



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Wausau Policing Task Force of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMITTEE OF THE WHOLE**  
Date/Time: **Tuesday, May 28, 2024 at 8:00 P.M. or immediately following the Council meeting.**  
Location: **City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers**  
Members: Carol Lukens, Michael Martens, Terry Kilian, Tom Neal, Gary Gisselman, Becky McElhaney, Lisa Rasmussen, Sarah Watson, Vicki Tierney, Lou Larson, Chad Henke

### AGENDA ITEMS FOR CONSIDERATION

- 1 Call to Order
- 2 Educational presentation by City/County Park, Recreation & Forestry Department relative to history of the joint department, operations, overview of proposed contractual agreement and potential solutions for the functional role of the city's Parks and Recreation committee.
- 3 Adjournment

Lisa Rasmussen, Council President

Members of the public who do not wish to attend in person may view the meeting live or after the fact via the internet on the City of Wausau's YouTube Channel, <https://tinyurl.com/WausauCityCouncil>, or live by cable TV on Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail prior to the meeting start, the City Clerk, at: [kaitlyn.bernarde@ci.wausau.wi.us](mailto:kaitlyn.bernarde@ci.wausau.wi.us) and mention "Committee of the Whole" in the subject line. All public comments, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

**This notice was posted at City Hall and transmitted to the Wausau Daily Herald on 05/23/2024 @ 4:30 PM.**

*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](mailto: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.*

# Wausau & Marathon County Parks, Recreation & Forestry

## An Overview



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

# Overview

---

1. Who We Are;
  - Department Overview, Mission and Structure
2. How We Got Here;
  - Building the Park System
3. Operating Now and Into the Future



# Who we are: *Wausau & Marathon County Parks, Recreation & Forestry Department*

---

OPERATES TWO SEPARATE PARK SYSTEMS (SINCE 1924) & COUNTY FOREST SYSTEM – CITY CONTRACTS W/ MARATHON COUNTY

## **Marathon County:**

- 17 County Parks ranging from 0.42-1453 acres
  - Picnicking, hiking, swimming, fishing
  - Camping – 162 sites + 2 group sites
- 10 County Forests ranging from 269-9433 acres
- Specialized facilities
  - Two Ice Arenas
  - Shooting Range
  - Peoples Sports Complex
  - SunnyVale Softball Complex
  - Marathon Park - Marathon Junction, Splash pad, train, fairgrounds, pickleball
- Recreation Programs
- Park Enforcement

## **City of Wausau**

- 39 Parks ranging from 0.2 to 73 acres
- Urban Forestry Program - approx. 25,000 street trees
- Recreation Programs
- Specialized facilities
  - Sylvan Tubing Hill and Mountain Biking
  - Athletic Park
  - 3 outdoor aquatic centers
  - Eau Claire River Conservancy
  - Whitewater Park
  - Skate Park
  - 400 Block
  - Boat Launches
  - River Edge Trail



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



# Mission Statement

---

## **Parks, Recreation and Forestry Mission Statement:**

Adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making our County a desirable place to live, work and play



