



MARATHON COUNTY PARK COMMISSION AGENDA

Date and Time of Meeting: Tuesday, June 29, 2021 at 10:30am

Meeting Location: Conference Room #5, 212 River Drive, Wausau WI 54403

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Commission members and the public to attend this meeting remotely. To this end, instead of attendance in person, Commission members and the public may attend this meeting by telephone conference. If Commission members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number: 1-408-418-9388.

Access Code: 146 853 3274 Password: DWq5ns5eJD3 (39756753533 from phones and video systems)

If you are prompted to provide an "Attendee Identification Number," enter the "#" sign. No other number is required to participate in the telephone conference

When you enter the telephone conference, PLEASE PUT YOUR PHONE ON MUTE!

Park Commission Members -

Commissioners: Dawn Herbst, Jean Maszk, Allen Opall, Pat Peckham, Rick Seefeldt, James Wadinski, Kelly Zagrzebski

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.**
- 3. Approval of the Minutes of the May 4, 2021 Park Commission Meeting**
- 4. Policy Issues for Discussion and Committee Determination**
 - A. Discussion and Possible Action by Committee
 1. Welcome to New Park Commission Member
 2. Election of Officers – Nomination and Election of Park Commission President and Vice President
 3. Summer Parks Tour Parks of Interest
- 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. 2022 Staffing Requests

7. Educational Presentations/Outcome Monitoring Reports

- A. Park Update –Marathon Park Playground, County Playgrounds, Marathon Park, Horticulture Program, Routine Operations
- B. 2021 Fair Agreement and Sponsorship
- C. 100+1 County Parks Anniversary

8. Announcements

- A. Next Meeting Date & Time, Location – Tuesday, August 3, 2021 at 10:30am at Park Operations 900 Pardee St followed by Joint Meeting with the Fair Board
- 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.

FAXED TO DAILY HERALD

(Email/Fax City Pages, Marshfield News, Midwest Radio Group)

Date June 24, 2021 Time 4:25 p.m.

By Jodi Luebbe

THIS NOTICE POSTED AT THE COURTHOUSE

Date _____ Time _____

By _____

DRAFT
MARATHON COUNTY PARK COMMISSION

Date and Time of Meeting: May 4, 2021 at 10:30 am

Meeting Location: Conference Room 5, 212 River Drive, Wausau WI 54403

Park Commissioners present: Dawn Herbst, Jean Maszk-(via webex), Allen Opall, Pat Peckham, Rick Seefeldt-(via webex), James Wadinski

Commissioners Excused: Connie Conrad

Staff present: Jamie Polley-Director, Greg Freix- Asst. Director of Operations

1. Call to Order – Vice-President Peckham called the Park Commission meeting to order at 10:30am. 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 March 30, 2021 Park Commission Meeting – Motion by Herbst, second by Opall to approve the March 30, 2021 Park Commission meeting. Motion **carried** by voice vote, vote reflected as 7-0.

4. Policy Issues for Discussion and Committee Determination

A. Discussion and Possible Action by Committee

1. **Projects Submitted for COVID Recovery Funding** – Polley explained that the County will be receiving federal recovery funds. At this time the specific guidelines for the allowed uses for the funding has not been released from the US Treasury. Preliminary information indicated the funds could be used for water, sewer and broadband infrastructure and tourism projects. In preparation for receiving the recovery funding Administrator Leonhard has asked for a list of potential projects relating to water, sewer and broadband infrastructure that would enhance the park system and the assets of the County. Polley discussed the potential projects which include Big Eau Pleine and Dells of the Eau Claire Campground Shower/Restroom Buildings, Big Eau Pleine and Dells of the Eau Claire Cellular Service, Big Eau Pleine Dump Station Improvements, Dells of the Eau Claire Dump Station Installment, Dells of the Eau Claire Managers Cabin Holding Tank Replacement, Nine Mile Chalet and Sanitary Expansion, and Marathon Park Water System Looping and Cross Connection Control. Freix discussed some of Marathon Park’s water system issues in detail. The projects discussed would substantially enhance the parks in which they are in, providing much desired amenities and positively impacting the program/facility revenue. Questions were answered and discussion followed.

2. **Summer Parks Tour Dates and Parks of Interest** – Polley discussed a few possible dates. Commissioners narrowed the date down to Thursday, August 26th. Commissioners and staff will bring forth parks of interest at the next meeting.

