

**DRAFT**

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

Date/Time: September 8, 2020 at 4:00 p.m. Location: Council Chambers, City Hall

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

Others Present: Jamie Polley-Director, Greg Freix – Assistant Director of Operations, Mayor Rosenberg, Eric Lindman-Director of Public Works, other interested parties

1. 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 a quorum was present and the meeting was called to order by Chairman Peckham at 4:00 p.m.

2. Public Comment – none brought forward

3. Approval of Minutes – August 3, 2020 – **Motion** by Neal, second by Kilian to approve the Park and Recreation Committee draft August 3, 2020 minutes. Motion **carried** by voice vote, vote reflected as 4-0.

4. Discussion and Possible Action Setting the Fees –The proposed 2021–2022 Facility and Program Fees were previously distributed to Committee for review. Approval of the fees is recommended at this time to set the shelter rates for the following year. This allows the department to allow users to reserve shelters 12 months in advance. Staff is recommending adjustments to the fees that include a 2% increase in the shelter fees for 2022 to keep up with CPI increases and an added youth sports field weekly rate. **Motion** by Neal, second by Watson to approve the proposed 2021-2022 Facility and Program fees. Motion **carried** by voice vote, vote reflected as 4-0.

5. Discussion and Possible Action Regarding Expectations of the Department and Park Maintenance – Polley gave a presentation that covered the Department’s mission, structure, five year budget, operations prioritization, and levels of maintenance. Current operations are based on past Council direction and this Committee is asked to provide input on the desired level of maintenance expected within the parks, specifically City Hall Park. She discussed the organizational structure of the Department and gave an overview of the County and City park acreage, specialized facilities, programs, amenities and revamping of the park website.

Lou Larson arrived at the meeting at 4:10pm

Polley discussed the Department’s budget and said it has a job costing program which goes into the payroll system and all of the time is tracked indicating whether the work is for the City or for the County. Polley reviewed some of the areas of responsibility the Department has including park construction/maintenance; building repair/construction; playground installation/inspections; athletic court/field setup, construction, renovation; garbage pickup; restroom cleaning; mowing; snowplowing; etc. Recreation programs include aquatics; playground program; tennis lessons; Sylvan tubing hill; urban forestry program with approximately 25,000 street trees needing trimming, planting and removing; and special events. Polley discussed the amount of hours the Department spends on mowing and snowplowing. Freix discussed how routes are determined. He said staff doesn’t look at whether its City or County but as an area of responsibility they take care of and the level of service needed to provide for that particular area. Routes are set up with like equipment and proximity related to maintain efficiencies, best use of resources and being fiscally responsible. Neal asked if the Oak Island parking lot could be plowed in the winter. Currently one part of the boat launch parking lot is and Polley said staff will look at the usage. Kilian thought there should be more of a uniform and comparable level of maintenance on all parts of the Rivers Edge Trail. Polley explained that not all of the trails in the City are plowed, staff doesn’t plow trails that go through neighborhood parks because there isn’t the manpower or time to do them all. They prioritize the routes and do the connector trails to schools and businesses. Polley said for park planning, staff uses the outdoor recreation plans and she discussed some of the past, current, and future projects the Department has been involved in.

Polley discussed some of the downtown parks and asked about the level of maintenance that this Committee would like to see and staff would budget accordingly. City Hall Park previously had a landscape plan that did not move forward so if the expectation is to make City Hall Park look better then staff will add it into the budget and Council can discuss it. Also, Riverlife is currently under a construction maintenance contract through 2020 and if the expectation is for that to be maintained at a high level of maintenance then another maintenance contract should be done and added into the budget. Kilian felt levels of service and maintenance should be equalized and not focused disproportionately downtown and was not for putting more money into certain downtown parks for the sake of aesthetics. Polley thought before Riverlife the only park receiving extra attention downtown was the 400 Block and she discussed the difference between community and neighborhood parks. She asked again about their expectations for City Hall Park. Peckham felt for civic pride it should look good. Neal was interested in renderings

and associated costs. Polley said staff will work it into its budget and bring it back. A budget change could always be done if needed but a recommendation would be brought forward.

6. Discussion and Possible Action Recommending Approval of Gas Easement with Wisconsin Public Service for the Installation of a Gas Line along Stettin Drive through Brockmeyer Park – Peckham clarified that the line is not through Brockmeyer Park but along the edge of it. Polley said Wisconsin Public Service Corporation recently received a request to upgrade or provide new electric and gas service at Stettin Drive, in the City of Wausau. This request will require new or upgraded facilities to be installed on property that the City owns at Stettin Drive in the City of Wausau. The Committee is asked to recommend approval of this easement to the City Council. Lindman commented that if the electric is buried there it would be possible to put a sidewalk there in the future and that it would be a matter of putting WPS on notice within the easement that at some point the City plans on putting a sidewalk which potentially could be over that utility. **Motion** by Neal, second by Kilian to approve the easement with the ability to install a sidewalk over the easement if needed. Motion **carried** by voice vote, vote reflected as 5-0.

7. Discussion and Possible Action Requesting Funds for an Environmental Consultant to Prepare Recommendations to Test the Waters and Sediment of the Wisconsin River Above and Below Water Runoff Area from Wauleco Site – The chairman withdrew this item from the agenda.

#### 8. Educational Items

A. Dog Park Special Committee Update – The Dog Park Special Committee met on August 17 however a quorum was not present. The members present reviewed signage for the park and provided staff with direction. The parking lot has been graded and prepped. Public Works has paved the first lift of the parking lot. Staff will now finish the grade around the parking lot and the 2<sup>nd</sup> asphalt lift can be installed. The waterline for the drinking fountain is installed and the concrete pad and sidewalk is complete. Finally the fence will be installed in early September. Fencing will be placed outside of the cap that is on the site. Polley is seeking clarification from the DNR regarding the fence.

B. Project Update – Pleasant View Park: New playground installation is complete. Upon completion of a successful safety audit the playground will open to the public. Athletic Park: Phase IV/First Base Line Renovation project is starting this week. Staff will work with the individual contractors to provide information and support services as requested. Forest Park: New playground installation has started. Staff will remove old playground equipment and start assembly of new components. Electrical service and meter base is being installed for power and lighting. Yawkey Park: Fountain and pergola have been recently cleaned and fountain is now operating. Barker Stewart Island: Invasive species removal and site remediation work will begin on September 1<sup>st</sup>. Park staff has a FECON (Brush) Mower acquired to use in the operation. Dog Park: Parking lot has been paved. Park staff will begin soil remediation and turf work adjacent to the concrete and paving areas. Asphalt curbing work will follow (DPW) on the road edges. City Pools: Pools are being filled and operated for one day to check and test mechanical systems for any needed maintenance. Routine Operations/Programs: Mowing Operations; all three mowing crews are in routine mode. Urban forestry program; EAB treatments winding down; tree trimming, removals, stump grinding, Building and structure maintenance. Shelter reservations and Special Events; Equipment maintenance and repair; Restroom Maintenance; increased maintenance (daily) and staffing due to Covid-19 recommendations.

C. Riverside Park Testing Update and Next Steps – Additional testing has been completed. The City is now waiting for the results and remediation recommendations.

9. Future Agenda Items – Riverside Park Soil Remediation, Angel of Hope Memorial, Sylvan Bike Trail, developing a naming rights policy

10. Next Meeting Date – October 5, 2020 at 4:30pm

11. Adjourn - **Motion** by Neal, second by Kilian to adjourn at 5:10 p.m. Motion **carried** by voice vote, vote reflected as 5-0.