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



# Parks, Recreation & Forestry Department Structure

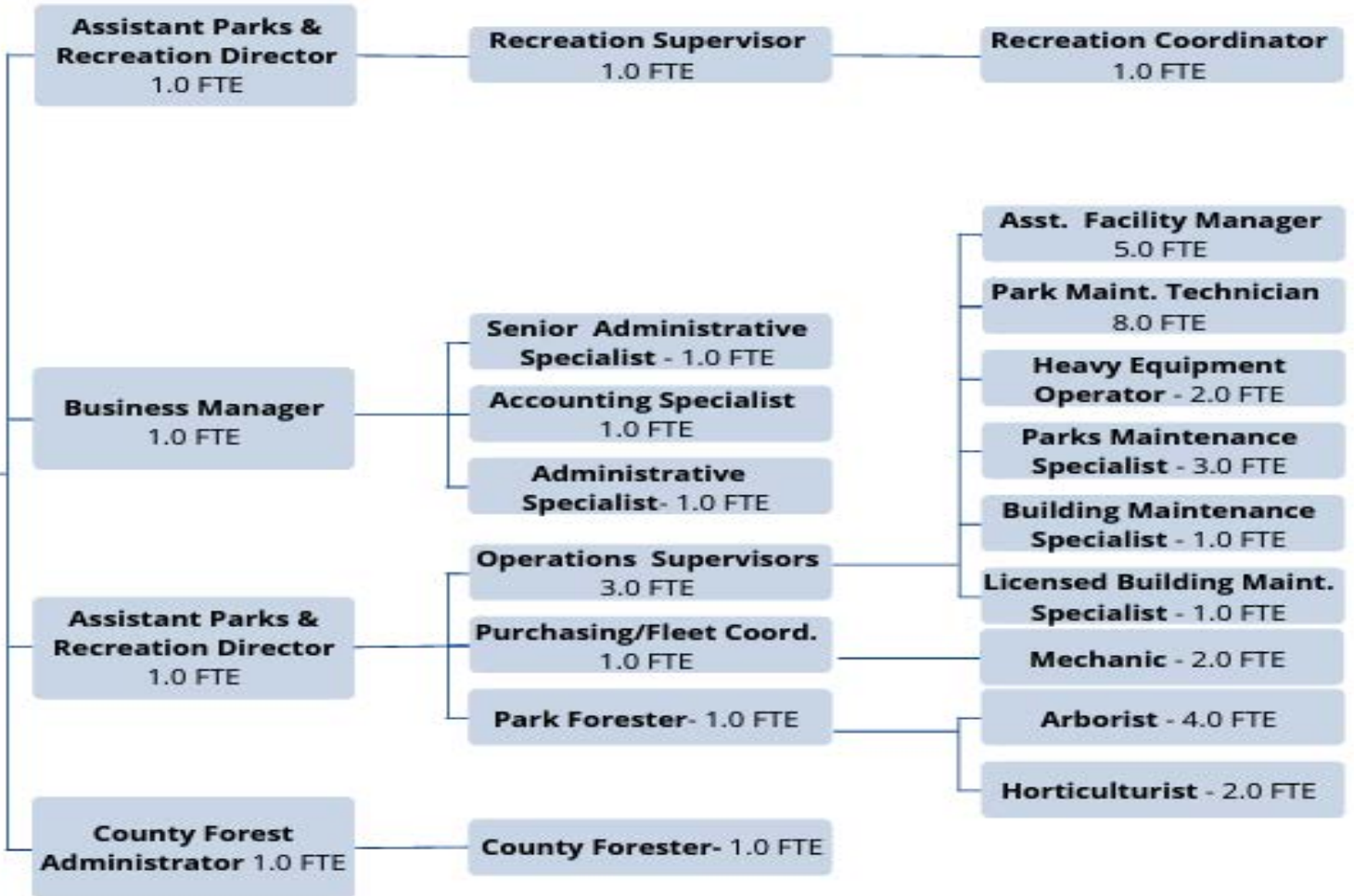
**OUR TEAM**  
44.0 FTE  
120+ PT

All County Employees



**Jamie Polley**  
Parks, Recreation & Forestry Director  
*since 2018*

**Parks, Recreation. & Forestry Director**  
1.0 FTE



Director reports to County Administrator, longstanding practice for County Administrator to reach out to Mayor during appraisal time for feedback

# How We Got Here

---

**1905**

Wausau Park Board established

**1920**

Marathon County Park Commission established

**1925**

Discussion began to have a single administration for the City Parks and County Parks

**1926**

1<sup>st</sup> administrator was hired that oversaw the City Parks Department and County Parks Department

**1971**

Study Committee formed, recommending reorganization to one department by 1973.



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



# 1973 Wis. Stat. 27.075

---

## Wisconsin Statute Sect. 27.075(1) and 27.075(4)

**(1)** The county board of any county with a population of less than 750,000 is hereby vested with all powers of a local, legislative and administrative character for the purpose of governing, managing, controlling, improving and caring for public parks, parkways, boulevards and pleasure drives; ... The powers hereby conferred may be exercised by the county board in any town, city or village, or part thereof located in such county upon the request of any such town, city or village, evidenced by a resolution adopted by a majority vote of the members-elect of its governing body, designating the particular park function, duty or act, and the terms, if any, upon which the same shall be exercised by the county board. Such resolution shall state whether the authority or function is to be exercised exclusively by the county or jointly by the county and the town, city or village, and shall also state that the exercise of such power by the county is in the public interest. Upon the receipt of the resolution, the county board may, by a resolution adopted by a majority vote of its membership, elect to assume the exercise of such authority or function, upon the terms and conditions set forth in the resolution presented by the town, city or village.

**(4)** The town, city or village concerned may enter into necessary contracts with the county, and appropriate money to pay the county for the reasonable expenses incurred in rendering the park services assumed. ... ausau & Marathon County



**Parks, Recreation  
& Forestry**

# 1974

## Wausau Resolution 71-0550 and Marathon County Resolution R-69-74

---

Effective December 31, 1974 at Midnight:

- City delegated authority to Marathon County to govern, manage, control, improve and care for public parks, parkways, boulevards....
- Wausau Park Board was combined into Marathon County Park Commission
- Employees transferred to the County
- Non-represented employees salaries and benefits shared 50/50.
- Equipment and machinery are split 50/50



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

# Park Commission

---

- Three (3) City Council members recommended to the County Administrator by the Mayor
- Three (3) County Board members from outside the City limits recommended by the County Administrator
- One (1) member who is not a City Council member or County Board member and who shall be mutually agreed upon by the Mayor and the County Administrator\*.
- All members to be approved by the County Board.