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 – None

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

A. **2022 Capital Improvement Projects** – Polley discussed the 2022 proposed Park Capital Improvement project requests in detail. Projects include playground replacement, restroom replacements, Big Eau Pleine Park road repairs, Marathon Park Cattle Barns 1 & 2 roof replacement, and Mission Lake Park east parking lot replacement. Polley noted that all of the projects meet the parks five year outdoor recreation plan and are listed as either high or medium priority. Future forecasted projects include playground replacements, restroom replacements, Big Eau Pleine road repairs, Rib Falls Park development, possibly Big Eau Pleine Park horse camping, a park system master plan, Marathon Park improvements and new ice arena. Polley discussed rolling stock which is split between the City and County. **Motion** by Wadinski, second by Herbst to approve the proposed 2022 Capital Improvement Project requests and move them on to the Environmental Resource Committee. Motion **carried** by voice vote, vote reflected as 7-0.

7. Educational Presentation/Outcome Monitoring Reports for Discussion

A. Park Update - Mission Lake Playground: Sand replacement with engineered wood fiber. Park Cleanup: General park cleanup is almost complete. Water Systems: Plumbing reassembly and seasonal meter installation continues. All facilities should be up and running by mid-May. Marathon Park Boat and Camper Storage: Customer pickup of boats and campers is almost complete. (May 1 deadline). Campgrounds: Site grading and general cleanup is underway. Campgrounds open May 1. Dells of Eau Claire Park river trails: Trail repairs from river washouts is in progress. Eagle Scout completed a project adding signage and blue trail markings to mark the Forest Preserve Trail and highlight the direction to the group campground and main shelter. Sunnyvale Softball Complex: Concession stand remodel work and irrigation work in progress. Peoples Sports Complex: Fields are being prepared for opening day and asphalt repairs are underway adjacent to concession/restroom building. There was significant settling around the concession stand again this year. Routine Operations/Programs: Mowing operations are beginning in many routes. Urban forestry program is doing tree trimming and removals. Building and structure maintenance. Shelter reservations and special events are beginning. Equipment maintenance and repair.

B. Partners Update – People Sports Complex, Cyclones Hockey

People Sports Complex: The sponsorship agreement with Peoples State Bank for the sponsorship of the sports complex is finalized. A press release was sent out and all new signage will be installed at the complex by May 14th just before the large Marathon Cup soccer tournament starting May 15th. Staff from our department and from Peoples State Bank will be available to talk to the media at a set time on the 15th. That time is still to be determined. Our department has also contracted with US Workstories to put together a new promotional video of the People Sports Complex highlighting the partnership and how it benefits Peoples State Bank, Marathon County and the community.

Cyclones Hockey: The Wausau Riverwolves will now be called the Wausau Cyclones. The team's ownership changed hands last week. The new owners are a group of local residents who are excited to bring back the Wausau Cyclones. There was a group called the Wausau Cyclones that began in 1972 and played until the early 2000's. Our department had a great working relationship with the previous owners, Teri and Duncan Woodhull. We are very excited to begin working with the new ownership group, Hockey Management Group, LLC. Hockey Management group has signed the amendment to continue the existing contract which the commission approved on March 30, 2021.

8. Announcements

A. Next Meeting Date & Time, Location–Tue., June 1, 2021 at 10:30am, Rm 5 or via Webex, 212 River Dr., Wausau WI

B. Future Agenda Items – parks of interest for the park tour

9. **Adjourn** – **Motion** by Opall, second by Herbst to adjourn at 11:30am. Motion **carried** by voice vote, vote reflected as 7-0.

AGENDA SUMMARY

4A1. Discussion and Possible Action Welcoming New Park Commission Member

Welcome to Kelly Zagrzebski. She was appointed to the Park Commission by the County Board on June 22, 2021. Her resume is attached to the packet.

4A2. Discussion and Possible Action Election of Officers – Nomination and Election of Park Commission President and Vice President

The Park Commission members are asked to nominate and elect a President and Vice President of the Park Commission for the next one year term.

4A3. Discussion and Possible Action Setting 2021 Summer Parks Tour Parks of Interest

The Commission is asked to discuss the parks and amenities they would like to see on the tour scheduled for Thursday, August 26th

6A. Discussion and Possible Action Recommending Two New Full Time Staff beginning in 2022

Staff will review the current staffing structure, number of employees and recently added park facilities and tasks under the responsibilities of the department. Based on the current workload staff is requesting two new full time positions. A description of each position is included in the packet. One position is a Recreation Supervisor that would be a direct report to the current Recreation Superintendent. This position would be funded 40% by the County and 60% by the City. The primary responsibility of this position would be aquatics and managing the three outdoor aquatic centers in addition to other aquatic programming. Adding this position would allow the Recreation Superintendent to focus on enhancing the recreations programs offered by both the City and the County increasing the program revenue received for each entity.

The second position requested is a Maintenance Technician. This position would be under the direction of the Operations Manager and is needed based on the added amenities, events and maintenance requirements. Hiring a maintenance technician will allow the department to enhance the services we provide to the community and allow other staff to more efficiently manage their work load. This position would be funded 50% by the County and 50% by the City.

