Unless Council staggers bonding and wants to do one pool in 2015 and one pool in 2016 nothing has changed. Oberbeck would like to split Schulenburg Pool out so that they make a good decision in moving forward. He does not want to build something that would be in conflict with another need in the community. Rasmussen felt the School District also has other options to easing the Jefferson School overcrowding without adding on to the building so she would still consider that site. Neal said at some future point a determination will have to be made about Schulenburg but not now. Motion **carried** by voice vote. Vote reflected as 5-0.

Kellbach and Rasmussen left the meeting at 5:55pm

Sylvan Hill Park Mountain Bike Trail Design – Discussion and Possible Action on Procuring Mountain Bike Facility Design Sources

Duncanson said that Committee had directed staff to find funding to solicit professional design services potentially including City funding out of the 2015 budget. The local mountain bike club Central Wisconsin Offroad Cycling Coalition (CWOCC) has applied to the International Mountain Biking Association (IMBA) for a conceptual design grant. IMBA is willing to fund half of the conceptual design. They have an in-house design team and the grant would cover half of that team's costs to do a conceptual design for the City. The other half of the cost would be donated by CWOCC. This would be a gifted design to City of Wausau. In gifting of this design service to the City of Wausau between IMBA and CWOCC the City has to make sure they say they will not waive trail fees for anyone in the future or will not guarantee future design or construction will go to certain individuals, companies or firms. They also want to make sure the design work done is to the same professional standard as if it were being contracted. He had IMBA and CWOCC revise their draft conceptual plan and add information in so that it follows the same standard as if the City were doing a request for professional services that follow the procurement ordinance. If this goes forward City staff will be working with the group to make sure that the initial meetings include what the City's objectives are for the park overall. They will take the existing uses and integrate them in with future uses to come up with a conceptual design. The conceptual design will include a likely cost of construction. This isn't formal design that can go out to bid but gets to the point where the City can make a firm decision on accepting their proposal as to how to develop, phasing of development, and potential cost of phasing. Duncanson said the proposal would include parking lot, potential rest rooms, three types of trail, pump track, smaller pump track, gravity trails and perimeter trail around the entire park. Mountain bike trail design is different than most other recreation facility design because it's kind of fluid site design. Nobody could afford to build a mountain bike trail if they had to do a complete set of plans that showed every foot of trail, all the slopes, each banked turn. They do a GPS design of the location on the site and have a set of descriptors on how straightaways are built, how banked turns are built, what the maximum amount of drop and certain distance are and that is applied to the site. This design group is associated with the international umbrella organization for mountain biking overall so he believes it's a great way to start. Duncanson requests permission to accept the gifted design services from CWOCC and IMBA to do a conceptual design to be complete by December 31st of this year. Oberbeck said this is a good way to start and get the information out about what the intent of this type of facility would be. Duncanson said IMBA will do site analysis and bring back initial alternatives to staff. Staff will bring this information to Committee. Some of the most important things are to determine what the soils are, the rocks, how buildable it is. **Motion** by Neal, second by Mielke to approve continuing on working with their design team. **Motion carried** by voice vote. Vote reflected as 5-0.

2015 Budget – Discussion and Possible Action on the Proposed 2015 Parks, Recreation and Forestry Department Budget

Duncanson said he wanted to review the budget as it stands right now. The department reached the zero percent increase in non-personnel costs because of efficiencies savings in utilities and in insurances. There were increases in materials and supply costs so the department took out \$14,000 in deferred maintenance projects. In the parks levy budget 100% of the cost increase is from just the programmed increase in wages and benefits the same as City employees. Duncanson said on \$2.419 million that amount is \$64,000. He also told Committee to remember that a lot of the parks budget is street related like urban forestry, boulevard mowing, flower baskets, and downtown planters. Duncanson discussed the different areas that the Park Department and DPW handle. He said there was a request to compare 2014 based on 2013 and what the differences are. In 2013 the department expended 99.7% of its budget allocation. In 2014 the data was run through October 25th which is 9.75 out of the 12 months or 81.25%. On all personnel services as of that date 78.2% has been expended which is a little below 81.25% but it is beyond where the Department wants to be at this time of year because it has huge manpower demands at the end of year in setting up the tubing hill, ice rinks, and beginning of snow removal. The Department is on track to use its other funds and the total overall combined expense budget is at 77.8%. The Department plans on needing the money it has and there will not be funds available for carryover. Neal questioned if there has been discussion about sponsorship for things like the 400 Block skating rink and if a program could be instituted. Short discussion on feasibility followed and Oberbeck said the item will be placed on a future agenda.

Wagner left the meeting at 6:20 pm.

Gisselman asked about the 400 Block presentation made to the Finance Committee. Oberbeck said discussion was about a \$20,000 reimbursement from the general fund back into the parks and recreation budget tentative with the 2015 budget. Duncanson said a creation of a 400 Block fund of \$35,000 for the purpose of charging event related costs back to that fund. The \$35,000 fund would be filled by taking \$15,000 from the parks budget and putting in \$20,000 of additional room tax dollars and it would be available to be drawn on by the Parks Department. Oberbeck said the difficulty with that is that it wasn't clear whether it was just parks expenditures or not. That would have to be looked at because other departments also spoke up and said that they weren't getting back their expenditures. So that fund has to be evaluated as far as what those costs are for event type expenditures. Duncanson said he assumed it was for the Park Department because staff had clearly identified they expect at least \$35,000 in direct event expenditures this next year.

Winter Outdoor Recreation Program Update – Report on the Status of 2014-15 Winter Outdoor Recreation Programs

Duncanson said the department is setting up slightly differently for rinks and the tubing hill this year. The crews are scheduled to start working the second week in December, however staff is doing initial prep work earlier so if the weather turns, staff will be able to make snow. In future years the Department is not going to guarantee a certain early starting date for Sylvan Tubing Hill. It won't open up with full staffing until the Department is sure they will have a good customer base. It might shorten up the season a little but the majority of the major demand will still be responded to. There are some minor internal changes on how staff is preparing for the season this year to be more cost effective but next year there likely will be a scheduling change.

Project Update – Knotek provided the following update;

Kaiser Pool – Plumbing, forming and reinforcing steel is being installed for the pool shell, pouring of concrete should start this week. All foundations have been installed for the bath house / mechanical building. The building should be fully out of the ground soon.

Athletic Park Perimeter Wall Repair – Norcon Construction has replaced three sections of the wall cap along 3rd Street. Tuckpointing of the wall is underway.

Future Agenda Items – sponsorships

Next Regular Meeting – Monday, December 1, 2014 at 5:15pm at Board Room, City Hall.

Adjourn - **Motion** by Nutting, second by Mielke to adjourn at 6:50pm. Motion **carried** by voice vote. Vote reflected as 5-0.