\*residency of outside the City of Wausau changed with 1992 agreement



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

# How We Got Here Cont.

---

**1983**

Resolutions passed giving County enforcement authority of City Ordinances to regulate the use of City Parks

**1992**

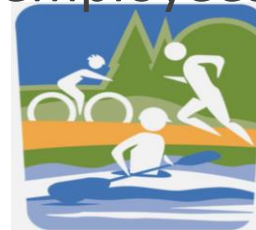
Signed agreement for City/County Park Governance, clarifying makeup of Park Commission

**2002**

County Forestry Department brought under the umbrella of the County Parks Department

**2003**

Agreement for the Assignment of Liability for Acts of the County Parks, Recreation & Forestry Dept employees



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

# Operating Now and Into the Future

---

- Full time and part time/seasonal employees are County employees.
- Employees are allocated based on job responsibilities – many still 50/50.
- Equipment and Machinery is split 50/50.
- Operations facility costs are split 50/50.
- City funds operations of city parks and City CIP projects through City budget process.
- County utilizes job costing to bill the City monthly for actual time worked.



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

# Operating Now and Into the Future

---

- Manages city and county specific contracts and leases (i.e. Athletic Park, Marathon Park Ice Arena, garbage hauling, restrooms, facility use).
- Maintain CivicRec Registration system.
- Maintain website for all City and County parks, facilities and recreation.
- Collaborates on programs and initiatives with other City and County departments and user groups.
- Maintains a small project work plan and annual budget for both the City and the County (any project under \$30,000).



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



# Operating Now and Into the Future

---

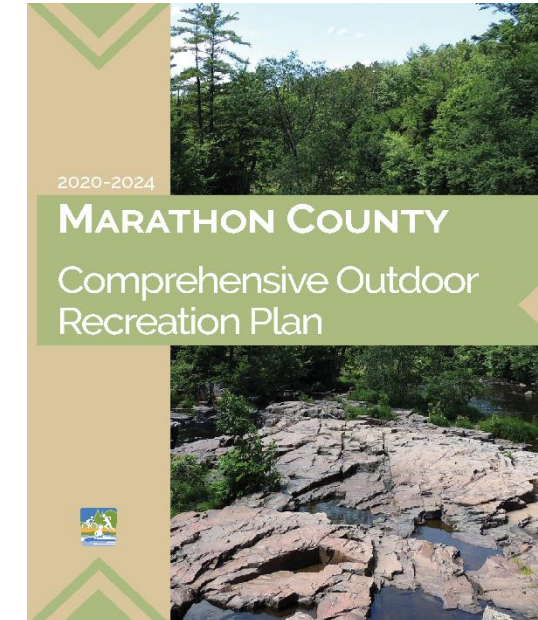
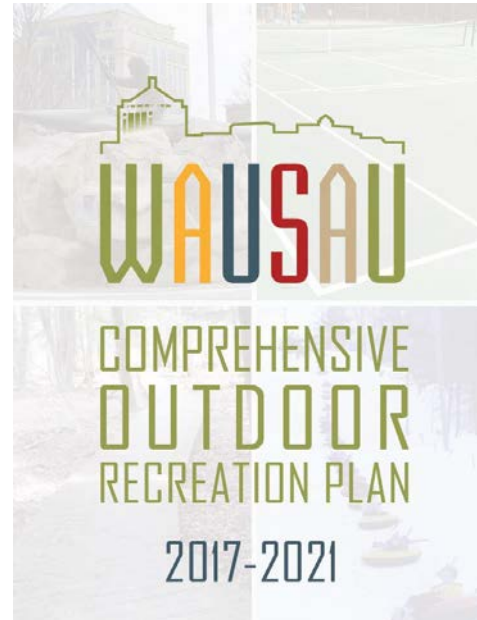
- Develops City and County annual budget and five-year CIP plans.
- Employs four (4) Arborists and a Park Forester to maintain the City's urban forest of 25,000 street trees – Managing EAB.
- Reviews City planning documents for park related items.
- Conducts the planning, design and construction services of all city and county park projects.
- Oversees the enforcement of city and county park rules and works closely with Recreation Sheriff Deputies and Wausau PD.
- Updates Outdoor Recreation Plans



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

# Building Wausau and Marathon County Parks

- County’s Goal: healthiest, safest, and most prosperous.
- Community needs (under-served populations).
- Trends and unique opportunities.
- Partnerships and local resources.



