



MARATHON COUNTY PARK COMMISSION AGENDA

Date and Time of Meeting: Tuesday, November 29, 2022 at 10:30am

Meeting Location: 212 River Dr. Wausau WI 54403, Room 5

The meeting site identified above will be open to the public. Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number: 1-408-418-9388 Access code: 2480 965 7517. When you enter the telephone conference, PLEASE PUT YOUR PHONE ON MUTE!

Park Commission Members - Commissioners: Dawn Herbst, Jean Maszk, Allen Opall, Rick Seefeldt, Kelly Zagrzebski, Carol Lukens, Lou Larson

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Parks, Recreation and Forestry Department Mission Statement: *Adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work, and play.*

Agenda Items

1. **Call to Order**
2. **Public Comment Period – Not to Exceed 15 Minutes – Any Person Who Wishes to Address the Commission Must Provide, Name, Address and the Topic to the President of the Commission No Later than Five Minutes Before the Start of the Meeting. Topics must be relevant to the Committee’s area of jurisdiction.**
3. **Approval of the Minutes of the November 1, 2022 Park Commission Meeting**
4. **Policy Issues for Discussion and Committee Determination**
 - A. Discussion and Possible Action by Committee
 1. Park Facilities Reservation Policy
5. **Operational Functions Required by Statute, Ordinance or Resolution:**
 - A. Discussion and Possible Action by Committee
 1. None
 - B. Discussion and Possible Action by Committee to Forward to the Environmental Resource Committee for its Consideration
 1. None
6. **Policy Issues for Discussion and Committee Determination for Consideration by Environmental Resources Committee**
 - A. None
7. **Educational Presentations/Outcome Monitoring Reports**
 - A. Project Update (Winterizations, Tree removals, Memorial tree planting, Marathon Park Ice, Big Rapids Shelter, Emerald Ash Borer)
8. **Announcements**
 - A. Next Meeting Date & Time, Location – Tuesday, January 3, 2023 at 10:30am, 212 River Dr. Room 5 Wausau, WI 54403
 - B. Future Agenda Items –
9. **Adjourn**

Signed /s/ Jamie Polley
Presiding Officer or Her Designee

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk’s Office at 715-261-1500 or e-mail countyclerk@co.marathon.wi.us one business day before the meeting.

(Email/Fax: Daily Herald and other news media

Date November 23, 2022 Time 10:30 a.m.

By Jodi Luebbe

THIS NOTICE POSTED AT THE COURTHOUSE

Date _____ Time _____

By _____

AGENDA SUMMARY

4A1. Discussion and Possible Action Updating the Park Facilities Reservation Policy

Each year the department gets additional requests for facility reservations. The facility reservation policy that we currently utilize was last updated in 1992. In the past 20 years technology has changed allowing for requests to be submitted via email and through our online reservation software. Users can now book a facility 24 hours a day, 7 days a week, 365 days a year. Attached is the policy with recommended changes from staff. A few of the changes include:

1. Multi day events can reserve one year from the date of the first date within the series.
2. The department shall notify a previous event holder, in good standing with the department, if a request for their date has been made, a response time will be required.
3. Approval of the events is a function of the Department and no longer the Commission.
4. Processes that are no longer utilized are deleted.

The Park Commission is asked to provide feedback to staff regarding the changes to the facility reservation policy and move its adoption.

7A. Project Update

Winterizations

- Water system winterization is complete
- All boat docks have been removed for the season

Tree Removal Updates

- Trees have been removed and stumps ground at Nine Mile to widen some ski trails

Memorial Tree Planting

- Memorial tree planted at Nine Mile for Cory Wilcox

Marathon Park Ice

- Marathon Park warming house for the ice rink is in place

Big Rapids Shelter

- Big Rapids shelter roof has been replaced

Emerald Ash Borer

- EAB infested trees have been removed at Bluegill Bay

DRAFT
MARATHON COUNTY PARK COMMISSION

Date and Time of Meeting: November 1, 2022 at 10:30am Location: Room 5 at 212 River Drive, Wausau WI 54403

Park Commissioners present: Dawn Herbst, Jean Maszk, Allen Opall, Kelly Zagrzebski-(via-webex)

Park Commissioners excused: Carol Lukens, Lou Larson, Rick Seefeldt

Staff present: Jamie Polley-Parks, Recreation and Forestry Director, Andy Sims-Assistant Director-Operations, Marcus Aumann-Assistant Director-Community Services-(via-webex)

1. Call to Order – Vice-President Herbst called the Park Commission meeting to order at 10:35am. Official notice and the agenda for the meeting was posted publicly in accordance with the State statutes.