The Park Commission is asked to recommend the addition of these two positions to the Environmental Resources Committee for further recommendation to the Count Board and City Council.

7A. Park Updates

Marathon Park Playground:

Installation of the equipment with the contractor has begun and should be complete by July 1st. Working to set a date for the poured in place surface installation.

County Playgrounds:

Replacement of sand with Engineered Wood Fiber continues (approximately 70% complete). Big Eau Pleine Park Playground has been removed and the new playground will be installed by our staff within the next month.

Marathon Park:

Stump cleanup from late spring Ash Tree removals is underway. (Process was delayed due to required cleanup from last windstorm).

Horticulture Program:

All beds and planters were recently planted with flowers at county buildings and facilities.

Routine Operations/Programs:

Mowing Operations

Urban forestry program; tree trimming, removals.

Building and structure maintenance.

Shelter reservations and Special Events

Equipment maintenance and repair

7B. 2021 Fair Agreement and Sponsorship

In 2021 our department will be providing additional staffing for the Fair as the Fair's Building and Grounds Superintendent (BGS). For several years the fair provided their own BGS and our department provided that position with two full-time staff (and additional help as needed) for the week prior to, during and after the fair. The Fair's BGS has chosen not to come back. The Fair has agreed to cover the cost of this position upon receiving sufficient revenue. The Fair has also agreed to provide the department with sponsorship opportunities throughout the fair including the Pardee St gate, Sponsorship of the Rodeo and our logo on the electronic board in the grandstand each night. Our logo will also be featured in the fair brochure, social media and banners within the park.

7C. 100+1 County Parks Anniversary

The 100+1 County Park Anniversary is still scheduled for August 28th from 3-9pm in Marathon Park. The tentative schedule for the celebration includes:

3-6pm Food Trucks

Parks and Sheriff's equipment on display

Train Rides

Splash Pad

3:30-7pm Wagon Rides (still confirming this)

Activities (Arts and craft, foam area, obstacle course, bags tournament, inflatables, photo booth, etc.

Local entertainment

6-8pm Band – Hello Weekend

8:30pm/dusk Fireworks!

We would love to have the Park Commission present at the event, please mark your calendars.

Kelly T. Zagrzebski

EXPERIENCE

WEC Energy Group LLC., Wausau Wisconsin (1992 to present)

Original hiring company was Wisconsin Public Service; which ultimately became a part of WEC Energy Group LLC. in 2016.

Senior Communications Specialist/Local Affairs Leader

This is a hybrid role works to achieve community and local governmental support for corporate initiatives. While managing the external environment by maintaining long-term relationships with key decision makers monitors the concerns of the community and works to create a positive image for the company and its employees. All through developing, executing, managing and coordinating communication strategies, activities and programs for key audiences.

Selected Communication Specialist Duties

- Identify strategic issues, facilitate planning and message alignment
- Regional Media Relations
- Crisis and incident command (PIO)
- Special project landowner and stakeholder communications
- Leverage effectiveness of corporate sponsorship and special events.
- Communicate and cooperate with other company departments to develop coordinated programs, policies and procedures

Selected Local Affairs Leader Duties

- Garner local government and approvals for projects
- Build coalitions and design community projects
- Special project outreach (review, advise, plan and execute plans)
- Monitor local community and development issues
- Monitor local utility issues in the political environment; Summarize community issues and trends
- Build strategic partnerships and outreach for corporate initiatives.
- Analyze and act on internal/external issues from a multi-segment consumer and stakeholder base
- Lead and be a resource in defining and addressing business/community needs and concerns

University Wisconsin Stevens Point, Stevens Point, Wisconsin (1997 to 2018)

Adjunct Professor

Responsible for the dissemination of the Wisconsin K-12 Energy Education Program (KEEP). Initiate and facilitate the development, dissemination, implementation, and evaluation of energy education programs in Wisconsin Schools.

Selected Job Duties

- Design class structure to best ensure the resources available
- Facilitation of the class structure to meet all of the recommendations as well as Communicate and cooperate with educators in Wisconsin to promote the program

Lincoln Industries, Tomahawk, Wisconsin (1989 to 1992)

Adult Daily Living Supervisor

Responsible for the daily living education of developmentally disabled adults. Concentrations were on budgeting, hygiene, cooking, driving and work ethic. In 1992, assumed additional case management responsibilities for 20 different individuals.

