



**OFFICIAL MEETING PACKET OF THE
PARKS AND RECREATION COMMITTEE**

**CHAIRPERSON/TRUSTEE YEE LENG XIONG PRESIDING
DIRECTOR OF PARKS AND RECREATION SHAWN OSTERBRINK; STAFF
ADVISOR**

This regular monthly meeting of the Parks and Recreation Committee, composed of five (5) appointed members, will convene at ***Weston Municipal Center, which is located at 5500 Schofield Avenue, Weston***, on **MONDAY, FEBRUARY 24, 2020, at 4:30 p.m.**



**Village of Weston, Wisconsin
ATTENTION – NOTICE OF PUBLIC MEETING**

Meeting: **PARK AND RECREATION COMMITTEE**

Members: **Arndt, Clark, Esker, Xiong (c), Ziegler (vc)**

Ex-Officio: **Sparks**

Staff: **Osterbrink, Falkowski**

Date/Time: **Monday, February 24, 2020, at 4:30 p.m.**

Location: **Weston Municipal Center Board Room, 5500 Schofield Avenue,
Weston, WI 54476**

Agenda: **The agenda packet will be sent out by end of business on Friday,
February 21st.**

Attendance: Parks and Recreation Committee Members please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.

Questions: **Shawn Osterbrink** **Jessica Falkowski**
sosterbrink@westonwi.gov jfalkowski@westonwi.gov
(715) 359-9988 **(715) 359-9988**

PLEASE NOTE THE FOLLOWING INFORMATION:

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 2/18/2020 @ 1:30 p.m. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting.

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING AGENDA OF THE PARKS AND RECREATION COMMITTEE**

TO THE HONORABLE TRUSTEE YEE LENG XIONG AND FOUR (4) APPOINTED MEMBERS OF THE COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the regular meeting of the Parks and Recreation Committee on Monday, February 24, 2020 @ 4:30 p.m., in the Village Board Room at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI. 54476.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may/might attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). No official actions other than those of the Parks and Recreation Committee shall take place. Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

AGENDA ITEMS.

1. Meeting called to order by Chairman Xiong.
2. Roll Call by Recording Secretary: Jessica Falkowski
 - a. Arndt
 - b. Clark
 - c. Esker
 - d. Xiong (C)
 - e. Ziegler (VC)
3. [Approval of minutes from previous meeting: January 27, 2020.](#)
4. Public Comments.

EDUCATIONAL PRESENTATIONS & REPORTS.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

5. [Discussion and possible action Convention and Visitors Bureau request to use Village Pond on Progress Way for Pond Hockey Tournament.](#)
6. [Discussion and possible action Aquatic Center Management.](#)
7. [Review and Discussion of Village Capital Improvement Plan and Acknowledgment of Park and Aquatic Center Capital Project Prioritization.](#)



**VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING AGENDA OF THE PARKS AND RECREATION COMMITTEE**

FUTURE ITEMS

8. Next meeting dates: **4:30 p.m.**
 - a. **March 23rd, 2020**
 - b. **April 27th, 2020**
9. Topics for future meetings:
 - a. **Weston Warming House Conversion**
 - b. **Cooperative Efforts with surrounding communities**
10. Remarks from Staff.
11. Remarks from Committee Members.
12. Announcements.
13. Adjourn.

Village of Weston, Wisconsin
MEETING MINUTES OF THE PARK & RECREATION COMMITTEE MEETING
Monday, January 27, 2020, 4:30 p.m.

AGENDA ITEMS

1. Meeting called to order by Chairman Xiong @ 4:30 P.M.
2. Roll Call by Recording Secretary: Jessica Falkowski

Member	Present
Xiong, Yee Leng (C)	YES
Arndt, Jay	YES
Clark, Katrina	NO
Esker, Roger	YES
Ziegler, Jon (VC)	NO

Village Staff in attendance: Osterbrink, Falkowski (Clerk).