2. Public Comment – none brought forward.

3. Approval of the Minutes of the October 4, 2022 Park Commission Meeting – Motion by Maszk, second by Opall to approve the October 4, 2022 meeting minutes. Motion **carried** by voice vote, vote reflected as 4-0.

4. Policy Issues for Discussion and Committee Determination

A. Discussion and Possible Action by Committee

1. Marathon County Rural Bike Route Network Map – Polley explained that the purpose of the development of this map is to identify low traffic routes that connect people with places (i.e. citizens to parks, citizens to communities and parks to communities) as well as provide the Highway Department with a map of the roads that should include enhancements for bicycles at the time the road needs work. The type of bicycle facility added during construction will vary based on the road. The Infrastructure Committee has approved the map. The Highway Department will use this map when they apply for funding and be more deliberate about which roads should have an extra wide shoulder, separate trail, painted bike lanes, etc. so that they are improved for bike/pedestrians. Members discussed some preferred changes to the route from Mosinee to Big Eau Pleine Park. Questions were answered and discussion followed. **Motion** by Opall, second by Maszk to move to adopt the Marathon County Rural Bike Route Network Map. Motion **carried** by voice vote, vote reflected as 4-0.

5. Operational Functions Required by Statute, Ordinance or Resolution:

A. Discussion and Possible Action by Committee - None

B. Discussion and Possible Action by Committee to Forward to the Environmental Resource Committee for its Consideration – Proposed Amendments to Chapter 19 of the Marathon County Code of Ordinances – Polley discussed the proposed changes. The first item is to add words to the sentence that reads no person shall deposit or leave any residential or commercial “*belongings or*” waste material in any waste receptacle or other area in any County park. This is to discourage people from leaving items such as food, blankets or supplies in the parks. The second item is where parts of the ordinance say “established” roads and parts of it say “paved” roads to make it all consistently say “established” roads. This comes from allowing ATV/UTV’s in the parks on all established roads because not all campground roads are paved. The third item is to make it clear that hiking and running is not allowed on groomed ski and snowshoe trails by adding the words “*groomed*” and “*snowshoe trails*” to the existing language. Under camping regulations, the wording under campsite capacity will be changed to say that no more than “*two sleeping units may occupy a campsite. Two units may consist of*” one travel trailer, pickup truck camper or motorhome “*and one tent or two tents with no camper/(the word trailer may also be added in)*” ~~shall occupy a campsite~~. The number of campers has been clear but not how many tents. **Motion** by Maszk, second by Opall to forward the proposed amendments to Chapter 19 of the Marathon County Code of Ordinances on to the Environmental Resources Committee with the changes as suggested. Motion **carried** by voice vote, vote reflected as 4-0.

6. Policy Issues for Discussion and Committee Determination for Consideration by Environmental Resources Committee

A. None

7. Educational Presentation/Outcome Monitoring Reports for Discussion

A. Project Update – Winterizations – Water system winterization is nearing completion, including irrigation. Campgrounds closed on 10/31. Sports Complex closed on 10/31. Boat launches have been removed for the season. Boat and Camper storage is complete. Nine Mile Updates – Ski trail restoration underway at Nine Mile. Kiosk upgrade at Nine Mile. Memorial Benches – Two memorial benches completed (Rib Falls, Marathon Park). Marathon Park Ice – Second sheet of ice at Marathon Park opened on 10/29.

8. Announcements

A. Next Meeting Date & Time, Location–Tuesday, November 29, 2022 at 10:30am, 212 River Drive, Room 5, Wausau, WI 54403.

Polley mentioned there was a timber sale bid opening where one of the sales is at Big Eau Pleine Park. This is a second sale in the park that is being managed to take out dead, dying and diseased trees. The first sale was done in the south campground last year and this one will be done in the west campground. Staff has worked with the highest bidder on a sale before and they do a good job. Polley said our maintenance specialist, Mark Ruthe, had passed away a couple days ago and it has been hard on staff.

B. Future Agenda Items – none brought forward

9. Adjourn - Motion by Herbst, second by Maszk to adjourn the meeting at 11:15 am. Motion **carried** by voice vote, vote reflected as 4-0.

