



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or Sub-unit thereof.

*Meeting of the:* **PARK & RECREATION COMMITTEE**  
*Date/Time:* Monday, January 5, 2015 @ 5:15pm  
*Location:* City Hall (407 Grant Street) – Board Room  
*Members:* Gisselman, Mielke, Neal, Nutting, Oberbeck (c)

### AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call Regular Meeting to Order
2. Public Comment on Matters Appearing on the Agenda
3. Approve Minutes – December 1, 2014
4. Revise Mowing and Weed Ordinances – Discussion and Possible Action on Revising Mowing and Weed Ordinances to Allow Prairie-like Areas in Parklands
5. Revise 400 Block Fees – Discussion and Possible Action to Revise The 400 Block Fees by Changing Lengths of Rental Periods and Removing Exemptions from Rental Fees for The Block Itself
6. Winter Program Update – Report on Recent Winter Recreation Program Activities
7. Fleet Management Software – Report on the Start Up of the New Fleet Management Software
8. Project Update
  - Kaiser Pool
  - Athletic Park Playground Screening
9. Future Agenda Items
10. Next Regular Meeting – Monday, February 2, 2015 at 5:15pm
11. Adjourn

David Oberbeck - Committee Chairperson

Questions regarding this agenda may be directed to Jodi Luebbe (Park Office) @ (715) 261-1560.

This Notice was posted at City Hall and faxed to the Wausau Daily Herald newsroom on \_\_\_\_\_ @ \_\_\_\_\_ M

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk, at 407 Grant Street, Wausau WI 54403 or Ph# (715) 261-6620.

Others Distribution: Media, WSD-Admin, Alderpersons, Mayor, Duncanson, Knotek, Maryanne Groat, Brad Lenz, Brad Karger, Wisconsin Woodchucks, A. Werth, K. Rasmussen

## **AGENDA SUMMARY**

4. Revise Mowing and Weed Ordinances – Discussion and Possible Action on Revising Mowing and Weed Ordinances to Allow Prairie-like Areas in Parklands

Chapter 6.48 WEEDS AND VEGETATION of the Wausau Municipal Code (enclosed) currently requires all grassy and weedy areas other than golf courses to keep such areas mowed to a height of less than one foot (6.48.010 Mowing required). In order for the PRF Department to effectively reduce the amount of mowed park land, parks need to be given the same exemption from the mowing provision of this ordinance as golf courses.

5. Revise 400 Block Fees – Discussion and Possible Action to Revise The 400 Block Fees by Changing Lengths of Rental Periods and Removing Exemptions from Rental Fees for The Block Itself

Enclosed is a September 15, 2014 memo from the Finance Director to the Finance Committee outlining proposed changes to The 400 Block fee schedule based on prior recommendations by the Park and Recreation Committee. Three changes are proposed:

1. Change the current rental period fees from by the hour or day to greater or less than 4 hours. Based on experience, there are virtually no rentals that can be set up, held, and cleaned up in less than two hours. This is a simplification that saves staff time.
2. Reduce the number of event classifications from 5 to 3.
3. Remove all waivers of rental fees for The 400 Block itself. The “BLOCK RENTAL FEES AND DEPOSITS” section of “THE 400 BLOCK POLICY AND RESERVATION FORM” would have the following deleted “...except for those organizations currently fee exempt on the “City Services and Equipment Usage Fee Determination Schedule”.

Chapter 6.48

WEEDS AND VEGETATION

Sections:

- 6.48.010 Mowing required.
- 6.48.020 Mowing by city.
- 6.48.030 Weed commissioner.
- 6.48.040 Penalty.