Wausau Comprehensive Outdoor Recreation Plan 2017-2021

Marathon County Comprehensive Outdoor Recreation Plan 2020-2024

Marathon County Forest Comprehensive Land Use Plan -15 Year



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

# Building Wausau and Marathon County Parks

- Grants
- Donations of park improvements and/or funds
- Sponsorships - People State Bank (Peoples Sports Complex)
- Contracts – Wausau Woodchucks, Wausau Cyclones
- Partnerships  
(volunteer hours for maintenance + funding)
  - Central WI Off-Road Cycling Coalition (CWOCC)
  - Wausau Nordic
  - Wausau Area Pickleball
  - Wausau Area Disc Golf Association
  - Wausau Canoe & Kayak Corporation
  - MC United Soccer
  - Wausau Area Youth Hockey
  - Wausau Area Baseball



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

# Building Wausau and Marathon County Parks

---

## Collaborations:

We seek collaborations with organizations that have a similar vision as the County, City and Department

Partners also seek us out based on our mission

## Examples:

- Marshfield Clinic
- Aspirus
- Wausau Noon Optimist
- Kiwanis
- Local municipalities (Kronenwetter, Weston, Marathon City)
- Other City/County Departments (pop up splash pad)



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



# What to Expect

---

- Continued high level of management of both City and County Parks
- Intergovernmental Agreement to provide park services for the City of Wausau – Per 27.075 **(4)** The town, city or village concerned may enter into necessary contracts with the county, and appropriate money to pay the county for the reasonable expenses incurred in rendering the park services assumed. ...
  - **The City has appropriated the money to pay the County per the 1974 resolution but no contract clarifying expectations was developed.**
- Ordinance updates to reflect intergovernmental agreement.



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

# Changes in Funding or Current Service Level

---

NONE\*

\*Unless the City increases/decreases funding or service expectation for which funding is allocated



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



# City Parks and Recreation Committee

---

**2002**

Mayor Lawrence created City Parks and Recreation Committee to increase advocacy of park and recreation needs. Committee was added to the list of standing committees but there is no record of duties.

Committee needs to be clearly delineated, so not to duplicate or contradict county control and management of city parks as established by Wausau Resolution 71-0550 and Marathon County Resolution R-69-74, 1974.



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

Thank you



Questions?



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

## INTERGOVERNMENTAL AGREEMENT TO PROVIDE PARK SERVICES FOR THE CITY OF WAUSAU

*Recitals.* The following recitals provide statutory, policy, and historical context for the creation of the Wausau and Marathon County Parks, Recreation, and Forestry Department and the delegation of City of Wausau Parks operations by the City of Wausau to Marathon County, a delegation under which city parks operations are managed.

**WHEREAS**, Wisconsin Statute Section 27.075(1) permits a County to exercise all powers of a local, legislative, and administrative character for the purpose of governing, managing, controlling, improving and caring for public parks, parkways, boulevards and pleasure drives within a city upon the request of that city as evidenced by a resolution adopted by a majority vote of the members-elect of the governing body of the city and County. Wis. Stat. § 27.075(4) permits the county and requesting city to enter into necessary contracts relative to these duties; and

**WHEREAS**, around 1925, the City of Wausau and Marathon County first elected to approach the service of parks and parkland within the City of Wausau through a combined City-County Park Department. The first department administrator of this combined department was created and hired in 1926; and

**WHEREAS**, In 1971, a County-City Study Committee was created to study the organization of the Wausau Park Board and the Marathon County Park Commission for the purpose of combining these commissions into a single unit. As a result of these studies, per City of Wausau Resolution 71-0550 (Oct. 31, 1974) and COUNTY resolution R-69-74, the City of Wausau (hereinafter "CITY"), delegated to Marathon County (hereinafter "COUNTY") the authority to govern, manage, control, improve, and care for public parks, parkways, boulevards, and pleasure drives within CITY and contracted with the COUNTY for the provision of all CITY park operations, including sharing the cost of staffing and equipment. Under CITY Resolution 71-0550 and COUNTY Resolution R-69-74, a Park Commission was formed as the governing body of the City and County Parks. COUNTY Resolution #R-54-92 further clarified the CITY and COUNTY Park Governance structure of the Park Commission; and

**WHEREAS**, Under CITY Resolution #80332 and COUNTY resolution R-30-83, the CITY and COUNTY agreed that enforcement authority for City Park rules and ordinances would be delegated to COUNTY. Ordinances for the CITY and COUNTY parks were thereafter mirrored.

*Purpose.* This document memorializes the actions taken for the operations and management of the City of Wausau and Marathon County parks. This document further sets forth the existing service levels for Park Services provided by COUNTY for CITY. This document is intended to enhance the understanding of current and future services levels for staff and elected officials.

