



MARATHON COUNTY PARK COMMISSION AGENDA

Date and Time of Meeting: Tuesday, February 4, 2020 at 2:00pm

Meeting Location: Conference Room #3, 212 River Drive, Wausau WI 54403

Park Commission Members - Gary Gisselman (President)

Commissioners: Connie Conrad, John Durham, Allen Opall, Pat Peckham, Rick Seefeldt, Dennis Smith

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 – Park Commission**
2. **Public Comment Period – Not to Exceed 15 Minutes**
3. **Approval of the Minutes of the January 7, 2020 Park Commission Meeting**
4. **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. Adoption of a Revised Appendix A – PRF Casual, Seasonal and Temporary Wage Rates
5. **Policy Issues for Discussion and Committee Determination for Consideration by Environmental Resources Committee**
 - A. None
6. **Educational Presentations/Outcome Monitoring Reports**
 - A. Project Update – Nine Mile Trails, Big Eau Pleine Park and Dells of Eau Claire Park Campgrounds, Routine Maintenance
 - B. Program Update – Chinese New Year, Ironbull Winter Triathlon, Badger State Games
7. **Announcements**
 - A. Next Meeting Date & Time, Location – March 3, 2020, 2:00pm at 212 River Dr., Wausau WI 54403
 - B. Future Agenda Items -
8. **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 infomarathon@mail.co.marathon.wi.us one business day before the meeting.

FAXED TO DAILY HERALD

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

Date January 31, 2020 Time 10:00 am

By Jodi Luebbe

THIS NOTICE POSTED AT THE COURTHOUSE

Date _____ Time _____

By _____

DRAFT
MARATHON COUNTY PARK COMMISSION

Date and Time of Meeting: January 7, 2020 at 2:00 pm

Meeting Location: Conference Room 3, 212 River Drive, Wausau WI 54403

Park Commissioners present: Connie Conrad, Gary Gisselman, Allen Opall, Pat Peckham, John Durham, Dennis Smith

Excused: Rick Seefeldt

Staff present: Jamie Polley-Parks, Recreation, Forestry Director, Greg Freix-Assistant Director of Operations

Others present: Brian Kowalski – City Pages

Call to Order – President Gary Gisselman called the Park Commission meeting to order. Official notice and the agenda for the meeting was posted publicly in accordance with the State statutes.

Public Comment Period – none

Approval of Minutes of the December 3, 2019 Park Commission Meeting – Motion by Smith, second by Opall to approve the minutes of the December 3, 2019 Park Commission meeting with a typing correction in section B. WASA’s Use of Sunny Vale Softball Complex to change “*have made not contact*” to “*have not made contact*”. Motion **carried** by voice vote, vote reflected as 6-0.

Operational Functions Required by Statute, Ordinance or Resolution:

A. Discussion and Possible Action by Committee

1. Implementing Comprehensive Outdoor Recreation Plan Recommendation to Create Multimodal Transportation Subcommittee – Polley said this is moving quickly because Infrastructure Committee would like it to come back to them as soon as possible. They see a great benefit in putting a subcommittee together to coordinate where there should be connections between parks and communities and where the County roads might fit in. The plan recommends the creation of a Multimodal Transportation Subcommittee to coordinate with the Wausau MPO, North Central Wisconsin Regional Plan Commission, local units of government, and advocate groups to develop, plan and further priorities for on and off-street Countywide bicycle routes and trails. The plan also states that a dedicated Countywide Bike Plan should be authored and reviewed under the oversight of the Countywide Multimodal Transportation Subcommittee to ensure thorough engagement and continuity. The vision for the subcommittee is to include staff from both the Parks and Highway Department and report to both the Park Commission and the Infrastructure Committee. A Countywide bike routes and trail plan will assist in the planning of future trails and highway improvement plans. It will also assist the County’s towns, villages and cities plan for the routes and trails that will utilize their land and roads.

The subcommittee will have to identify what the Countywide Bike Plan is and what the priorities are. Priorities could be to connect the County parks to the different municipalities and towns, or to provide bike loops or routes. The routes need to be figured out especially when it comes to the County highway system and what roads are safe to put bikes on, what roads aren’t, what town roads need to be used, and what needs to be pursued further for off-road trails. If an area is slated for road reconstruction where a trail could be built alongside the road or the shoulders widened. Another topic of discussion is if other modes of transportation will be considered such as ATV/UTV’s, horses, etc. The former County Administrator had mentioned they should come up with a 26.2 mile route in the County that would be used for all marathons. Polley said when this was put in the outdoor recreation plan it was meant to be more bike/pedestrian but it is labeled multi-modal so what it covers will be up to the subcommittee. Conrad thought it would be helpful to give the subcommittee some base considerations on where to start, such as phases to work on so that it doesn’t seem so overwhelming. Members liked the idea of picking larger parks such as Dells of the Eau Claire, Big Eau Pleine, and Mission Lake and getting those connected to towns and municipalities. Polley felt having the groups on the subcommittee that do organized bike rides would be helpful as they could work to identify making some of their existing routes safer.