Selected Job Duties

- Successfully implemented various daily living classes, which were reinforced with home visits
- Developed budgeting class for new adults preparing to move out of the group home
- In cooperation with Family Planning Health Services, developed a sexuality class for adults preparing to be married

EDUCATION

Masters: Communication, UW-Stevens Point, 2001

BA Sociology, UW-Stevens Point, 1989

Certifications

Certification in Therapeutic Coaching, The Meta Institute, 2010

Certificate in Community Economic Development, Neighborhood Reinvestment Corporation, 2005

Certificate in Community Relations, Boston College, 1999

Wisconsin Emergency Management Training

Basic Public Information Officer (G290-B)

Advanced Public Information Officer (G299-A)

FEMA – US Department of Homeland Security
Introduction to the Incident Command System (ICS-100)
ICS for Single Resources and Initial Action Incidents (ICS-200)
2010 Emmetsburg, Maryland Community Drill (Portage County)

Texas A & M Engineering Extension Service – FEMA – US Department of Homeland Security
Disaster Management for Public Services

Community Leadership Training
Leadership Portage County, 2010
Leadership Lincoln County, 2008
2005 Sustainability Education "Vacation" in Sweden
Wisconsin Women in Government Leadership Certificate, 2006
Leadership Antigo, 2001
Leadership Wausau/ Marathon County, 2000
2000 US-China Business Exchange Representative

Wisconsin Public Service Internal Training
Leadership Training: Competitive Excellence Training, Leadership training Wisconsin
Public Service Corporation, Steven Covey's Seven Habits of Highly Effective People,
Advanced Facilitation Training, Dr. Deming's Profound Knowledge and Leadership 2000
(Zenger Miller), Edison Electric Institute (EEI)—Test Administrator

CURRENT BOARDS

Marathon County Civil Service Commission (2000 to Present)
Marathon County Parks Foundation Board (2015 to Present)
Merrill Area United Way Board (1994 to Present)
NorthCentral Technical College – Utility Advisory Panels (2018 to Present)
Portage County Business Council – Board of Director (2015 to Present)
Public Service Credit Union – Board of Director (1997 to Present)
UW-Stevens Point College of Natural Resources –Advisory Board (2015 to Present)



Marathon County Citizen Participation Form

Thank you for your interest in becoming involved with Marathon County Boards Committees or Commissions. Placement based, in part, on your responses to the following questions; please provide us with some information to use when considering your appointment by completing the questions below. You are welcome to attach additional information such as your resume or vitae that may further support your appointment. For additional information, visit Marathon County's Web Site at <https://www.co.marathon.wi.us/> This form will remain on file for three years. A list of existing Boards, Commissions and Committees (including general information) can also be found on our website. Please consider becoming a part of this important Community Resource Group.

Contact Information

Date

5/6/2021

First Name *

Kelly

Last Name *

Zagrzebski

Address: *

City: *

Wausau

Zip Code: *

54401

Phone *

Email *

Years as a Marathon County Resident *

Since 1995

Occupation/Employer, if applicable

Local and Governmental Affairs Leader at WEC Energy Group

Business Information

Business Name

WEC Energy Group

Address:

1700 Sherman Street

City:

Wausau

Zip Code:

54401

Choose Boards/Commissions and/or Committee *

- | | |
|---|--|
| <input type="checkbox"/> Administrative Review Board | <input type="checkbox"/> ADRC-CW Advisory Committee |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Capital Improvement Committee |
| <input type="checkbox"/> Central Wisconsin Airport Board | <input type="checkbox"/> Central WI Economic Development Board (CWED) |
| <input type="checkbox"/> Children With Disabilities Board | <input type="checkbox"/> City-County IT Commission |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Community Action Program Board |
| <input type="checkbox"/> Diversity Affairs Commission | <input type="checkbox"/> Local Emergency Planning Committee |
| <input type="checkbox"/> Environmental Resources Committee (ERC) | <input type="checkbox"/> Board of Health |
| <input type="checkbox"/> Highway Safety Commission | <input type="checkbox"/> Land Information Council |
| <input type="checkbox"/> Metallic Mining Committee | <input type="checkbox"/> Metropolitan Planning Commission |
| <input type="checkbox"/> North Central Community Services Program Board | <input type="checkbox"/> North Central WI Regional Planning Commission |
| <input checked="" type="checkbox"/> Park Commission | <input type="checkbox"/> Public Library Board |
| <input type="checkbox"/> Social Services Board | <input type="checkbox"/> Solid Waste Management Board |
| <input type="checkbox"/> Transportation Coordinating Committee | <input type="checkbox"/> Veterans Service Commission |
| <input type="checkbox"/> WI Valley Library Service Board of Trustees | |

Why are you interested in serving on these particular Committees? *

I am interested in supporting the recreation aspect of our community. I believe the Park's Department does a wonderful job on our resources - I would like to be able to support them.