6.48.010 Mowing required. No person owning property or occupant of property within the city shall permit to grow or pollinate upon the premises any weeds, grasses or brush which cause or produce hay fever in human beings, exhale unpleasant or noxious odors or may conceal filthy deposits or provide a place for the accumulation of trash or litter. In order to prevent such growth and pollination, it shall be the duty of every property owner or occupant of property to mow or cause to be mowed upon the premises all grasses, weeds and brush exceeding one foot in height. The provisions of Section 66.0407 of the Wisconsin Statutes are incorporated herein by reference. Any golf course located wholly within the City of Wausau shall be exempt from the mowing requirement of this provision. (Ord. 61-5616 §10 (part), 2014; Ord. 61-5610 §1, 2014; Ord. 61-4607 §1(part), 1987; prior code §10.14(1).)

6.48.020 Mowing by city. It shall be the duty of the employee assigned the duties and responsibilities of the weed commissioner to enforce this chapter, and if any person shall fail to comply herewith, the employee shall, after five days' written notice to the owner of the property, cause the premises to be mowed and report the cost thereof in writing to the city clerk in the manner provided in Section 66.0517 of the Wisconsin Statutes. Such charge shall be spread on the tax roll as a special tax to be collected in the same manner as other taxes unless such lands are exempt from taxation. (Ord. 61-5616 §11 (part), 2014; Ord. 61-5377 §4(part), 2008; Ord. 61-4607 §1(part), 1987; prior code §10.14(2).)

6.48.030 Weed commissioner. The duties and responsibilities of the weed commissioner as defined by state statutes shall be performed by staff of the department of public works and the inspections department. Those duties shall be performed in conjunction with the other duties of the assigned employee and said employee shall receive no additional compensation therefor. (Ord. 61-5377 §5 (part), 2008.)

6.48.040 Penalty. In addition to the provisions of section 6.48.020, any owner or occupant of property who violates the provisions of section 6.48.010 may be issued a citation by the city and may be required to forfeit not less than ten dollars nor more than two hundred dollars for each violation. The property owner or occupant of the property shall be responsible for violations of section 6.48.010. (Ord. 61-5616 §12 (part), 2014)



**TO: FINANCE COMMITTEE MEMBERS**  
**FROM: MARYANNE GROAT**  
**DATE: SEPTEMBER 15, 2014**

**SUBJECT: MODIFY THE 400 BLOCK POLICY AS IT PERTAINS TO RENTAL FEES AND FEE EXEMPTION**

The City of Wausau adopted the 400 Block policy that governs the use of the block and fees for services. This policy and reservation form provides that entities that receive room tax dollars from the city are exempt from paying rental fees. The parks department considered this issue at their last meeting and recommended eliminating rental fee exemptions.

Attached is an examination of the historical operating and maintenance expenses for the block for the years 2012, 2013 and 2014 and the rental fees paid for events in 2014 and what additional fees would be collected if the exemption was eliminated.

The block rental fee structure can be a challenge and staff currently uses discretion to calculate the fee based upon where an event best fits into the categories. To improve the process we would recommend modifying the block rental schedule to distinguish between free events, private events and admission events. In addition, elimination of an hourly rate in favor of two rate structures (less than 4 hours and greater than 4 hours) would improve administration.

Existing Block Rental

Events sponsored by a commercial enterprise	\$60 / hour or \$600 / day
Private event sponsored by a private group	\$30 / hour or \$300 / day
Free event of wide interest - open to the public	\$10 / hour or \$100 / day
Admission event of wide interest - open to public or sponsored by not-for-profit club	\$30 / hour or \$300 / day
Admission event of limited interest - sponsored by not-for-profit club	\$60 / hour or \$600 / day

Proposed Block Rental

Private event sponsored by a private group	\$150 / less than four hours per day \$300 / greater than four hours per
Admission event	\$150 / less than four hours per day \$300 / greater than four hours pe
Free event - open to the public	\$50 / less than four hours per day \$100 / greater than four hours per

The impact of the fee structure change is presented on the second revenue analysis titled – 2014 Revised Rate Structure.