After discussion, possible subcommittee members suggested including a staff member from the Highway Department and from the Park Department, someone from the County’s MPO/Bike/Pedestrian Committee, Wausau Wheelers, the City bike/pedestrian committee, Sherriff’s Department, a town representative from the east and west parts of the County, possibly someone from the North Central Wisconsin Regional Planning Commission, and possibly someone from the Central Wisconsin Off Road Cycling Coalition as a member at large. Polley said she will take Commission’s ideas to the Highway Department to see what they may have and they will come up with a list of names and more of a plan to present.

2. Recommending Allocation of Outstanding Usage Payment to Improvements at Sunny Vale Softball Complex – Following the Committee action in December, the unpaid balance of the Wausau Area Softball Association (WASA) for use of Sunny Vale Softball Complex was forwarded to the County’s Corporation Counsel. On December 13, 2019 the County received a letter from WASA proposing the payment to the County of \$87,401 for the majority of the 2013-2015 season balances. Per the State Statute of Limitations the County can go back no more than six years to collect unpaid balances. WASA also requested that the payment go directly towards improvements at Sunny Vale Softball Complex.

Corporation Counsel advised a resolution to the dispute however only the County Board can approve the funding allocation to improve Sunny Vale Softball Complex. The revenue from these outstanding balances was recognized within each respective year they should have been paid however the revenue was not anticipated in the 2019 or 2020 budget. The updated CORP includes recommendations for improvements to the ball diamonds of Sunny Vale Softball Complex. The payment of \$87,401 would assist with the implementation of the plan recommendations without the need to borrow additional funding for these improvements through the Capital Improvement Plan process.

Staff is recommending the Park Commission’s approval and recommendation to the Human Resources and Finance Committee that the monies from the payment be used for the improvement of Sunny Vale Softball Complex, as it relates to softball activities and softball fields. Polley explained that because its revenue that it could be put in the Department’s general fund as an offset for expenses but from an operation standpoint because the capital improvements aren’t funded all that well if the Department had the ability to use it for infrastructure plans that would be desired. Discussion followed and members hoped a plan would be implemented so that something like this wouldn’t happen again. **Motion** by Peckham, second by Durham to make recommendation that the \$87,401 be put towards assisting in operations and improvements at the Sunny Vale Sports Complex facility. Motion **carried** by voice vote, vote reflected as 6-0.

3. Discussion and Possible Action Approving the Draft 2020 Seasonal Park Use and Concession Lease Agreement for Wausau Area Softball Association’s Use of Sunny Vale Softball Complex

Polley said the agreement will be a base agreement for all users of Sunny Vale Softball Complex including WASA. She mentioned that the fees are set and the cost recovery for Sunny Vale Softball Complex is at 55%. Fees are not being discussed today but they may want to look at the cost recovery rate of all the sports complexes in the future. Polley discussed how typically the sports complex users are billed and pay in two installments and generally that practice has been working. Some special events are charged a deposit before their event and that is something they could impose on other organizations. A late fee charge will also be spelled out in the agreement.

