

Agenda

Regular Parks and Recreation Board

DATE: THURSDAY APRIL 1, 2021
TIME: 5:15 P.M. – COUNCIL CHAMBERS, CITY HALL
(with the option to attend virtually via video / teleconferencing)

***CITY OF WAUPACA MISSION STATEMENT:** “The city of Waupaca’s mission is to provide services that ensure a safe, vibrant and connected community.”*

General Business:

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Monthly Reports
 - Revenue and Expenditure Reports
- D. Recreation Update – Kassandra Humke
- E. COVID-19 Report
- F. 2020 Youth Program Fund Credit Update
- G. Adopt-A-Trail Program – Action Needed

Any other Business

Adjournment

Andrew Whitman
Parks and Recreation Director

PLEASE NOTIFY THE CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND.

PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

This meeting will be held in the Council Chambers, City Hall with the option to attend virtually via video / teleconferencing, masks are required for in person attendance.

Open Public Access to Meetings. We will broadcast all city meetings on Facebook Live, FM96.3 and Win-TV 991. Public Input for any city meeting can be submitted to publicinput@cityofwaupaca.org

Parks and Recreation Director – March Report

Administrative:

- We have continued to keep an eye on COVID-19 and its affects in our community. During the weekly COVID-19 updates with county officials we have kept up on the positive direction of numbers in our county. We did move forward on some changes at the Recreation Center including higher max capacity numbers in areas. We now will allow 20 people per half gym and 40 people per full gym. Areas such as the Exercise Room, Meeting Room and Lobbies have increased as well. The locker rooms are now open for use and we are allowing a limited amount of equipment to be checked out. Plans have come together to keep everyone as safe as possible at our summer programs. These will be distributed to all participants, families and staff so everyone is on the same page.
 - Our Finance Director and I have been working on preliminary numbers for the Youth Program Fund credit for 2021. These are estimates that will be finalized once the audit is completed, which should hopefully be sometime in April. I have also attached a preliminary summary of the Youth Program Fund from 2020 to this report. The preliminary credit numbers are:
 - Town of Waupaca – 8% of Youth Program Fund – \$3,400
 - Town of Dayton – 20% of Youth Program Fund - \$8,500
 - Town of Farmington – 28% of Youth Program Fund - \$11,925
 - City of Waupaca – 44% of Youth Program Fund - \$18,740
 - Over the past few months I have been working on creating an Adopt-a-Trail program for the City of Waupaca. The River Ridge Trail expands about 30 miles throughout the area. In all honestly we struggle to keep up with maintenance and upkeep on all areas of the trail. The creation of this program was to seek help from the community and organizations to help with basic upkeep on the trail. They can also more quickly make us aware of major issues on sections of the trails. We are hopeful this creates a sense of ownership over the trail by the many people who use it on a daily basis. As part of the program we request that they do a trail walk at least once a month, provide them with the gear and equipment they will need and instructions on what can be done to help out. I have attached the registration form and guidelines to this report and would like to request approval from Park Board to move forward with this program.
 - The Bicycle and Pedestrian plan is moving forward with a planned kick of meeting. This meeting for the steering committee will be on April 14th from 3:30-5:30pm. I will update as needed moving forward.
-

Community Events:

- **No events upcoming**

Parks:

- With the nice spring weather our staff has been able to put in some of our new park signs already. They are a big improvement over the falling apart, woodpecker hole filled park signs we had. Please swing by and take a look at some of them when you get a chance.



- We are also continuing to move forward on updating the River Ridge Trail signs along the whole trail system. We found that many signs needed to be updated, replaced or added to help trail users be able to follow the path. Signs will include better markings for where people are on the trail and new signs will have QR codes on them so people can look up trail maps on their phones. With the high number of new/old users on our trails this past year this should go a long way in helping people enjoy the River Ridge Trail.
- Park shelter rentals are continuing to come in. We are currently at a total of 62 rentals for the season. I expect that number to continue to climb as we continue to move forward.

Andrew Whitman, CPRP
Parks and Recreation Director

WAUPACA SENIOR CENTER

Monthly Report: March 2021
Sara Reybrock, Senior Center Coordinator

MEMBERSHIP

WE CURRENTLY HAVE 298 MEMBERS SIGNED UP FOR 2021

CLASSES: WE CONTINUE TO SEE PARTICIPATION INCREASE IN OUR PROGRAMS AS MORE SENIORS ARE GETTING THEIR VACCINES

We got rid of our paper sign-ups and are now asking members to swipe their cards in Activenet during each visit. We are creating master lists for each program we offer with names, emails and phone numbers to contact individuals if there are program changes or updates. Classes are offered on a first-come, first-serve basis.