## PARKS DEPARTMENT - 400 BLOCK EXPENSES

	2013			2012		
	Total	Payroll	Vendor Payments	Total	Payroll	Vendor Payments
<b>322 Construction</b>	3,536.00		3,536.00	4,389.90	624.91	3,764.99
<b>335 General Maintenance</b>	32,660.10	18,103.23	14,556.87	32,170.78	26,494.28	5,676.50
<b>340 Outdoor Ice</b>	6,037.91	6,037.91	-	8,049.34	8,145.73	(96.39)
<b>350 Mowing</b>	981.27	981.27	-	1,292.22	1,292.22	
<b>360 Planning and Developmen</b>	-	-	-	758.82	758.82	
<b>385 Park Rentals</b>	5,547.54	5,547.54		2,705.48	2,955.48	(250.00)
<b>393 Snow Removal</b>	428.95	428.95	-	152.05	152.05	
<b>400 Special Events</b>	429.45	429.45	-	5,854.78	5,854.78	
<b>448 General Tree Maintenance</b>				60.19	60.19	
<b>449 Tree Planting</b>				220.99	46.33	174.66
<b>450 Tree Removal</b>				31.68	31.68	
<b>455 Tree Trimming</b>				170.00	170.00	
<b>Fountain</b>	15,660.00		15,660.00	28,517.87		28,517.87
<b>Total</b>	<u>65,281.22</u>	<u>31,528.35</u>	<u>33,752.87</u>	<u>84,374.10</u>	<u>46,586.47</u>	<u>37,787.63</u>
Daily Costs	178.85					
Days	76.00					
	13,592.60					

**400 BLOCK RENTALS**  
**2014 Existing Rate Structure - Elimination of Exemptions**

DATE	EVENT	ORGANIZER	DAYS	HOURS	400 BLOCK RENTAL FEE	SOUND AND LIGHT SYSTEM	LIGHT SYSTEM	ELECTRICAL SYSTEM	PORTABLE ELECTRICAL PANEL						
January	Games	Badger State Games	1	3	30										
February	Winterfest	Wausau Events	1	AD	100										
March															
April															
May	Flag Raising Ceremony	Marathon County Law Enforc	1	2	20										
	Ribbon Cutting	Sports and Spine	1	2	20										
	Concert	DC Everest Band	1	AD	100										
	Frontierfest	Wausau Events	1	6	60	250	60	25	250						
June	Torch Run	Special Olympics	1	3	30										
	Caribbean Market	Good News	1	4	40										
	Car Show	Wausau Events	1	6	60										
	World Wide Knit in Public Day	Private	1	3	30										
	Event for Equality	Private	1	AD	100	125		25	125						
	Flag Day Ceremony	Wausau Elks Club	1	2	20										
	Concerts on The Square	Wausau Events	2	2	40		120	50	500						
	Farmers Market	Wausau Events	2	AD	200			25	1,000						
	Screen on the Green	Wausau Events	1	6	60		60	25	250						
	Wedding	Private	1	3	90										
	Church Services	St Pauls UCC	3	3	60										
July	Concerts on The Square	Wausau Events	5	2	100		300	125	1,250						
	Farmers Market	Wausau Events	5	AD	500			50	2,500						
	Concert	Wausau Concert Band	2	3	60										
	Chalkfest	Wausau Events	2	AD	200										
	Church Services	St Pauls UCC	4	2	80										
	Fun 4 Kidz	Private	1	3	30										
	Birthday Party	Private	1	7	210	125			125						
	Discover Dance	Wausau Dance Academy	1	3	30										
	Screen on the Green	Wausau Events	1	6	60		60	25	250						
	Symphonic Rock	MCT	1	AD	100	125									
August	Church Services	St Pauls UCC	5	2	100										
	Race	Susan G Komen for the Cure	2	AD	600										
	Concerts on The Square	Wausau Events	3	2	50		180	75	750						
	Farmers Market	Wausau Events	4	AD	400			25	2,000						
	Christian Band	Mt of the Lord Lutheran Chur	1	6	60			25							
	Rock the Block	Wausau Events	1	5	50	250	60	25	250						
	Concert	Wausau Chamber of Commer	1	8	80										
	Screen on the Green	Wausau Events	1	6	60		60	25	250						
September	Farmers Market	Wausau Events	3	AD	300				1,500						
	Wausau Festival of Arts	Festival of Arts	3	AD	300										
	Gospel Service	Athens Mennonite Church	1	2	20										
	Bean Bag Tournament	Private	1	5	150										
	Concert	Wave Education Fund	1	4	40			25							
	Rally	American Values	1	4	40										
	Youth Event	Area Churches	1	8	80										
October	Walk/Run	American Diabetes	1	3	30										
	Harvest Fest	Wausau Events	1	AD	100										
November															
December	Holiday Parade		1	3	30										
	Current Collections		76	\$	3,250	\$	2,550	\$	375	\$	-	\$	75	\$	250
	Current Exemption - Wausau Events				14,995		2,370		500		900		475		10,750
	Total				\$ 18,245	\$	4,920	\$	875	\$	900	\$	550	\$	11,000