Polley said in the years past WASA has had exclusive use of the concession stand and that will change. They have paid for and furnished most of the equipment inside of the concession stand. Discussion followed regarding the equipment and the walk-in cooler. WASA runs the concession stand during all of their activities and has been given the opportunity to run the concession stand during tournaments run by other organizations. If exclusive use of the concession stand is allowed then when a tournament comes in, those tournament organizers don’t have the ability to get revenue from the concessions which is a lot of times why people put on tournaments. Also the County is not making any revenue off those concessions. The fee schedule states that the County gets 10% of gross sales for any concessions and they should be charging the same for the Sunny Vale concession stand just like they do for the Eastbay Sports Complex, the hockey rink, and for special events. The County has not received any revenue from the concession stand in Sunny Vale Park in years and it is inconsistent with what is done in all other concession stands within the County. If exclusive use is not allowed then either the County could buy its own equipment for the concession stand or WASA could be given a 14 day notice to remove their equipment so then the concession stand becomes available to tournament renters. The group that is renting the facility would then be responsible for bringing in their own equipment. Those groups don’t have to rent the concession stand and then it wouldn’t be available for that tournament to use, it would be part of what the tournament asks for. Staff discussed the operations of other concession stands in County as well as City parks. Peckham questioned WASA paying ten percent or a total annual rental of \$2,500. Polley said if its ten percent of gross sales then the County has to rely on the organizations to give them the correct amounts. The County could change the fee schedule and charge a flat rental fee for the concessions such as \$2,500 for the year during the WASA season. If the County were to rent it out just for a tournament they would probably do a per day fee. Polley said this is the County’s agreement being put forward for use of the facility and if a group doesn’t sign the agreement they do not get to use the facility. Polley will finalize the agreement and will not be bringing it back to Commission. Corporation Counsel has told her she does not need to bring facility agreements to Commission but she did in this case because of the past history of WASA and the Sunny Vale Complex. She noted specifically for WASA that they will be given the agreement by January 31st every year and will have until March 15th to sign it. If they do not sign the

agreement they will not have use of the facility for the upcoming season. The agreement is not going to be negotiated unless something was totally missed.

Educational Presentations/Outcome Monitoring Reports

A. Update on Department Restructuring Plan - At their December meeting the County Board approved the restructuring plan of the Parks, Recreation & Forestry Department. Since that meeting the top candidates for the two Assistant Parks and Recreation Manager positions have accepted the positions. One manager started on December 30th and the other Manager will begin on January 13th. On December 30th Greg Freix's title changed to Assistant Director of Operations. The Assistant Director of Community Services position is currently posted and open for applications until January 24, 2020.

B. Project Update - Nine Mile Cross Country Trails: Trails opened on December 16, 2019. Grooming operations continue daily as temperatures allow. With the warm temperatures and rain the days leading up to New Year's, grooming operations had to cease until colder temperatures set in. The soft snow and saturated ground did not allow for machinery to be utilized to groom trails effectively without doing more damage to the current trails. Marathon Park Ice Arenas and Ice Rink: Open skate continues to be well attended on the indoor rinks. Hockey season is in full swing. The Zamboni is in need of repair however parts are on order and a temporary replacement is arranged. Due to warm, wet weather the outdoor rink has not yet been open. Pond hockey will utilize Sunny Vale Lake and not Marathon Park for 2020. Big Eau Pleine Park: Fire wood processing to begin next week (weather permitting) at BEP Park. Staff is removing hazard and downed trees adjacent to and on trails within the BEP Trail system. Routine Operations/Programs: Snow Removal Operations, Urban forestry program; tree trimming, removals, stump grinding, Building and structure maintenance, Shelter reservations and Special Events, Equipment maintenance and repair, Sports Facilities (Marathon Park Indoor Ice Arenas)

Announcements

A. Next Meeting Date & Time, Location – Tues., Feb., 4, 2020 at 2:00 pm, Rm 3, 212 River Drive, Wausau WI 54403

B. Future Agenda Items – none brought forward

Adjourn–Motion by Conrad, second by Smith to adjourn at 3:20pm. Motion **carried** by voice vote, vote reflected as 6-0.

AGENDA SUMMARY

4B1. **Discussion and Possible Action Adopting a Revised Appendix A – Parks, Recreation & Forestry Department (PRF) Casual, Seasonal and Temporary Wage Rates**

Each year it is getting more and more difficult to attract seasonal staff. As we were posting positions for the 2020 season it was recognized that departments were posting different wages for positions of similar nature. It was also recognized that all County departments except for the PRF Department follow the Countywide Shared Classifications of Chapter 9 of the Personnel Policies and Procedures Manual. An Appendix A for the PRF Department has been adopted for some time that list specific rate steps based on years worked for all seasonal PRF positions.

The current Appendix A limits flexibility of staff to adjust wages based on the market. The Countywide Chapter 9 sets a maximum rate for all positions allowing flexibility for position rates within an allocated budget. In working with Employee Resources it was determined that PRF still needs a separate Appendix due to the number of different payroll codes there are, however replicating the format of the Countywide Chapter 9 would establish consistency among departments and give the PRF flexibility in seasonal hiring. The current rates set will be used internally as a starting point for setting wage rates.

The Commission is asked to review the revised Appendix A and recommend approval of the revised casual, seasonal, temporary wage rates for the PRF Department to the Environmental Resources Committee.

6A. **Project Update**

Nine Mile Cross Country Trails:

Grooming operations continue around the clock based on heavy customer use, weather changes and events.