VIRTUAL PROGRAMS OFFERED

WE CONTINUE TO WORK WITH THE LIBRARY TO PROMOTE THEIR PROGRAMS AS WELL AS THE ADRC, WHIA AND CAREGIVER COALITION.

WSC has developed a YouTube Channel with several of our fitness classes and a few educational classes to benefit those who need to participate and stay active remotely. The channel will also be used to build awareness about our programs and what we have to offer.

COMMUNITY CONNECTIONS AND OPPORTUNITIES

SENIOR GARDENS ARE BEING OFFERED TO MEMBERS

MEMBERS CAN NOW SIGN UP TO PARTICIPATE IN THE COMMUNITY GARDEN AT SWAN PARK. WE ARE RESERVING 18 GARDENS FOR OUR SENIORS.

ACCREDITATION

WISCONSIN ASSOCIATION OF SENIOR CENTER 5 YEAR ACCREDITATION COMING SOON
THE WAUPACA SENIOR CENTER WILL BE SEEKING RE-CERTIFICATION ON FRIDAY, MAY 21, 2021. ALL OF OUR POLICIES AND PROCEDURES ARE REVIEWED BY STATE WASC REPRESENTATIVES TO MAKE SURE WE ARE IN COMPLIANCE WITH THEIR RECOMMENDATIONS FOR PROVIDING THE BEST IN SENIOR CENTER PROGRAMMING.

Deposit Date	(All)
Money Type	(All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
501 Youth Programs	\$ 19,002.20	54.31%
504 Youth Center Fees	\$ 553.31	1.58%
507 Concessions Rec Center	\$ 466.22	1.33%
508 Rent Rec Center	\$ 2,415.41	6.90%
511 Park Shelter Houses	\$ 5,508.57	15.74%
513 Beer Permits	\$ 428.73	1.23%
514 Shelter Deposit	\$ 3,867.30	11.05%
702 Senior Programs	\$ (3.79)	-0.01%
703 Senior Membership	\$ 648.65	1.85%
502 Swimming	\$ 1,885.45	5.39%
530 Donations-Parks	\$ 100.00	0.29%
		0.00%
522 Adult Basketball	\$ (7.10)	-0.02%
(blank)		0.00%
524 Adult Kickball/Tennis	\$ 125.10	0.36%
Grand Total	\$ 34,990.05	100.00%

3/24/2021

Month to date summary	Sum of Amount
501 Youth Programs	\$15,400.64
504 Youth Center Fees	\$250.40
507 Concessions Rec Center	\$176.29
508 Rent Rec Center	\$804.58
511 Park Shelter Houses	\$1,817.34
513 Beer Permits	\$139.38
514 Shelter Deposit	\$618.78
702 Senior Programs	-\$3.79
703 Senior Membership	\$299.49
502 Swimming	
3/8/2021	\$20.00
3/17/2021	\$533.73
3/18/2021	\$1,149.58
3/23/2021	\$182.14
530 Donations-Parks	
3/22/2021	\$100.00
522 Adult Basketball	
3/17/2021	-\$7.10
Grand Total	\$21,481.46

Below are the current numbers for Youth and Adult programs with recent registration dates:

In Progress	2021
Youth Baseball-Junior	40
Youth Baseball-Minor	37
Youth Baseball-Major	23
Youth Softball-Junior	15
Youth Softball-Minor	32
Youth Softball-Major	19
T-Ball	44
Art in the Park	41
Swim Lessons	95

Youth Programs

Youth Soccer –There is currently one week left of Beginner and Intermediate Soccer and everyone has enjoyed the sense of normalcy that the program is bringing! Things have been running smoothly and I am excited for our last week! Each week we will work on basic soccer skills like kicking, dribbling, and passing. Unique and fun games are incorporated to help the participants learn these skills.

Other

As I am gearing up for the Spring and Summer, I have been reaching out to the many summer employees that we hire and have been getting them set for the coming months. I held an umpire clinic on March 20th for the umpires that I will be hiring for this summer. There was a good turnout and my goal was that they learned something from the clinic to get a jump-start for this Spring/Summer.

Registration has been open for close to a month at this point and our registration numbers are looking good! Registration for some programs will be closing within the next few days, while others will be closing in a few months right before the programs start.