3. Approval of minutes from previous meeting: December 16, 2019.

***M/S/P Esker/Arndt: to approve the December 16, 2019 minutes.**

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: PASS

Member	Vote
Xiong, Yee Leng	YES
Arndt, Jay	YES
Clark, Katrina	-----
Esker, Roger	YES
Ziegler, Jon	-----

4. Public Comments.

None

EDUCATIONAL PRESENTATIONS & REPORTS

5. Aquatic Center Manager Resignation & Recruitment Strategy.

Osterbrink stated that Brad Mroczenski, Aquatic Center Manager/Park Maintainer, resigned January 10, 2020. Osterbrink has contacted: Marathon County Parks & Recreation Department, Rothschild/Schofield Aquatic Center Commission, both Wausau and D.C. Everest School Districts, and the YMCA to see if any of these entities would be interested in

discussing possible partnerships for managing the Weston Aquatic Center. Osterbrink assembled a Scope of Services for the Aquatic Center and currently has meetings setup with the Wausau/Marathon County Parks and the YMCA.

Osterbrink is also updating job descriptions and drafting a job announcement to recruit for the current position. Currently, we have 15 lifeguard applicants.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS

6. Discussion and possible action with Rothschild/Schofield Aquatic Center Commission regarding aquatic center prices and other possible cooperative efforts.

Osterbrink opened discussion with Craig McEwen, Village of Rothschild and Andy Brown, City of Schofield, whom both currently serve on the Rothschild/Schofield Aquatic Center Commission. In 2014, the Weston Aquatic Center and the R/S Aquatic Center collaborated in selling joint passes allowing patrons the option to purchase one pass to attend both facilities at a lower rate than buying separate passes for each location. Both entities have agreed that the collaboration and selling of joint passes has been beneficial for both locations and will discuss possible changes in joint pass prices for the 2021 season.

McEwen mentioned that the R/S Aquatic Center manager, Deb Hubacek, has no interest in managing a second pool, but she is a certified trainer for lifeguards. McEwen also stated that they currently have one staff member who takes care of the chemicals and maintenance at the pool. Collaboration of maintenance and staffing between the two aquatic center facilities was previously discussed. McEwen plans on assembling overall costs for pool and staff operations for the R/S Aquatic Center and presenting the results to their administrator and necessary committees in the future.

No action taken.

7. Discussion and possible action Memorial Requests Document.

Osterbrink assembled a draft document with the specific procedures for submitting a memorial request for placement a park or outside of a park. Currently, there is no procedure in place and each request is considered on an individual basis and presented to the respective committees: Park & Recreation Committee, Planning Commission, and Board of Trustees. This document just lays out the procedure for submitting the request. Each request will still be considered individually.

***M/S/P Esker/Arndt: motion to recommend to Board of Trustees to approve the Memorial Request Document.**

Yes Vote: 3

No Vote: 0

Abstain: 0

Not Voting: 2

Result: PASS

<u>Member</u>	<u>Vote</u>
Xiong, Yee Leng	YES
Arndt, Jay	YES
Clark, Katrina	-----
Esker, Roger	YES
Ziegler, Jon	-----

FUTURE ITEMS

8. Meeting date(s) for 2020: All at 4:30 p.m.

- a. **February 24, 2020**
- b. **March 23, 2020**
- c. **April 27, 2020**

9. Topics for future meetings.

- a. **Weston Warming House Conversion**
- b. **Cooperative Efforts with surrounding communities**

10. Remarks from Staff

Osterbrink updated the committee on the Weston Warming House conversion. Osterbrink has been in contact with the D.C. Everest School District who is requesting the removal of the building. The WDNR plans on setting up a meeting in February with village staff and the school district to discuss the conversion process/guidelines and costs.

Osterbrink is meeting with Jamie Polley and other Marathon County staff Tuesday and Brian Bailey and Abby Tesch from the YMCA Thursday to discuss Scope of Services for the Weston Aquatic Center.

11. Remarks from Committee Members.

None.