Big Eau Pleine Park and Eau Claire Dells Campground:

Firewood processing operations are underway in the south unit (BEP) firewood storage area.

Routine Operations/Programs:

Snow Removal Operations
Urban forestry program; tree trimming, removals
Building and structure maintenance.
Shelter reservations and Special Events
Equipment maintenance and repair
Sports Facilities (Marathon Park Indoor Ice Arenas)

6B. **Program Update**

Chinese New Year – UW Extension organized the County's first ever Chinese New Year celebration. Our department was a partner for the event and assisted with the facility and day of activities. The event was very successful with over 765 people attending and another 50+ vendors and performers. The event was action packed with performances, cooking demonstrations, Mandarin lessons, martial arts demonstrations and much more.

Badger State Games & Ironbull Winter Triathlon –Nine Mile County Forest Recreation Area hosted the 2020 Badger State Winter Games (BSG) Nordic Skiing on Saturday, January 25th and the Ironbull Winter Triathlon (also a BSG event) on Sunday, January 26th. Prior to each event the area received a great deal of snow so our grooming staff worked around the clock to make sure the trails were groomed and ready for the events. The events went very well and staff has received many nice comments on the quality of the trails. BSG Nordic Skiing offered 12 events for participants to compete in. According to the online results, 382 people participated. The first Winter Triathlon for Ironbull included Nordic skiing, fat tire biking and snowshoeing. There were 25 individual participants and 7 teams.

Chapter 9 - Personnel Policies and Procedures Manual
 Casual/Seasonal/Temporary Wage Rates
 Countywide Shared Classifications
 Effective 8/25/19
 Payroll Group 6

Title	Payroll Code	Maximum Rate
Office Assistant: routine work, limited office skills required	9000	\$13.71
Office Assistant: Work study	9005	\$13.71
Administrative Assistant: more skilled work processing, transcription, simple math calculations, proofreading, some previous office experience or education required	9010	\$15.47
Administrative Specialist (performs diverse advanced secretarial/administrative tasks with some independence)	9015	\$18.99
Laborer/Custodian	9020	\$17.23
Laborer/Custodian - Work Study	9021	\$17.23
College Intern	9025	\$18.99
Paraprofessional & Technical	9030	\$18.99
Skilled Maintenance	9035	\$18.99
Professional	9040	\$31.31
Law Enforcement		
Asst Evidence Tech - Non-Sworn, FLSA 7 day/40 hours	9980	\$19.57
Transport Reserve Corrections Officer - Non-Sworn, FLSA 7 day/40 hours	9976	\$19.57
Reserve Deputy - Sworn, FLSA 28 day/171 hours Effective 1/13/19	9975	Footnote #2
Starting - 75% of Deputy I at 90%		\$19.57
After 1500 hours worked - 85% of Deputy I at 90% - Footnote #1		\$22.18
After 2500 hours worked - 90% of Deputy I at 90% - Footnote #1		\$23.48
After 5000 hours worked - 95% of Deputy I at 90% - Footnote #1		\$24.79
Footnotes: (1) Sheriff's Office will monitor hours worked to determine when the Reserve Deputy would qualify for a pay increase. (2) Hourly rates will change when the Deputy Sheriff I classification covered by the Deputy Sheriff Association's labor agreement are adjusted.		
Special Compensation		
ADRC-CW Board	9890	Paid per meeting
Bailiff Plus a minimum of 2 hours pay if Baliffs report as scheduled but work assignment does not last 2 hours.	9600	\$15.47
Deputy Medical Examiner	9780	
Continuing education, transporting, staff meetings, wage, etc.		\$15.00
Conducting a death investigation		\$25.00
Per cremation authorization		\$40.00
Per hour for on-call pay		\$2.25
The payment between \$15/hour and \$25/hour for activity performed by the Deputy Medical Examiner would be at the discretion of the Department Head.		
Deputy Zoning Administrator	9973	
Per inspection or permit issued		\$20.00
Per zoning permit review and approval		\$30.00
Election Worker - Current Employees	9903	\$25.00

Chapter 9 - Personnel Policies and Procedures Manual
 Casual/Seasonal/Temporary Wage Rates
 Countywide Shared Classifications
 Effective 8/25/19
 Payroll Group 6

Title	Payroll Code	Maximum Rate
Response Team - Emergency Management	9500	
Response to technical rescue or hazardous materials release responses		\$25.00
Meetings, training sessions, inspection and maintenance of vehicles, supplies and equipment		\$15.00
Additional Premium pay for leadership roles (i.e. \$27 or \$17 per hour)		\$2.00

The Employee Resources Director may approve individual requests for wage rates for casual, seasonal and temporary jobs when special circumstances warrant exceeding these maximum rates. The Employee Resources Director may approve exceeding the current established temporary wage rates when departments hire temporary staff to fill current regular vacancies. However, these rates may not exceed the maximum rate for the corresponding regular position.