What qualifications can you bring to these Committees? *

I have been a part of the Marathon County Park Foundation for a number of years, I work for WEC Energy Group/Wisconsin Public Service and my path often crosses with the Park's Department on various projects such as Barker Stewart Island, Kayak Course.

On what other Committee(s) are you currently serving, if any?

Marathon County Civil Service Commission. Marathon County Park Foundation, Marathon County Local Emergency Planning.

Other Community Involvement

I am involved with the Portage County Business Council, Merrill Area United Way as well as serving on the board of directors for the Public Service Credit Union

References(Please Include 3)

Reference

First Name *

Rick

Last Name *

Socha

Address:

City:

Wausau

Zip Code:

54401

Phone *

Relationship to You *

Co-worker

First Name *

Ann

Last Name *

Werth

Address:

City:

Wausau

Zip Code:

54403

Phone *

Relationship to You *

Friend

First Name *

Dave

Last Name *

Schneider

Address:

City:

Wausau

Zip Code:

54401

Phone *

Relationship to You *

Coworker

Additional Information

You are welcome to attach additional information such as your resume or vitae that may further support your appointment.

Attachment(s)

Resume 2021 KTZ.docx

18.9KB

250 MB maximum file size

Signature *



Please sign here:

Former Operations Management

Operations Superintendent
Horticulture Supervisor
Construction Supervisor
Maintenance Supervisor
Park Manager I
Park Manager II
Park Manager II
City/Park Forester
Storeroom Manager

Current Operations Management

Assistant Director –Operations
Operations Manager
Operations Manager (2017 SC)
Operations Manager
City Park/ Forester
Purchasing Specialist

Former Operations Field Staff

Maintenance Specialists: 9
Senior Maintenance Specialists: 3
Urban Forestry Specialists: 6
Maintenance Technicians: 17
35

Current Operations Field Staff

Maintenance Specialists: 7
Senior Maintenance Specialists: 2
Urban Forestry Specialists: 6
Maintenance Technicians: 13
28

Former Operations Seasonal Staff

15-20

Current Operations Seasonal Staff

90-100

Added Facilities, Programs, Services

City:

Athletic Park Renovations

Barker Stewart Island

Brockmeyer Park

Sports Fields

Jo Jo's Jungle

City Hall Park

Dog Park

Eau Claire River Conservancy

Riverlife

400 Block

Kickbusch Plaza

Lincoln Tot Lot

Anne's Tot Lot

Pool Renovations

Oak Island:

Skateboard Park

Playground

Paff Woods Nature Preserve

River Edge Trail

River Highlands

Sylvan Recreation Area

Two tubing hills; snow making, grooming, maintenance

Cross Country Ski Trails; grooming

Bikes Trails

Westview Terrace

Whitewater Park

Non Park Grounds:

Boulevards:

Water Systems

Irrigation Systems

Fountains: 400 Block, Woodson, River life Concession, River Life Bridge,

Snow Removal Operations

County:

Big Eau Pleine Park

Campgrounds:

Electrical Systems

Water Systems

Firewood Processing

Disc Golf Course; User group

Biking Trails; User group

Horse Trails: User Group

Duane Corbin Shooting Range (Previous Chief Ranger)

600 yard range

45X90 Geographic Marker

Sports Complex **OM**

Mountain Bay Trail

Marathon Park:

Marathon Junction

Concession Building

Train

Non Park Grounds:

Nine Mile Forest

Cross country Ski Operations

Snowmaking?

Mountain Biking

Snow Shoeing

Winter Fat Tire Biking?

Forest Units; Road and trail work i.e. grading, culverts, mowing, brushing, etc.

Snow removal operations and landscape services:

Courthouse

Library

Social Services

River Drive Buildings

Events

Everywhere!

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Parks, Recreation & Forestry _____ Date: May 31, 2021 _____

Position Requested: Recreation Supervisor _____ FT PT FTE 40%
(If unsure of classification, indicate "To be determined") Number of Positions: 1 _____

Division Position Will Be Assigned To: Recreation _____
(Indicate NA if not applicable)

Projected Start Date of Position: January 1, 2022 _____ Priority Number of This Position: 1 _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes the position provides opportunities to Marathon County residents to engage in recreation activities enhancing their quality of life. It has been a goal of County Administration to increase the recreation offerings of the County to increase the revenue generated from recreation programs. Currently the summer workload of the Recreation Superintendent (funded 80% City, 20% County) does not allow for that enhancement. The time requirement it takes to operate, manage and staff three aquatic centers, a splash pad, summer playground and tennis program and Marathon Junction does not allow for increased programming. It is proposed to add a Recreation Supervisor that would report to the Superintendent whose main responsibility would be to manage and operate the pools, splash pad and all aquatic programs freeing time for the Recreation Superintendent to focus on enhanced programming. It is also the expectation that this position would increase aquatic programs year round.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Our mission statement is to 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. Recreation programming can offer fun and unique recreational experiences. There are very few organizations within the City that offer family recreation. Enhancing these offering through the County and City programming will provide youth, adults and families healthy recreational opportunities.

B. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

Our department is called the Wausau/Marathon County Parks, Recreation & Forestry Department. Recreation is a staple of what we do and for as long as we have documented the City/County have only employed ONE full time recreation professional. The current Recreation Superintendent is responsible for three aquatic centers (all rebuilt from basic pools to aquatic centers over the last 6 years), splash pad, playground programs, special events and the tennis program. The pool management alone takes most of this positions time leaving very little time for any other programming. It has been a goal of the County and City to expand recreation offerings to the community however this has not happened to the extent expected due to the time restraints of the single recreation staff.

A Recreation Supervisor would work under the direction of the Recreation Superintendent and would primarily be assigned to aquatics. This position would train and supervise the staff of the three aquatic facilities, splash pad and water aerobics programs. They would also increase the aquatic programming

offered year round. Possibilities of additional year round aquatic programming include fall and winter swimming lessons utilizing the UWSP-Wausau pool or NCHC pool. The Recreation Superintendent would still ultimately oversee the aquatic operations but would gain time to increase recreation programs and special events year round. The department has offered the playground and tennis programming for a long time. This year our department added pickleball programming a few small special programs such as scavenger hunts and Movin with the Mayor. The possibilities to add more are endless. More programming also increases the revenue generated for both the City and the County.

- C. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

This position will benefit the County by increasing program revenue through programming that this position develops and increased programming and events by the Recreation Superintendent. In our experience our community is looking for activities and events to participate in. There is demand for youth, adult, senior and family programming from introductory sports to arts and craft. The programs that we develop will be to meet the needs of the community. We will not offer or continue to offer programs that the community is not interested in.

- D. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

The alternative will be to continue to operate as we do today. The Recreation Superintendent establishes the programs and balances their time between the demands of the pools and the programs that can be offered effectively. We will continue to hire a student intern to assist the Recreation Superintendent each year and utilize seasonal staff.

- E. What will be the effect if the proposed position is not created?

The department will continue to try to increase programming with the staff and resources available.

- F. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

The effectiveness of this position will be determined by the number of successful programs offered and increased program revenue. We do understand that programs have to begin somewhere and some may be successful, some may fail and some have to be revamped.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

- Plans, coordinates, supervises, implements, and evaluates recreation programs, classes, and events. 40%
- Interviews, hires, trains, assigns and reviews work, schedules and approves time off for recreation program seasonal employees; acts on problems and concerns; identifies need for additional staff and completes corresponding job descriptions. 25%
- Directs and supervises seasonal recreation program managers. 10%
- Coordinates facility scheduling, setup and services for recreation programs, classes, and events. 5%
- Writes grant proposals and applications. 1%
- Researches future recreation needs and opportunities. 5%
- Develops proposals for modifying existing programs and events and creating new. 5%
- Writes and updates recreation program and employee manuals. 2%
- Investigates costs and purchases materials and supplies for recreation programs, classes, and events. 5%
- Maintains knowledge of current recreational trends, community needs and desires, recreation administration principles and techniques, and safety standards regarding recreation. 2%

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

This position will coordinate programs and special events with other department such as Chinese New Year with UW Extension, Hunter Safety Classes with the Sheriff's department, trail tales with the Library, etc. however another department may not specifically need the expertise of this position.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

As mentioned in item II B, the current Recreation Superintendent is responsible for three aquatic centers (all rebuilt from basic pools to aquatic centers over the last 6 years), splash pad, playground programs, special events and the tennis program. The pool management alone takes most of this positions time leaving very little time for any other programming. It has been a goal of the County and City to expand recreation offerings to the community however this has not happened to the extent expected due to the time restraints of the single recreation staff.

A Recreation Supervisor would work under the direction of the Recreation Superintendent and would primarily be assigned to aquatics. This position would train and supervise the staff of the three aquatic facilities, splash pad and water aerobics programs. They would also increase the aquatic programming offered year round. Possibilities of additional year round aquatic programming include fall and winter swimming lessons utilizing the UWSP-Wausau pool or NCHC pool. The Recreation Superintendent would still ultimately oversee the aquatic operations but would gain time to increase recreation programs and special events year round. The department has offered the playground and tennis programming for a long time. This year our department added pickleball programming a few small special programs such as scavenger hunts and Movin with the Mayor. The possibilities to add more are endless. More programming also increases the revenue generated for both the City and the County.