12. Announcements.

13. Adjournment.

***M/S/P Esker/Arndt: motion to adjourn the meeting at 5:34 p.m.**

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: PASS

<u>Member</u>	<u>Vote</u>
Xiong, Yee Leng	YES
Arndt, Jay	YES
Clark, Katrina	-----
Esker, Roger	YES
Ziegler, Jon	-----

Jessica Falkowski, Recording Secretary

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Park & Recreation Committee – 2/24/2020
Description:	Discussion Convention and Visitors Bureau request to hold pond hockey tournament on village pond on Progress Way.
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry
Question:	Should the Park and Recreation Committee discuss allowing the CVB to host a pond hockey tournament on the pond on Progress Way?

Background

Recently the village was contacted by Scott Liegl from the Convention and Visitors Bureau. He is currently in charge of the Leinenkugels Pond Hockey Tournament that has previously been held at either Marathon Park or Sunnyvale. The Convention and Visitors Bureau is interested in moving the event to the former Mashuda Pond located off Progress Way that the village owns. Scott will be at the meeting Monday to present their request.

Attached Docs:	None
Committee Action:	No previous review.
Fiscal Impact:	Not sure due to limited information regarding their request.

Recommendation:

Recommended Language for Official Action

Additional action:

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Park & Recreation Committee – 2/24/2020
Description:	Management of the Weston Aquatic Center
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry Keith Donner, Administrator
Question:	Possible options for moving forward for future management of the Weston Aquatic Center.

Background

Staff has met with different groups and discussed options for future management of the Aquatic Center. These options include possible partnerships with Wausau/Marathon County Parks, YMCA, Wausau and D.C. Everest Schools, Marathon Swim Association and Darwin E. Smith Aquatic Center. Contact with other organizations has only drawn interest from Wausau/Marathon County and the YMCA so, we have continued discussions with them on various options for operating the facility.

We also drafted a job announcement and are currently recruiting for a direct replacement of the previous manager. We currently have three applicants for the position. The current applicants do not have any aquatics background but do have some management experience however, their indicated salary requirements are too high for the off-season duties.

The current options that are available are:

- 1) Hire our own seasonal manager with the intention to build back the capabilities we had with our former Aquatic Center Manager.** A direct replacement would manage the pool and, also, work as a Public Works Maintainer the remainder of the year. We realize we have been fortunate to have had an employee in this position with the willingness, skills, and abilities to perform the wide variety of duties the situation requires. To duplicate this situation will require us to work with the county and YMCA to fill gaps in the operation, such as lifeguard training, until we have restored the capabilities in-house. The risk and future vulnerability with the direct replacement scenario is being in a similar situation unless there is back-up capability created at the same time. A direct replacement would also be expected to serve as a Public Works and Parks Maintainer in the off-season.

- 2) Contract with the YMCA who would like to take over the entire management of the facility along with staffing the facility.** The village would still be responsible for all the general maintenance of the facility, repairs, upgrades, etc. The YMCA currently partners with the City of Mosinee for their pool/aquatic center management. Dependent on the cost, we could lose capacity for Public

REQUEST FOR CONSIDERATION

Works and Park maintenance if we are unable to hire a full-time employee for the full year. An option would also be hiring seasonal help for summer and winter maintenance.

- 3) Contract with Wausau/Marathon County who would hire a manager for the facility and oversee this individual.** They would work directly with the manager and provide other support and oversight of the operation, but all the other employees would be village employees. Replacing Public Works and Park Maintenance capacity would involve the same issues as with the YMCA partnership.

Preferred Option

At the time of preparing this report all cost proposal information was not received. Staff is leaning toward either the partnership with the YMCA or Wausau/Marathon County. These partnerships provide the Village some relief from having to fully develop the specialized expertise in-house which would otherwise be necessary. The partnerships with either Wausau/Marathon County could develop relationships which could lead to a higher level of cooperation in the future with park maintenance and operation and/or recreational program development. Staff expects to have better information for further discussion at the Park Meeting on Monday. Ideally, we would be able to bring in a new Public Works and Park Maintainer on a full-time, annual basis, and increase our overall operation and maintenance capacity working within the existing budgets. Alternatively, if we are not able to do so, we would consider reliance on seasonal help for both summer and winter.