For the Park Recreation and Forestry Department wage rates see separate chart for this department.

Chapter 9 - Personnel Policies and Procedures Manual
 Park Recreation Forestry Department
 Casual/Seasonal/Temporary Wage Rates
 Revised 9/10/19
 Payroll Group 6

Position #	Title	Payroll Code	1 st Year	2 nd Year	3 rd Year	Funding Source
19999	Asst Facility Manager	9499	\$17.25	\$17.25	\$17.25	Joint
19999	Asst Pool Director	9503	\$13.50	\$14.00	\$14.50	City
19999	Clerical Worker I	9710	\$10.50	\$11.00	\$11.50	Joint
19999	Clerical Worker II	9720	\$10.85	\$11.35	\$11.85	Joint
19999	Facility Attendant (1)	9517	\$11.50	\$12.00	\$12.50	County
19999	Groomer Operator	9997	\$11.00	\$11.50	\$12.00	County
19999	Lead Operator	9526	\$13.00	\$13.50	\$14.00	Joint
19999	Park Manager	9505	\$12.25	\$12.75	\$13.25	Joint
19999	Playground Director	9508	\$12.05	\$12.55	\$13.30	City
19999	Playground Leader	9518	\$10.30	\$10.80	\$11.30	City
19999	Pool Director	9501	\$16.75	\$17.25	\$17.75	City
19999	Pool Head Lifeguard	9512	\$11.75	\$12.25	\$12.75	City
19999	Pool Lifeguard	9513	\$11.00	\$11.50	\$12.00	City
19999	Pool Supervisor	9510	\$11.85	\$12.35	\$12.85	City
19999	Rangemaster	9506	\$11.75	\$12.25	\$12.75	County
19999	Seasonal Laborer (2)	9750	\$11.50	\$12.00	\$12.50	Joint
19999	Seasonal Ranger	9502	\$16.00	\$16.00	\$16.00	Joint
19999	Snack Bar Attendant/Cashier	9533	\$9.35	\$9.85	\$10.35	Joint
19999	Splash Pad Attendant	9524	\$9.80	\$10.30	\$10.80	Joint
19999	Student Intern	9760	\$12.76	\$12.76	\$12.76	Joint
19999	Tennis Instructor	9532	\$10.30	\$10.80	\$11.30	City
19999	Water Exercise Instructor	9528	\$13.80	\$14.30	\$14.80	City
19999	Water Exercise Lifeguard	9516	\$12.55	\$13.05	\$13.55	City

Footnotes:

- (1) Facility Attendant includes park attendant and trail attendant.
- (2) Seasonal Laborers operate the Sylvan Tow

Chapter 9 - Personnel Policies and Procedures Manual
 Park Recreation Forestry Department
 Casual/Seasonal/Temporary Wage Rates
 Revised 2/25/20
 Payroll Group 6

Title	Payroll Code	Maximum Rate
Office Assistant		
Clerical Worker I	9710	\$13.71
Clerical Worker II	9720	\$13.71
Laborer/Custodian		
Seasonal Laborer (2)	9750	\$17.23
Facility Attendant (1)	9517	\$17.23
Groomer Operator	9997	\$17.23
Snack Bar Attendant/Cashier	9533	\$17.23
Splash Pad Attendant	9524	\$17.23
College Intern		
Student Intern	9760	\$18.99
Paraprofessional & Technical		
Lead Operator	9526	\$18.99
Playground Leader	9518	\$18.99
Pool Head Lifeguard	9512	\$18.99
Pool Lifeguard	9513	\$18.99
Pool Supervisor	9510	\$18.99
Tennis Instructor	9532	\$18.99
Water Exercise Instructor	9528	\$18.99
Water Exercise Lifeguard	9516	\$18.99
Skilled Maintenance		
Asst Facility Manager	9499	\$18.99
Asst Pool Director	9503	\$18.99
Park Manager	9505	\$18.99
Playground Director	9508	\$18.99
Pool Director	9501	\$18.99
Seasonal Ranger	9502	\$18.99
Footnotes: (1) Facility Attendant includes park attendant and trail attendant. (2) Seasonal Laborers operate the Sylvan Tow		