The expectation of our department is to increase programming and continue to operate and maintain more and more facilities. The current staffing is not adequate to meet these expectations.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.) \$59,904 total – 60% City, 40% County Please see attached position cost breakdown.

- B. Explain specifically how position will be funded.

Current Funding:

Amount of County tax levy: \$0 % of total costs: 0 %

Amount of any outside funding: \$0 % of total costs: 0 %

Proposed Increase in Funding:

Amount of County tax levy: \$23,962 % of total costs: 40 %

Amount of any outside funding: \$35,942 % of total costs: 60 %

Total Funding if approved:

Amount of County tax levy: \$23,962 % of total costs: 40 %

Amount of any outside funding: \$35,942 % of total costs: 60 %

Source of outside funding: City

Length of outside funding: Annual

Likelihood of funding renewal: Guaranteed as long as the City approves the PRF budget

Would this outside funding be used to offset the levy if not used for this position? No _____

- B. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

The proposed position will most likely not increase revenue to decrease expenditures beyond the cost of the position the first few years however over time this position should be able to continue to narrow the gap and increase more and more revenue.

- C. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the ability to increase programming will provide more services to the community and increase revenue. Investing in this position is an investment into the Parks, Recreation & Forestry Department with the potential of covering the cost of the position or a portion of the position.

- D. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

Will be presented to Parks and Recreation Commission and Environmental Resources Committee on Tuesday, June 29.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Wausau and Marathon County Parks, Recreation and Forestry Department Date: 5/31/21
Position Requested: Maintenance Technician FT PT FTE 100 %
(If unsure of classification, indicate "To be determined") Number of Positions: 2

Division Position Will Be Assigned To: Operations
(Indicate NA if not applicable)

Projected Start Date of Position: 1/1/22 Priority Number of This Position: 1
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County’s mission statement?

Yes, the County’s mission is to be the safest, healthiest and most prosperous County in the state. The PRF Department contributes to the mission through providing high quality parks and recreation programs. The City and the County facilities continue to grow. The City and County are also investing more in the parks by taking care of deferred maintenance items. In addition, the community expects more from our department in terms of service and quality. The department staffing however has not increased to keep up with the increased facilities and higher demands of the community.

B. What is your department’s mission statement and how does position support this mission and/or department strategic plan?

MISSION STATEMENT:

Our mission statement is to 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.

At current staffing levels the Department cannot adequately manage existing park and forest lands, facilities and outdoor recreation opportunities, much less prepare for the needs of future generations. This position will allow us to enhance our maintenance of our existing lands and facilities which in turn enhances the County’s quality of life.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

This position will serve both the City of Wausau park and recreation programs and Marathon County’s park and county forest programs. The PRF Department is experiencing significant increases in facilities, programs, and administrative workload:

FACILITIES

- Riverlife Park.
- 71 acre County Park at Brokaw to be developed.
- Athletic Park phase IV enhancement and expanded facilities.

- JoJo's Jungle Playground
- Enhanced playgrounds at Oak Island, Forest Park, Marathon Park, Scholfield Park, 3M Park, Alexander Airport Park.
- Whitewater Park additional seating.
- Sylvan Hill Bike Park enhancements.
- Sunnyvale Park updates
- New River Edge Trail segment near Thomas St
- Vegetation Management of Barker Stewart Island
- Enhanced programming of the 400 Block,
- Increased staff support for Wisconsin Valley Fair

PROGRAMS

The combination of new and enhanced facilities in conjunction with the successful efforts of the Sports Authority, Ironbull, Wausau Events, and the youth sports associations have produced a large growth in sports tourism and special events based out of our facilities. All of these events require significant planning and administration as well as additional facility preparation and maintenance. In the past year (2019) our facilities have hosted the following major state/regional draw competitions:

- 6 Hockey Tournaments
- 5 Softball Tournaments
- 5 Mountain Bike Races
- 3 Kayak/Canoe Competitions
- 2 Soccer Tournaments
- 2 Cross-Country Ski Races
- 1 Pond Hockey Tournament
- 1 Snow Bike Race
- 1 Marathon
- 1 Triathlon
- 1 Trail Relay Race
- 1 Lacrosse Tournament
- Hmong Festival
- 400 Block concerts on the square, farmers Market
- Blues Festival, Beer and Bacon Fest, Balloon Rally
- Art in the Park
- Etc..

In addition we now host multiple special events weekly in our County and City facilities from spring through fall.

MAINTENANCE/MANAGEMENT

The maintenance workload for operations staff has increased significantly with the addition of these facilities and programs. Staff has daily tasks that continually change based on the current demand for services and what parks need attention. Our maintenance staff is regularly reactive to situations vs proactive due to the high demand and limited staffing.