Kassandra Humke, Recreation Program Supervisor

CITY OF WAUPACA
REVENUES / EXPENDITURES COMPARED TO BUDGET - SUMMARY
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

FUND 254 - YOUTH PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE					
PUBLIC CHARGES FOR SERVICE	.00	8,731.83	29,400.00	(20,668.17)	29.70
INTERGOVT CHARGES FOR SERVICE	.00	132,159.00	137,149.00	(4,990.00)	96.36
MISCELLANEOUS REVENUE	.00	500.00	.00	500.00	.00
OTHER FINANCING SOURCES	.00	102,323.00	102,323.00	.00	100.00
TOTAL FUND REVENUE	.00	243,713.83	268,872.00	(25,158.17)	90.64
EXPENDITURES					
PARK & REC-ADMINISTRATION	.00	92,122.07	90,647.00	(1,475.07)	101.63
PARK & REC-YOUTH PROGRAMS	.00	23,073.38	50,908.00	27,834.62	45.32
PARK & REC-YOUTH CENTER	.00	32,989.00	49,321.00	16,332.00	66.89
PARK & REC-RECREATION BLDG	.00	8,831.67	13,256.00	4,424.33	66.62
PARK & REC-BEACHES	.00	20,832.63	19,899.00	(933.63)	104.69
PARK & REC-PARKS	.00	23,274.07	44,841.00	21,566.93	51.90
TOTAL FUND EXPENDITURES	.00	201,122.82	268,872.00	67,749.18	74.80
NET REVENUE OVER EXPENDITURES	.00	42,591.01	.00	42,591.01	100.00

City of Waupaca Parks and Recreation

Adopt-A-Trail Program

The purpose of this program is to engage organizations and community members interested in assisting the Waupaca Park and Recreation department in maintaining safe and well-groomed trails on the River Ridge Trail system. This is a great opportunity for businesses, Boy and Girl Scout troops, classrooms, clubs, groups of friends or families to give back to their community by helping us protect this great local resource.

Schedule

Adopters will schedule and perform sweeps at least once a month from May 1st through October 31st each year. Organizations should let Park and Rec staff know when sweeps are scheduled. Tasks included in these regular sweeps are listed below:

Task List

- Trimming overgrown limbs and bushes
- Removing trash, rocks and sticks on and around the trails
- Rake trails as needed to keep flat
- Repair wash outs after heavy rains
- Replace woodchips or limestone as needed
- Help with infrastructure such as board walk upkeep
- Report any issues with signs and wayside exhibits
- Report any other issues to the Parks and Recreation Director or Parks Superintendent

Please do not create any new trails, paths or run any power tools while working on the trails!

Trail Safety

Safety is the most important part of a trail sweep. Crew need to be safety conscious at all times. For your safety and the safety of our many park visitors, please adhere to the following procedures while caring for your segment of the Trail:

- Always be aware of your surroundings and considerate of other Trail users.
- Always wear appropriate attire, including boots or hard-soled shoes (no sandals), comfortable clothes, gloves, safety glasses and hats.
- Work only in daylight and fair weather.
- Do not over exert yourself. Take breaks and drink ample fluids.
- Stay alert for and avoid all contact with wildlife and noxious weeds.

- Do not pick up hazardous materials such as car batteries, animal carcasses, discarded chemical containers, or any object that appears questionable. Report these materials to the Parks Superintendent.
- When lifting objects, use correct lifting techniques, keeping your back as straight as possible. Keep the object that you are trying to lift close to your body and let your legs do the work. Do not attempt to lift heavy objects that two of you cannot reasonably lift.
- Report any problems or safety concerns immediately to the park and rec office (715)-258-4435.

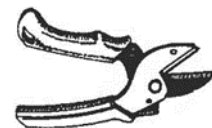
WHAT TO DO IN CASE OF INJURY

- Minor Injury (scrapes; blisters; etc.): Proceed with first aid (located in the tool shed at Swan Park). Report all injuries to the park and rec office as soon as possible after your trail sweep. Complete an incident report.
- Major Injury (Lacerations, punctures, broken bones, etc.): Call 911. Notify the office and report all injuries to the park and rec office as soon as possible.
- In ALL cases, take the name, address, and phone number of the person involved whenever possible.

Introduction to Tools

Choosing the right mix of tools for a trail sweep depends on how many volunteers are expected, what tasks are to be accomplished, and the season of the year. Tools can be found in the small shed by the community garden at Swan Park. Any additional supplies or equipment can be requested, as needed. Organizational leaders will be given a code to get into the shed. All tools will be checked out and in each time used. The following tools are commonly used in trail maintenance and available in the shed:

- Garden Rake - Use to move leaves, dirt, and debris.
- Hand pruner - Use for trimming small branches. Wear safety glasses.
- Leaf rake - Use to remove leaves from ditches and debris from tread way.
- Lopper- Long-handled pruner. Use for trimming larger branches. Wear safety glasses.