*Identification of Existing Services.* The existing services provided by COUNTY to CITY are understood to be provided under the following terms:

- 1) *Operation.* The COUNTY Parks, Recreation & Forestry (PRF) Department shall operate and maintain all CITY parks in a reasonable and satisfactory manner to the CITY and as outlined herein. The Scope of Services provided by PRF to CITY shall be as further defined in the Scope of Services, attached hereto as Addendum A.
  - a) *Authority of the Park Commission.* The COUNTY Park Commission is authorized to monitor and recommend policy relative to park services and programming provided to CITY. The Park Commission is specifically charged with approving all policy relative to implementation of park

services by the Department, including those applicable to CITY. Any capital projects solely owned by or solely benefiting CITY shall be separately approved by CITY.

- b) *Authority of the Department Director.* The COUNTY Director of PRF is authorized to act for and on behalf of the CITY in all City of Wausau park matters, subject to the duly authorized Marathon County Park Commission and the City of Wausau Mayor, as well as all applicable law.
- 2) *Status of Employees.* All regular employees of the PRF Department are considered to be COUNTY employees for all personnel and payroll purposes and are subject to the COUNTY rules, procedures and ordinances, including applicable COUNTY personnel and Human Resources policies.
- 3) *Equipment and Machinery.* The COUNTY and the CITY shall share, on a 50/50 basis, the purchase price of machinery and equipment purchased and used solely for PRF Department purposes in both the CITY and COUNTY parks. Jointly purchased equipment will be titled in the COUNTY's name. The CITY and COUNTY shall allocate equal funds in the amount of \$209,680 or greater, the exact amount to be set by the County Board in its annual budget, to PRF Rolling Stock.
- 4) *Staff costs.* The CITY and the COUNTY shall share the full cost, based on hours worked, of all COUNTY PRF department staff including administrative, professional, supervisory staff, seasonal, and part-time staff, with the exception of those positions that are directly allocated to specific CITY or COUNTY programs. Any additional full-time staff positions requested by the Department shall be duly approved by both the CITY and the COUNTY prior to filling of such additional positions during the budget cycle, and once approved shall be reimbursable at 50% shared cost or as identified in approved position requests under this section. The COUNTY shall provide recommendations from the County Human Resources Department in regard to new positions, staffing levels, etc. The CITY shall fully fund those positions which are used exclusively for CITY park operations; however, such individuals will also be COUNTY employees and subject to the same employment terms as all other employees of the Department.
- 5) *Facility costs.* The CITY shall reimburse the COUNTY on a 50/50 basis for the cost of PRF Department administrative office space and utilities provided in COUNTY owned facilities. Costs associated with the use, operation, and maintenance of the PRF operations shop on Pardee Street shall be shared 50/50 by CITY and COUNTY through routine budgeting and payment of operating expenses. The PRF Department's administrative office shall be housed in COUNTY facilities and shall not be split between multiple physical locations unless mutually agreed upon by the parties; however, where necessary and practical, the PRF Department may provide staff at CITY facilities to coordinate certain CITY park functions.
- 6) *Operations within CITY.* The CITY shall pay the complete costs of all operations conducted in CITY parks on behalf of the CITY by the COUNTY PRF Department, under a budget submitted to and approved by the CITY in the same manner as other CITY department budgets.
- 7) *Liability for CITY operations.* The CITY shall be responsible for providing, at CITY expense, non-deductible comprehensive liability insurance coverage which fully covers Marathon COUNTY employees when engaged in the operation or maintenance of CITY-owned facilities and property and CITY supported programs including parks, street tree program, and the CITY recreation programs. The

CITY shall assume the full liability for COUNTY employees when engaged in such operations for the benefit of or on behalf of the CITY, which liability is willingly assumed by the CITY.

8) *Facilities Operated.* As of 2024, the PRF Department shall maintain and operate the following properties and facilities on behalf of the CITY:

- Airport Sports Park
- Alexander Airport Park
- Anne's Tot Lot
- Athletic Park
- Barker Stewart Island
- Big Bull Falls Park
- Boileau Field
- Brockmeyer Park
- City Hall Park
- Eau Claire River Conservancy
- Forest Park
- 400 Block
- Gilbert Park
- Hammond Park
- Horgan Park
- Kaiser Pool
- Lincoln Tot Lot
- McIndoe Park
- Memorial Park
- Non-Park Boulevards & Triangles
- Oak Island Park
- Isle of the Ferns Park
- Paff Woods Nature Preserve
- Pleasant View Park
- Reservoir Park
- Rib River Park
- River Highlands Park
- River Edge Parkway
- Riverlife Park
- Riverside and Picnic Island Park
- Scholfield Park
- Schulenberg Pool
- Stewart Park
- Swiderski Park
- Sylvan Hill Park
- Tenth Street Park
- Three "M" Park
- Two Hearts Dog Park
- Westview Terrace Park
- Whitewater Park
- Woodson Park
- Yawkey Park