Attached Docs: **None**

Committee Action: **No previous review.**

Fiscal Impact: **The goal is to work toward, at worst, a fiscally neutral option between the Aquatic Center budget and the Village general fund budget.**

Recommendation: **Pending evaluation of proposals from the YMCA and Wausau/Marathon County**

Recommended Language for Official Action

To Be Determined

Additional action:

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Park & Recreation Committee – 2/24/2020
Description:	Review and Discussion of Village Capital Improvement Plan and Acknowledgment of Park and Aquatic Center Capital Project Prioritization
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry Michael Wodalski, Director of Public Works & Utilities Keith Donner, Administrator
Question:	Should the Park and Recreation Committee acknowledge the Park and Aquatic Center Capital Project Prioritization?

Background

The Park and Recreation Committee reviewed capital projects segregated as Parks and Aquatic Center at their December 16, 2019 meeting. The list of projects and their prioritization are attached for the Parks and Aquatic Center as well as the other projects to be considered and included in the 5-year Capital Improvement Plan. Staff will be obtaining financing scenarios for proposed projects to discuss with other committees and the Board of Trustees in March 2020. Due to the available resources and budget considerations, financial impacts will probably require shifting lower priority projects ahead of higher priorities. Staff will discuss their recommendations as to project priorities on Monday. The goal is to put a plan in place with a sustainable level of Village asset construction and replacement with an acceptable level of impact to Village taxpayers.

Attached Docs:	Capital Projects Lists
Committee Action:	Previous review December 16, 2019.
Fiscal Impact:	Dependent on project approvals

Recommendation:

Recommended Language for Official Action

I move to acknowledge the Prioritization of Parks and Aquatic Center Capital Projects as developed from committee input.

Additional action: Revise proposed project schedule for realistic implementation rate. Review of financial impacts by Village financial consultant.

Village of Weston: Draft CIP (2020-2024)

Aquatic Center Projects by Rank

Proj. Rank	Project Name	Est Total Cost
AQ1	Pool Controller	\$ 4,000
AQ2	Parking lot Sealing and Striping	\$ 20,000
AQ3	Drop Slide Repairs	\$ 10,000
AQ4	Lifting Crane for Pool Motors	\$ 10,000
AQ4	Replace Gear Operators (5)	\$ 10,000
AQ4	Pool Surfacing Repairs/Replacement	\$ 180,000
AQ7	Regenerative Filter Media Conversion	\$ 275,000
AQ7	Log Slide Safety Pads	\$ 25,000
AQ9	Log slice repairs	\$ 27,000
AQ10	Slide and Activity Pump Upgrades	\$ 35,000
AQ11	Shower Upgrades	\$ 19,000
AQ12	Water Rider Anchors	\$ 4,000
AQ13	Insulate and heat furnace room	\$ 25,000
AQ14	Roof Replacement Aquatic Center	\$ 75,000
AQ15	Replace Water Play Structure	\$ 350,000
AQ16	Electrical Connection Upgrades	\$ 10,000
Aquatic Center Project Totals		\$ 1,079,000

Park Projects by Rank

Proj. Rank	Project Name	Est Total Cost
P1	Prohaska Park Development	\$ 1,000,000
P2	1-Ton Truck #6	\$ 45,000
P2	Yellowbanks Restroom Replacement	\$ 175,000
P4	Park Shelter and Bathroom Painting	\$ 10,000
P5	Backstop Fencing at Kennedy	\$ 24,000
P6	Kennedy Park Play Structure Upgrades	\$ 40,000
P7	Kennedy Restroom Replacement	\$ 80,000
P7	Sandhill Play Structure Upgrade	\$ 40,000
P9	Machmueller Park Play Structure	\$ 40,000
P10	Yellowbanks Shelter Roof	\$ 8,000
P11	Park Shop Expansion	\$ 100,000
	Play Structure Upgrades - Kellyland	\$ 40,000
Park Project Totals		\$ 1,602,000