PARK FACILITIES - RESERVATION POLICIES

WAUSAU/MARATHON COUNTY PARKS, RECREATION & FORESTRY DEPARTMENT COMMISSION
Wausau, Wisconsin

Administrative Directive No. 5906

Dated: ~~March 19, 1992~~ November 29th, 2022

TO: SUPERVISORY PERSONNEL
SUBJECT: RESERVATION ADVANCE

Reservations for park buildings or facilities are on a first come-first serve basis and may be made no more than one year to date in advance, i.e., on the same day of the month that the event is planned for in the following year. (Example: One may make a reservation for June 25 of next year on June 25 of this year). ~~Reservations can be made online through the department~~ DEPARTMENT's recreation software. Special event reservation requests (P663 Forms) can be submitted via email or in person at the Park Office. ~~In the event that the one year to date reservation falls on a day that the Park Office is closed, the earliest reservation day shall be the next following work day.~~

Multiple Day Events

Events spanning multiple consecutive days or event series spanning multiple nonconsecutive days may submit their request 365 days from the date of the first event within the series. Should any event request to occupy a date or space traditionally occupied by another event, in good standing with the ~~department~~ DEPARTMENT, the ~~department~~ DEPARTMENT shall provide the previous existing event with notification that another event has requested its date and require confirmation of the existing events intent to continue or discontinue the event/usage. The previous existing event will have 30 days to confirm intent and this response will dictate the new events potential usage.

Events Requesting the Same Date Tie-Breaker

In the event that two parties wishing to rent the same facility ~~arrive at the Park Office~~ are received by the ~~department~~ DEPARTMENT at the same time, the following rules will determine who will be awarded the disputed facility:

- A. City of Wausau residents and ~~City of Wausau based organizations firms~~ will have precedence for City of Wausau park facilities over non-City residents and firms.
- B. Marathon County residents and ~~Marathon County based organizations firms~~ will have precedence for Marathon County park facilities over non-county residents and firms.
- C. Marathon Park Fairgrounds facilities will be awarded first to previous renters in good standing, and second by B above.
- D. In the event that A, B and/or C above do not apply, the disputed facility will be awarded by the flip of a coin.

There are two exceptions to the ~~365 day above~~ rule:

Class I -- Any organization which plans national, state or regional events with a customary lead time greater than one year may ~~appear before the Park Commission and~~ Request, in writing to the DEPARTMENT, an exemption to this policy. Events granted such exemptions are not normally recurring on an annual basis.

Class II -- Those events which have civic, educational, entertainment or youth oriented activities, which have been accepted by the community, which return on an annual basis and/or which require a specific date for their successful performance. Each exception must be approved by the ~~DEPARTMENT, Marathon County Park Commission~~. Once approved, the event/sponsor(s) will remain approved for all subsequent events unless deprived of their privilege for cause, or unless the event or sponsors terminate. ~~All such approved exceptions are listed below:-~~ Examples of events listed as Class II Exceptions include but are not limited to the following:

Class II Exception Examples:

Art Weekend, 4th of July Celebration, Art in the Park/Art World/Antique Show, Summer Kickoff,

Badger State Games, Blues Fest

For all events ~~granted a on the Exception List~~ Class II Exception ~~bys,~~ the ~~Park Department~~ DEPARTMENT will be allowed to book their event ~~grant an ten day extension beyond prior to~~ the one year advance date defined above. ~~At the end of this period, if~~ If the sponsor has not contracted for the next year ~~by the one year advance date,~~ the ~~Park Department~~ DEPARTMENT will assume that the sponsor is defunct or not interested in renewal and will open the facility and rental date to other renters.

RESERVATIONS PER CONTRACT

A separate contract form (P663) must be completed for each reserved commercial or non-commercial special event. An event is defined to be an activity using a park facility extending over any number of contiguous days, including set-up and take-down dates.

COMMERCIAL EVENT LIMITATION

No singular commercial event may occur more than once per calendar quarter in the same park facility. Singular commercial events shall be defined as essentially similar events sponsored by the same corporation, company, group, individual or subsidiary or associate thereof. ~~(An exception was made for Ken Ruether for his craft shows in the East Gate Hall at 4-13-94 Park Commission meeting to allow a waiver of this directive with the stipulation for a one-year trial period with rentals occurring in the months of March, April, November and December. 11/6/95 Per WLD Arrangement extended to 1995-96.)~~

~~WILLIAM L. DUNCANSON~~ Jamie Polley
Parks, Recreation & Forestry Director