- 9) *Addition of Parks of Facilities.* If any additional parks or park facilities are acquired by the CITY, those parks or park facilities shall be governed by this Contract and the CITY expressly agrees to pay for all work performed thereon. It is understood that the CITY's acquisition of such property is subject to budget constraints and identification within the current City Comprehensive Outdoor Recreation Plan. A new park or park facility shall be served consistent with the terms outlined herein.
- 10) *Verification of Costs.* The PRF Department shall maintain and keep all records, logs, time sheets and other documentation within WORKDAY, or its successor enterprise resource planning software, sufficient to verify the cost of operations between the CITY and the COUNTY.
- 11) *Fixed Asset Schedule.* COUNTY shall provide to the CITY a complete and updated fixed asset schedule relative to all jointly purchased property owned by COUNTY and purchased pursuant to CITY's contract with COUNTY. The detail on the report must include the type of asset, acquisition date, description, useful life and current value. The schedule shall be updated each year with the closing of the COUNTY's accounting system and a copy shall be made available to the CITY upon request.
- 12) *CITY Capital Projects.* For any capital projects solely owned by or solely benefiting CITY, the Director shall follow the process for presenting capital projects as set forth by the CITY. The CITY will be the fiscal agent for all such capital projects.
- 13) *Billing for Costs.* The COUNTY shall bill the CITY for the actual costs of services on a monthly basis. The actual costs of services will be tracked within the COUNTY financial system. Billing shall be for the cost of services and exclude capital purchases. Capital purchases shall be made directly by the CITY. Land acquisition and large construction contracts will be paid directly by the CITY. All payments shall be balanced out on an annual basis in accordance with the closing of the COUNTY's accounting system.
- 14) *Procurement.* PRF shall comply with COUNTY's procurement procedures for all purchases made for COUNTY or joint COUNTY-CITY property, equipment, operations, or programs. PRF shall comply with CITY's procurement procedures for any capital project solely owned by, or solely benefiting, CITY.
- 15) *Legal Services.* PRF shall receive legal services through COUNTY and its Office of Corporation Counsel; however, for any operations, programs, property, equipment, or processes solely affecting or benefiting CITY, PRF shall seek legal services through CITY and its City Attorney. COUNTY and CITY may develop further guidelines relative to the handling of legal services and potential conflicts between COUNTY and CITY as they relate to PRF.
- 16) *Immunities.* CITY and COUNTY shall each remain liable for their own acts and omissions in relation to services provided. Nothing contained herein shall act as a waiver or estoppel of the rights of COUNTY or CITY to assert their rights to all affirmative defenses, limitations of liability, and immunities as specifically set forth in state and federal law, including Wis. Stat. §§ 893.80, 895.52, 345.05, and any related or successor statutes.
- 17) *Review of Terms.* CITY and COUNTY shall endeavor to review the services provided at least every five (5) years.



18) *Whole Agreement.* This Agreement constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, resolutions, ordinances, agreements, representations, and warranties, both written and oral with respect to the Park Services provided by COUNTY to CITY. In the event of any inconsistency or conflict with other understandings, resolutions, ordinances, agreements, representations, and warranties, this Agreement shall control.

DRAFT

## **ADDENDUM A – SCOPE OF SERVICE<sup>1</sup>S**

COUNTY will provide the following services to the CITY:

### **SECTION I – ADMINISTRATION**

#### **(A) ADMINISTRATIVE SERVICES**

- (1) Organize manpower to meet CITY needs.
  - a. Assess staffing needs to meet workloads, make appropriate recommendations to COUNTY Human Resources Department.
- (2) Negotiate and approve CITY-specific contracts and leases including, but not limited to, the following: garbage hauling, portable restrooms, facility use agreements, Athletic Park user contracts, Athletic Park food concession contract, Kayak Corporation agreement, shelter and facility rental contracts.
- (3) Maintain CivicRec or equivalent reservation and scheduling system.
- (4) Sell daily and annual passes for all CITY park facilities.
- (5) Recommend to the CITY ordinance changes to better protect the CITY's resources and investment.
- (6) Cooperate with CITY's insurance carrier in the investigation of accidents and claims.
- (7) Keep photo files current of city facilities for use in marketing.
- (8) Maintain "lost and found" records regarding personal property recovered by PRF staff from CITY-owned parks.