**400 BLOCK RENTALS**  
**2014 Revised Rate Structure - Elimination of Exemptions**

DATE	EVENT	ORGANIZER	DAYS	HOURS	400 BLOCK RENTAL FEE	SOUND AND LIGHT SYSTEM	LIGHT SYSTEM	ELECTRICAL SYSTEM	PORTABLE ELECTRICAL PANEL
January	Games	Badger State Games	1	3	50				
February	Winterfest	Wausau Events	1	AD	100				
March									
April									
May	Flag Raising Ceremony	Marathon County Law Enforc	1	2	50				
	Ribbon Cutting	Sports and Spine	1	2	50				
	Concert	DC Everest Band	1	AD	100				
	Frontierfest	Wausau Events	1	6	100	250	60	25	250
June	Torch Run	Special Olympics	1	3	50				
	Caribbean Market	Good News	1	4	50				
	Car Show	Wausau Events	1	6	100				
	World Wide Knit in Public Day	Private	1	3	50				
	Event for Equality	Private	1	AD	100	125		25	125
	Flag Day Ceremony	Wausau Elks Club	1	2	50				
	Concerts on The Square	Wausau Events	2	2	100		120	50	500
	Farmers Market	Wausau Events	2	AD	200			25	1,000
	Screen on the Green	Wausau Events	1	6	100		60	25	250
	Wedding	Private	1	3	150				
	Church Services	St Pauls UCC	3	3	150				
July	Concerts on The Square	Wausau Events	5	2	250		300	125	1,250
	Farmers Market	Wausau Events	5	AD	500			50	2,500
	Concert	Wausau Concert Band	2	3	100				
	Chalkfest	Wausau Events	2	AD	200				
	Church Services	St Pauls UCC	4	2	200				
	Fun 4 Kidz	Private	1	3	50				
	Birthday Party	Private	1	7	300	125			125
	Discover Dance	Wausau Dance Academy	1	3	50				
	Screen on the Green	Wausau Events	1	6	100		60	25	250
	Symphonic Rock	MCT	1	AD	100	125			
August	Church Services	St Pauls UCC	5	2	250				
	Race	Susan G Komen for the Cure	2	AD	200				
	Concerts on The Square	Wausau Events	3	2	150		180	75	750
	Farmers Market	Wausau Events	4	AD	400			25	2,000
	Christian Band	Mt of the Lord Lutheran Chur	1	6	100			25	
	Rock the Block	Wausau Events	1	5	100	250	60	25	250
	Concert	Wausau Chamber of Commer	1	8	100				
	Screen on the Green	Wausau Events	1	6	100		60	25	250
September	Farmers Market	Wausau Events	3	AD	300				1,500
	Wausau Festival of Arts	Festival of Arts	3	AD	300				
	Gospel Service	Athens Mennonite Church	1	2	50				
	Bean Bag Tournament	Private	1	5	300				
	Concert	Wave Education Fund	1	4	50			25	
	Rally	American Values	1	4	50				
	Youth Event	Area Churches	1	8	100				
October	Walk/Run	American Diabetes	1	3	50				
	Harvest Fest	Wausau Events	1	AD	100				
November									
December	Holiday Parade		1	3	50				
	Current Collections		76	\$ 3,900	\$ 3,200	\$ 375	\$ -	\$ 75	\$ 250
	Current Exemption - Wausau Events			15,575	2,950	500	900	475	10,750
	Total			\$ 19,475	\$ 6,150	\$ 875	\$ 900	\$ 550	\$ 11,000