Street Projects by Rank

Proj. Rank	Project Name	Est Total Cost
S1	Weston School Addition (Construction)	\$ 2,092,451
S2	Crestwood Acres (Design)	\$ 136,546
S2	Crestwood Acres (Construction)	\$ 2,594,364
S3	Birch St (Shorey to Cross Pointe)	\$ 1,787,583
S4	Kramer Ln Paving (Gusman to Trotzer)	\$ 40,000
S5	Schofield Ave (Birch to X Slab Rep)	\$ 175,000
S6	CR-X/Ross Ave Intersection	\$ 937,500
S7	Ross Ave (River Bend to Quentin)	\$ 1,191,000
S8	Birch St (Jelinek to Com Center)	\$ 1,400,070
S9	Fuller St	\$ 1,658,000
S9	Everest Ave (Volkman to Alta Verde)	\$ 1,425,676
S9	Volkman St (MUP)	\$ 74,000
S12	Intersection Studies	\$ 60,000
S13	E Jelinek and Von Kanel	\$ 2,340,000
S14	Curb Repairs	\$ 75,000
S15	Howland Ave (West of X)	\$ 420,849
S16	Ferge and Delonay Reconstruction	\$ 1,614,866
S17	Northwestern Ave	\$ 2,290,000
S17	Shorey Ave Paving (X to Heeren)	\$ 200,000
	2020 Asphalt Overlays	\$ 100,000
	2021 Asphalt Overlays	\$ 100,000
	2022 Asphalt Overlays	\$ 100,000
	2023 Asphalt Overlays	\$ 100,000
	2024 Asphalt Overlays	\$ 100,000
Street Project Totals		\$ 21,012,905

Utility Projects by Rank

Proj. Rank	Project Name	Est Total Cost
U1	TMDL Modeling	\$ 67,240
U2	Well #7	\$ 2,000,000
U2	Bloedel Well Upgrades	\$ 675,000
U4	Ryan St River Crossing	\$ 1,516,800
U5	SCADA Upgrades	\$ 225,000
U6	Tonya/Tricia Lift Station	\$ 500,000
Utility Project Totals		\$ 4,984,040

Facility Projects

Proj. Rank	Project Name	Est Total Cost
	Municipal Center	\$ 15,000,000
	Public Safety - Evidence and Armory	\$ 150,000
	Public Safety - Locker Rooms/Showers	\$ 150,000
	Public Safety - Sign Replacement	\$ 9,000
	Public Safety - Parking Lot	\$ 200,000
	Public Safety - Training and Crew Rooms	\$ 80,000
	Ryan St - Security Gates	\$ 50,000
Facility Project Totals		\$ 15,639,000

Equipment Projects by Rank

Proj. Rank	Project Name	Est Total Cost
E1	Plow Truck #69	\$ 200,000
E2	Pickup Truck 55 (Sign Truck)	\$ 75,000
E3	Grader	\$ 325,000
E4	End Loader 32	\$ 64,000
E5	Dump Truck #28	\$ 175,000
E6	Mobile Column Hoists	\$ 35,000
E7	Track Skid Steer #34	\$ 55,000
E7	Endloader 14	\$ 225,000
E9	Wing for Loader	\$ 40,000
E10	1-Ton Truck #21	\$ 60,000
E11	Pickup Truck #2	\$ 36,000
E11	Dump Truck #15 (Quad-Axle)	\$ 180,000
E13	1-Ton Truck #31	\$ 45,000
E14	Bucket Truck/Digger Derrick	\$ 170,000
E15	Mini Excavator	\$ 100,000
	Plow Truck #10	\$ 215,000
	2020 Pmt for Eq leases prior to 2020	\$ 190,828
	2021 Pmt for Leases Prior to 2020	\$ 81,851
	2020 SAFER Equipment	\$ 204,701
	2021 SAFER Equipment	\$ 351,847
	2022 SAFER Equipment	\$ 282,925
	2023 SAFER Equipment	\$ 540,740
	2024 SAFER Equipment	\$ 300,000
Equipment Project Totals		\$ 3,952,892

All Projects Total **\$ 48,269,837**

**END OF
PACKET**