The total FTE for the department has decreased from 44 FTE to 43.75.

D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

This position will help to distribute the work load among the current staff. One additional maintenance technician will allow staff to address more pressing issues enhancing the quality of our park maintenance ultimately leading to enhanced customer service.

E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

We have considered adding seasonal positions to assist with the workload however seasonal employees require closer supervision and constant training. Seasonal employees are also harder to recruit. We determined that adding a maintenance technician position would most effectively address the increased operations and maintenance needs.

F. What will be the effect if the proposed position is not created?

If the proposed position is not approved the Parks, Recreation and Forestry Department will continue to not be able to effectively maintain programs, events, customer service, or facility operation and services much less additional programs, events or facilities that are currently under construction, about to be constructed or are in advanced planning stages. Program and facility capabilities will not be optimized. Consequently, the availability of high quality, easily accessible, affordable outdoor recreation, sports tourism and special events will diminish. Marathon County and the City of Wausau will not maintain its current quality of life and the economic benefits of being a preferred place to live, work, play, and visit will correspondingly diminish.

G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

The effectiveness of adding a maintenance technician position will be evidenced in a number of ways:

- Customer satisfaction will increase due to programs and facilities remaining available and delivered at more full service levels.
- Increased revenues from better utilization of existing and new facilities
- Improved organizational culture from additional time to more fully accomplish daily maintenance needs.

III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

- Arena work involves ice maintenance operations including operating an ice resurfacer machine (Zamboni). 15%
- Performs routine park maintenance and custodial work including mowing, flooding ice rinks, painting, collecting and disposing litter, sweeping and mopping park buildings, cleaning restrooms, raking leaves, snow removal from sidewalks and park roadways, and putting up/taking down snow fences. 35%
- Provide exceptional customer service to park and facilities users and special event organizers. 10%
- Interact frequently with the public and persons contracted to use the park by providing services and assistance and enforcing park rules. 5%
- Inspects and prepares facilities and grounds for public and private use. 3%
- Inspects parks and facilities for maintenance needs to maintain good order and condition of facilities and reports problems/concerns to supervisor. 2%
- May operate all types of equipment including tractors, loaders, skid steers, Zamboni, trucks and similar equipment. Equipment may be used inside buildings and sometimes near persons using the park facilities. 15%
- Leads seasonal employees engaged in related work. 15%

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The specific knowledges required of this position focuses on the operation and maintenance of park and recreation facilities and the activities and events that occur within them. Many of our facilities are unique and require specialized knowledge, equipment, and materials to operate. Accordingly, no other County Department has these capabilities. Some of the expertise of this position is found at the Highway Department in the area of snow removal. However, it is not feasible for the Highway Department to manage our snow removal as the peak demands for both departments are simultaneous and neither has excess capability.

C. If the work is currently being done by the County, how is it being accomplished (contract basis,

temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The types of work this position performs are currently being done internally within the Parks, Recreation and Forestry Department by a range of other employees. However, not all of the work is being accomplished, some of it is being done by positions that could be better utilized on higher level tasks, and there is no capability to absorb the additional workload from recent, current or future program and facility expansion.

IV. POSITION COSTS AND FUNDING SOURCES

A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.) \$59,904 total – 50% City, 50% County Please see attached position cost breakdown.

B. Explain specifically how position will be funded.

Current Funding:

Amount of County tax levy: \$0 % of total costs: 0 %

Amount of any outside funding: \$0 % of total costs: 0 %

Proposed Increase in Funding:

Amount of County tax levy: \$29,952 % of total costs: 50 %

Amount of any outside funding: \$29,952 % of total costs: 50 %

Total Funding if approved:

Amount of County tax levy: \$29,952 % of total costs: 50 %

Amount of any outside funding: \$29,952 % of total costs: 50 %

Source of outside funding: City

Length of outside funding: Annual

Likelihood of funding renewal: Guaranteed as long as the City approves the PRF budget

Would this outside funding be used to offset the levy if not used for this position? No

C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

The position will help the Department increase facility use which in turn will generate limited amounts of additional revenue. The revenues directly received by our Department will not offset the cost of the position. However, the overall community will receive direct economic benefits from retaining and enhancing our quality of life and being a growing outdoor recreation, events and sports tourism destination.

D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Part of the cost effectiveness of this position is that it will enhance our capability to:

- More effectively complete the work of our existing workforce.
- Accomplish more planned maintenance thereby increasing the lifespan of facilities.
- Increase inspection and monitoring of facilities thereby reducing risk and liability.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

Potential costs could be eliminated by reducing services in other areas.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Marathon County Park Commission will review the proposal on June 29 and the City of Wausau Park and Recreation Committee will review the proposal in July.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date