## THE 400 BLOCK POLICY AND RESERVATION FORM

### DEFINITION

Public park for the use and enjoyment of the public at all times.

### BLOCK USAGE

- May be reserved through the City Clerk's Office for free events and activities of interest to the general public, keeping with accepted standards of behavior and content. Up to 25% of the space may be rented for private events.
- Hours - Event related activities on the block will be limited to the hours of 7:00 a.m., to 12:00 midnight.
- Camping - Overnight camping is prohibited on the block.
- Fires - Open fires are allowed by permit but are restricted to only liquid or gas fuel.
- Grilling - No grilling is allowed except for those special events granted waivers.
- Vehicles may not be driven or parked on the block without an approved special events permit.
- No vehicles may be driving across or parked on the fountain.
- Stakes – Any event that involves penetrating the grass area of the block may not occupy the site until all underground utilities potentially impacted have been marked by City personnel. Costs of marking underground utilities will be charged to the event organizer. Utility maps are available from the Clerk's Office to help plan events. Event operators are responsible for damages to the facilities.
- Decorations – Nothing may be used that punctures, abrades, leaves residue, removes finishes or discolors any surface of any City property. Decorations may be present within the permit time period.
- Vending and Advertising – No person shall sell or offer anything for sale or post or distribute bills or advertisements without the express written permission of the City.
- Tents – Tent delivery, erection and removal shall occur during the permit time period.

### BLOCK COORDINATION AND SCHEDULING

Reservations will be made through the Clerk's Office. It is recommended you reserve the block early as it is a first come first serve basis. Reservations will not be taken for public class I events occurring more than 24 months away. Reservations for all other events may be made up to 12 months in advance. Event organizers may pay for their future year reservations in the year of the reservation, but must be paid prior to the event. Block use permits will not be issued until the fee is paid in full. Wausau Area Events and large annual events shall have the first right of refusal for reservation dates.

**NOTE: Reservation of the block does not automatically permit an event.** Approval process requires a special event application be completed and filed with the City Clerk and all conditions and requirements of the Special Event Policy, Municipal, State and Federal rules, regulations and guidelines must be followed prior to obtaining a permit.

## **BLOCK RENTAL FEES AND DEPOSITS**

Fees for city services are established in the Special Events policy. Rental rates for the 400 block are as follows and shall apply all the time that The 400 Block is occupied by any event related activity except for those organizations currently fee exempt on the 'City Services and Equipment Usage Fee Determination Schedule'.

### **BLOCK RENTAL**

Events sponsored by a commercial enterprise	\$60 / hour or \$600 / day
Private event sponsored by a private group	\$30 / hour or \$300 / day
Free event of wide interest - open to public	\$10 / hour or \$100 / day
Admission event of wide interest - open to public or sponsored by not-for-profit or club	\$30 / hour or \$300 / day
Admission event of limited interest sponsored by not-for-profit or club	\$60 / hour or \$600 / day

### **SOUND, LIGHT AND ELECTRICAL**

#### Sound and Light System

##### Rental Fee

Minimum \$125 / day

Includes daily setup and take down by City staff. Events requiring more than two hours of City staff time per day (as determined by the City) shall pay the hourly City staff fee for additional time beyond the initial 2 hours of staff time.

#### Light System

##### Rental Fee

\$60 / day

Includes daily activation and deactivation by City staff. Events requiring more than one hour of City staff time per day (as determined by the City) shall pay the hourly staff fee for additional time beyond the initial 1 hour of staff time.