#### **(B) PUBLIC SERVICES**

- (1) Provide information on parks and programs to customers in a courteous manner.
- (2) Maintain current maps and brochures electronically and printed where cost effective.
- (3) Maintain a website with current parks, facility and program information.
- (4) Provide signage necessary to operate the park system.
- (5) Answer complaints within five (5) working days.
- (6) Meet with major park users, including but not limited to, Wausau Woodchucks, Youth Baseball, Legion Baseball, Kayak and Canoe Corporation, Convention and Visitors Bureau, Wausau Area Events, River District, Youth Soccer, Youth Lacrosse on a regular basis regarding their programs.
- (7) Reserve all park shelters and facilities.
- (8) Reserve all athletic fields and courts.
- (9) Reserve parks for special events in keeping with CITY ordinances and existing Park Commission policy. Review CITY special event permits and coordinate park and park facility use with City Clerk.
- (10) Respond to citizen requests to place equipment on CITY park property according to existing policy, CITY ordinance and PRF Department needs.

#### **(C) CREATE A POSITIVE INFLUENCE THROUGHOUT THE CITY BY:**

---

<sup>1</sup> This Addendum A only addresses services CITY is receiving and/or sharing with COUNTY. All services specifically for COUNTY have been excluded on purpose.

- (1) Keep alders informed about CITY programs by updating the Common Council annually at one regularly scheduled Common Council meeting between January 1 and March 31. An annual report will also be included in the Common Council agenda packet.
- (2) Network with business, industry and community leaders including Central WI Convention and Visitors Bureau, Chamber of Commerce, Parks and Recreation Foundation, Downtown River District, Wisconsin Valley Improvement Company, Wisconsin Public Service, Wisconsin Department of Natural Resources, MCDEVCO, Wisconsin Department of Tourism and Office of Outdoor Recreation, Wausau School District, State and National Park and Recreation Organizations, among others.

**(D) COOPERATE WITH ALL UNITS OF GOVERNMENT, SERVICE ORGANIZATIONS AND USER GROUPS TO MEET RECREATION NEEDS**

- (1) Cooperate with Wausau School District and other local municipalities or public agencies in sharing equipment and facilities. Plan with the school district and/or public agencies to cooperate in new activities and initiatives when appropriate. Make recommendations to the Park Commission for policy changes or new programs.
- (2) Coordinate with Wausau Public Works, Marathon County Highway Department and Wausau School District to share equipment, talent and resources for cost effective and efficient services where practicable and appropriate.

**SECTION II – OPERATIONS**

**(A) ADMINISTRATION AND CONSTRUCTION**

- (1) Select all equipment necessary to perform and carry out CITY park program.
- (2) Select all material necessary to perform and carry out CITY park program.
- (3) Establish space requirements for equipment and material storage and repairs, shop fabrication, employee locker space, lunchroom, rest rooms and any other space needed for support facilities.
- (4) CITY will pay one-half of the costs of operation shop repairs, maintenance and improvements and one-half costs of all shared equipment. CITY will pay total cost of equipment used entirely for CITY programs.
- (5) If COUNTY contracts for services to other agencies, CITY will be reimbursed for equipment used in the performance of other contracts.
- (6) Provide CITY with the additional estimated cost of new, additional, or remodel space needs one (1) year in advance for anything over fifteen thousand dollars (\$15,000).
- (7) Maintain a five-year equipment replacement schedule.
- (8) Provide CITY with five (5) year program of small construction and major maintenance needs including estimated costs. CITY decides which projects to fund. COUNTY PRF staff are authorized to determine how to complete the projects (i.e. using internal versus contract resources).
- (9) Small projects done through the small project fund in the past include, but not limited to, picnic shelter/building renovation and remodeling, fences, sidewalks, slabs, benches, backstops, ball diamonds, soccer fields, tennis court grading, lighting, roads, trails, bridges under twenty (20) feet, culverts, parking lots, guard rails, bleachers, dugouts, tennis court backstops, tables, playground installation, under-ground irrigation, storm sewers, electric services, drinking fountains, flagpoles, curb and gutter, boat landings, vault toilets, steps, equipment sheds, and fountains.

**(B) MAINTENANCE**

- (1) Maintain parks and facilities at the current maintenance levels according to recognized and acceptable community standards.
- (2) Perform start-up, operations and shut-down for seasonal facilities including Schulenberg pool, Kaiser pool, Memorial pool, Sylvan Hill Tubing, park fountains, Athletic Park, irrigation, ice rinks and seasonal park shelters and restroom facilities. Changes in operations of CITY facilities will be reviewed by the Park Commission and recommended to the CITY as needed.
- (3) Perform unanticipated maintenance as soon as possible. When necessary, fill out destruction and loss report form and report to the COUNTY for insurance filing.
- (4) Inspect each playground weekly and make any necessary changes or corrections
- (5) Inspect each park at a minimum two times per year to keep facility inventory up to date and document complete work orders to address items in need of correction.
- (6) Provide user contact and monitoring, janitorial service, cleanup, and outside safety inspections of all park facilities as usage requires utilizing full-time and seasonal staff.