- Pole saw-Long-handled saw. Use for trimming overhead branches. Safety goggles and hardhat are recommended.



- Pruning saw - Small handsaw. Use for cutting branches.



- Shovel - Digging tool with multiple uses.



- Wheelbarrow – Used to haul trail materials.



Keep track of tools while out on the trail. If it is necessary to put tools aside when not in use, stand them up at the edge of the trail. This makes them easy to find and they will not block passage of hikers. Make sure all tools are returned at the end of the sweep. Report any issue with tools to the parks superintendent.

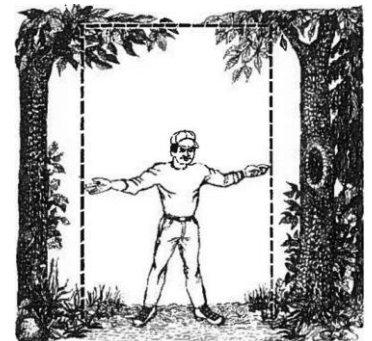
How to do a Trail Sweep

Sweeping a trail consists of observing, maintaining, and reporting trail conditions in seven general categories.

Corridor Clearance

Travel Corridor

Keep the travel corridor clear of unwanted vegetation and obstructions. 'Brushing' is the term used for removing unwanted branches, bushes, vines, uprooted trees, windfall, and other vegetation that is encroaching on the travel corridor. The width of the travel corridor is typically two feet wider than the width of the tread way.



The goal of brushing is to make the trail look as natural as possible. It is not necessary to remove all the vegetation from the travel corridor.

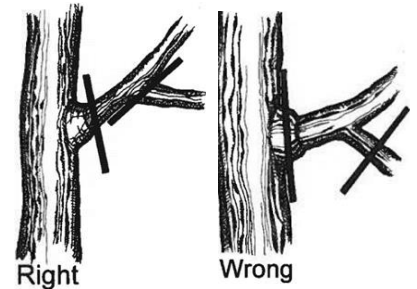
- Allow low-growing plants to grow right up to the edge of the footpath. They help stabilize the soil and make the trail more attractive.
- Pull down any cuttings left hanging in trees or bushes.

- Spread branches and piles of brush over a wide area so they do not call attention to themselves.
- Scatter cuttings off the trail so they cannot be seen from the trail, particularly the cut ends. The larger the cuttings, the farther they should be dragged off the trail.

Pruning

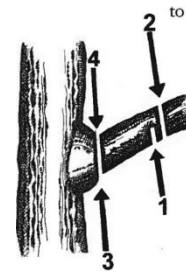
It is important to know how to properly prune trees in order to avoid damaging them.

Cut live branches flush with the tree trunk or at a fork in a branch. Make the cut close to the main stem. Look for the branch collar around the base of the branch. Avoid cutting the branch collar because the branch collar can grow over the wound and completely cover it in a few years. Avoid leaving stubs or "hat racks" that can catch on clothing and allow decay into the heartwood of the tree.



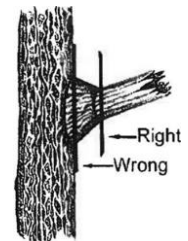
The size and weight of a branch determines how many cuts will be necessary to remove it. If not cut properly, the weight of even a small branch can cause live bark to tear from the tree as the limb falls away. To prevent tearing live bark from a tree, as many as 4 cuts may be needed to remove a large branch.

Make the first cut 6 to 12 inches out from the trunk. Undercut the branch by about 1/3 of its diameter. The second cut will be from the top, several inches out from the first undercut. As the second cut is made, the limb falls off without tearing live bark. Finish the job by removing the stub. The third cut, if necessary, is an undercut. The fourth cut is from the top to remove the stub.



To prevent a large limb from damaging people or vegetation, you may want to tie it off with heavy rope and lower it to the ground.

If it is necessary to remove a dead stub from a tree, look for the branch collar that has formed around the base of the stub and remove the stub only. Avoid cutting into the live wood of the branch collar.



Blowdowns and Windfalls

Blowdowns are large, uprooted, or broken trees that fall down across the trail, generally during storms.

- Remove blowdowns from the travel corridor, if possible.
- Report blowdowns that are too large to move to the parks superintendent for removal.