#### Electrical System

##### Stage and Planter Pedestals

\$25 / event

Includes 8 planter receptacles and 2 stage receptacles. Each has 1-50 amp plug in and 2-20 amp circuits.

##### Portable Electrical Panels (Spider Box)

\$125 / panel / event

Each panel includes 6-20 amp and 1-30 amp 240v Circuits and set up and removal by City Staff.

##### Deposit – Sound, Light and /or Electrical Panels

\$500 / event

Payable to City Clerk at least three business days prior to the event.

### **EQUIPMENT**

#### Equipment Rental Deposit

\$ 50.00 / unit

(Water tank, trailer & water stand pipes)

#### Snow Fence 50' Roll including stakes and ties\*\*

\$ 10.00 / roll

#### Portable Stage\*\*

\$150.00 / each

#### Portable Stage Canopy\*\*

\$ 75.00 / each

#### Barricades\*\*

\$ 5.00 / each

Picnic Tables**	\$ 15.00 / each
Manual Post Pounder	\$ 25.00
Backflow Preventers	\$ 10.00 / each
Portable Bleachers	\$100.00 / each
Bleacher Planks	\$ 5.00 / each

\*\*Set up, delivery and pick up of equipment are not included in the daily rental rates and will be charged per hourly rate based on actual time spent. Delivery and pickup needs to be scheduled at least two weeks in advance and will not always be available for all items.

**LABOR**

Operations and Maintenance Staff	Week Day	\$34.00 / hr / person
	Weekend & Evenings	\$54.00 / hr / person
Electrical Staff	Week Day	\$40.00 / hr / person
	Weekend & Evenings	\$54.00 / hr / person

**Cancellation of Reservation:** You may be entitled to a partial refund of your reservation fee if you have notified the City in writing of your intent to cancel the reservation at least 2 weeks prior to the reserved date. The City shall retain an administrative fee of the lesser of 25% or \$25 of the total fee paid. No reservation refunds shall be issued after the fact (ie...events that never take place) or for late cancellations (within 2 weeks of the reserved date).

(See attached application)



# THE 400 BLOCK RESERVATION FORM

(Submit this Application to the City of Wausau Clerk's Office)

Make checks payable to: City of Wausau

Amount Submitted: \$

Check #: #

Contact Person: \_\_\_\_\_ Is this an Annual Event? Yes  
No

Organization's Name: \_\_\_\_\_ Organization's E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Home/Cell Phone #: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Set Up Dates: \_\_\_\_\_ Removal Dates: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Reservation of the block does not automatically permit an event. Approval process requires a special event application be completed and filed with the City Clerk and all conditions and requirements of the Special Event Policy, Municipal, State and Federal rules, regulations and guidelines must be followed prior to obtaining a permit.

Please check mark the statement that most applies to your event.		#Hrs	#Days	Rental Fee
<input type="checkbox"/>	The event is sponsored by a commercial enterprise.			
<input type="checkbox"/>	The event is private (not open to the general public) and is sponsored by a private group.			
<input type="checkbox"/>	The event is free to the general public and is of wide interest to the general public.			
<input type="checkbox"/>	Admission is charged to this event which is of wide interest and open to the general public. The event is sponsored by not-for-profit or club.			
<input type="checkbox"/>	Admission is charged for this event which is of limited interest to the general public. The event is sponsored by not-for-profit or club.			

I agree to indemnify and save harmless the City of Wausau and Marathon County and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the Wausau property herein specified.

I have received a copy of the Block rental policy and Special Events Policy/Application and agree to abide by all rules and regulations formulated by the City of Wausau for use of the block; and to adhere to all specifications and limits contained in the state policies. I understand that inaccurate information or an unauthorized event is grounds for cancellation of any reservation granted to me and may jeopardize future reservations. I understand that reservation of The 400 Block does not authorize or permit the event to occur.

Signature \_\_\_\_\_ Date: \_\_\_\_\_