**(C) URBAN FORESTRY**

- (1) Will annually provide the following services on CITY-owned trees and shrubs: planting, pruning, watering, fertilizing, trimming and removing street trees and park trees and stumps; clearing sidewalks, signs and intersections; performing inventory and inspection; respond to citizen questions, concerns and complaints.
- (2) Submit to the CITY for approval during the budgeting process an annual work plan which includes the number and location of trees to plant by priority, trimming schedule by priority and number of trees to remove. The reports shall also contain the annual number of trees to be treated and removed consistent with the Emerald Ash Borer plan. The report shall also include the hours spent on storm damage, damage from vehicles, vandalism or other unforeseen causes of damage to CITY-owned trees and shrubs covered by the Urban Forestry program.
- (3) Respond to unanticipated needs such as storm damage, vandalism, citizen calls and complaints.
- (4) Coordinate street tree program with Department of Public Works, Wisconsin Public Service, water utility and local construction projects.
- (5) Monitor for insect and disease problems and present mitigation plans to the CITY for approval.
- (6) Carry out Emerald Ash Borer management plan.
- (7) It is expressly understood by CITY that planned work may not be accomplished because of unforeseen acts such as storm and vandalism damage and citizen calls. The City will be updated on the progress of the planned work in the annual report.

**(D) HORTICULTURE**

- (1) Maintain greenhouse at Park Operations facility.
- (2) CITY, through the annual budget process, may increase or decrease flower planting program depending on available staff and funding.
- (3) Plant and maintain shrubs, ground covers and ornamental plantings per the City's budgetary process. CITY may eliminate or reduce maintenance through annual budget process.
- (4) Perform insect, disease and weed control as needed.
- (5) Re-establish turf after any event detrimental to turf conditions.

**(E) RECREATION**

- (1) Coordinate recreation programs.
- (2) Hire, supervise, schedule seasonal employees for swimming pools, ice rinks, park attendants, Sylvan Hill, Athletic Park and recreation programs.
- (3) Coordinate with user groups to arrange for facilities for their activities either on or off CITY property.
- (4) Meet with new user groups to define their activity, organize themselves and find space for their activity.
- (5) Provide media coverage of opening and closing of all park facilities and programs.
- (6) Develop electronic seasonal activity guide(s) that highlight events and activities.
- (7) Coordinate with other local entities where there are shared activities.
- (8) Mediate disputes between user groups.
- (9) Hold scheduling meetings for facility user groups.
- (10) COUNTY will collect money from program participants, pass purchases, shelter rentals and events. CITY program/facility revenue will be transferred to the CITY monthly.

**SECTION III – TECHNICAL SERVICES****(A) PLANNING**

- (1) Cooperate with all phases of CITY planning as it relates to parks and as related to the adopted CITY Comprehensive Outdoor Recreation Plan.
- (2) Review master plans, conceptual and preliminary site plans, construction plans as provided by the CITY. Provide CITY with written comments and suggestions. Meet with appropriate CITY officials or contractors regarding plans.
- (3) Provide CITY with list of parks and recreation needs. Cooperate with CITY planner in park and recreation planning activities.
- (4) Contract planning services on behalf of CITY and administer contract.
- (5) Provide five (5) year capital improvement plan.
- (6) Request grant funding and administer grants when awarded.

**(B) ACQUISITION**

- (1) Contract for appraisals.
- (2) Negotiate with owner for acquisition approved by CITY.
- (3) Negotiate with developer for land dedicated under the Parkland Dedication Ordinance. Assist CITY staff in setting Parkland Dedication fees.

**(C) DESIGN**

- (1) Provide designs, specifications and cost estimates as per staff abilities to meet program of work.
- (2) Contract design services, specifications and cost estimates as needed to meet agreed upon program of work.
- (3) Develop park and trail maps to be displayed on the Department website and design fliers, brochures, social media posts and promotional graphics as needed.
- (4) Provide contract administration.

(D) ENGINEERING

- (1) The PRF Department will provide in-house planning/design and engineering services for CITY park and recreation programs and projects based on the following:
  - (a) Agreed upon program of work (see annual budget, five-year CIP, five-year maintenance/small project plan)
  - (b) Capabilities of PRF Department staff.
- (2) The planning, design and engineering work that is beyond the expertise or staffing capabilities of the PRF Department will be accomplished through cooperation with the CITY departments (DPW, Engineering, City Planning) or by contract either directly through the PRF Department or in cooperation with other CITY departments.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first above written.

\_\_\_\_\_  
City of Wausau

\_\_\_\_\_  
Marathon County

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date