Windfalls are smaller logs and branches that have fallen on the trail.

- Remove windfalls from the trail and disperse them into the woods.

- Leave the footpath free of debris that clutters the path and destabilizes footing.

Standing trees

Removing standing trees is one of the most dangerous trail maintenance jobs. Volunteers are not permitted to remove standing trees.

Observe trees that pose a safety hazard to trail users. Report the following conditions to the parks superintendent:

- Dead trees or limbs that are next to or overhang the trail.
- Any live, dead, or diseased tree leaning toward or over the trail that could hit the trail if it falls.

Litter

- Carry a trash bag and pick up litter at the trailhead and along the trail.
- Clear all sticks, rocks and other debris that pose a potential hazard to trail users.
- Report litter problems that are too big to handle, such as trash dumps.
- Garbage can be taken to the Rec Center garbage bin or placed next to the tool shed for pick up.

Tread Way, Washouts and Top Dressing

The tread or tread way is the actual footpath. The tread way shall be maintained to a width of roughly 3 to 5 feet.

The goal of tread maintenance is to provide a solid, level and well-drained surface. Observe the condition of the tread way and fix or report any of the following problems:

- Erosion from heavy rains. Fill back in these areas if material is available.
- Wet areas
- Unleveled and/or unsafe areas in the trail.
- Remove roots, stumps, and rocks that may be tripping hazards. This task is known as grubbing.
- Fill in and compact any holes created by grubbing.
- Leave roots alone unless they are causing a problem. They help stabilize the tread and prevent erosion.

- Top dress the trail with new woodchips or limestone as needed. Parks staff can provide woodchips and limestone at the trailhead as needed as long as we have at least one-week of time to get it to the trailhead.

NOTE: In some areas, a mass of roots may appear on the surface of the tread way. It may be healthier for the trees if the roots are covered with a layer of trail mix (sand and small stones) instead of being grubbed out. Consult with the parks superintendent for instructions.

Structures

Observe and report problems with structures along the trail.

Benches and fencing are structures that may be found along certain sections of the trail.

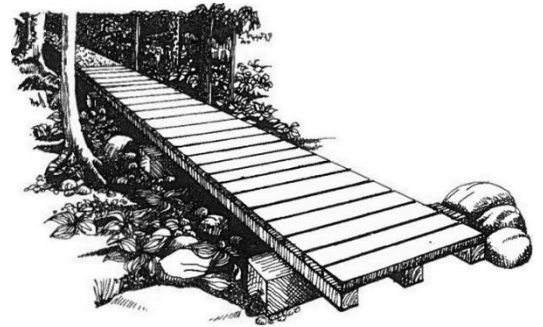
- Observe and report any problems with rotten, loose or broken benches
- Check to make sure fences are standing and secure

Bridges and boardwalks are structures that span and permit passage over rivers, streams, wetlands, roads, ravines, and other areas that are difficult to cross.

- Check for rotted, loose, or broken boards or railings.
- Clean dirt, debris, and organic material from all exposed wood surfaces and from spaces between decking.

Puncheons are simple wooden walkways spanning boggy areas, built on sills set in mud, topped with stringers, and decking.

- Check for rotted, loose, or broken boards.
- Clean dirt, debris, and organic material from all exposed wood surfaces and from spaces between decking.



Parks Superintendent – Josh Peterson
jpeterson@cityofwaupaca.org
 715-412-1302

Parks and Rec Director – Andrew Whitman
awhitman@cityofwaupaca.org
 715-258-4435



407 School Street | Waupaca, WI 54981
parknrec@cityofwaupaca.org
www.waupacaparknrec.com
Phone: 715.258.4435

City of Waupaca Parks and Recreation

Adopt-A-Trail Application

Organization Information

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Contact Person Information

Contact Person Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Trail(s) Section Requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> - #1 (Swan Park Area) | <input type="checkbox"/> - #2 (Brainards Bridge Area) | <input type="checkbox"/> - #3 (River Ridge Natural Area) |
| <input type="checkbox"/> - #4 (Ware Street Area) | <input type="checkbox"/> - #5 (Shambeau Park Area) | <input type="checkbox"/> - #6 (Grass Lake Area) |
| <input type="checkbox"/> - #7 (Riverside Park Area) | | |

Approximate Number of Volunteers: _____

By this agreement, Applicant agrees to abide by the Adopt-A-Trail Program and Safety Guidelines set forth by the City of Waupaca Parks and Rec.

Signature: _____

Date: _____