

Agenda

Regular Parks and Recreation Board

DATE: THURSDAY MAY 6, 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 Program Update – Kassandra Humke
- E. Annual Review of the Code of Ethics
- F. Submitted Grants Update
- G. Riverside Park Project Update

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. This meeting will be broadcast on FM96.3 and Win-TV 991. Public Input for any city meeting can be submitted to publicinput@cityofwaupaca.org

Parks and Recreation Director – April 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 with the continued positive direction in our area. Planning has continued for our spring/summer programs with CDC, WIAA and County guidelines as our guidance. We have not had any issues or instances of COVID-19 in our programs and we will continue moving forward as planned.
- I have been busy working with our grant writer and we have submitted multiple grants over the past month. Overall we have submitted four grants for three different projects. We have submitted our LWCF (Land and Water Conservation Fund) grant with the DNR for our proposed playground upgrade project at Swan Park. We have also submitted two separate RTP (Recreation Trail Program) grants for upgrades to our boardwalks at both Swan Park and Eco Park. All three of these grants are 50% matching grants for the proposed projects. We have also submitted a Greenways Commission Grant for the Eco Park trail project. This is a Waupaca County program that offers funds for trail construction projects.
- We have started advertising our new Adopt-a-trail program. We have received one application already and are hopeful that we can garner some more interest in this program. We will work with the groups to make this as successful of a program as possible.
- I have also been working on setting up meetings with potential donors for our proposed Swan Park playground upgrade project. I am working in conjunction with the Friends of Waupaca Parks fundraising committee on this. This group has done a lot of work to come up with a great fundraising plan and I am excited to continue to move forward on this project with them.

Community Events:

- **Friday, June 11th** – Park and Watch Movie at the Airport

Parks:

- I will be going to council with a request to purchase a new UTV for use in our parks. The current UTV we have is a 2002 model, which makes it almost 20 years old, and has 1,375 hours on it. We are starting to have a few clutch issues with it. We rely heavily on this piece of equipment every day in the summer and it would be difficult if we lost it for an extended period of time to maintenance. We will be moving the old UTV to the cemetery as we find more value in this then trying to sell it at this time. Funding for this request would come from our parks equipment replacement fund which comes from sales of old equipment.
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- Park Shelters and bathrooms open on Saturday, May 1st. We will be cleaning on a normal schedule each morning as we have in the past. Park shelter rentals are continuing to come in. We are currently at a total of 91 rentals for the season. I expect that number to continue to climb as we continue to move forward.
- Our Park Superintendent and I recently met with DNR representatives to discuss the continuation of the Riverside Park project. As a reminder this project started a few years ago to address the river cutting through and creating and potentially creating an island and changing the river's path. If this would have continued the river eventually would have changed enough that it would affect our park. There were multiple steps to the project and we received a 3 year permit to finish the project. Work would need to be completed, or an extension requested, by the end of this fall. Currently their plan is to come and finish the project early this fall. Steps still needing to be done would be putting in stream bank protection all along the river's edge, creating an access point and cleaning up some more problematic trees. These trees may be used for habitat structure as well in the river. Updates on this project will come once we get closer to starting back up.

Andrew Whitman, CPRP
Parks and Recreation Director

WAUPACA SENIOR CENTER

Monthly Report: April 2021

Sara Reybrock, Senior Center Coordinator

MEMBERSHIP

WE CURRENTLY HAVE 349 MEMBERS SIGNED UP FOR 2021

CLASSES: WE ARE ADDING CARDS, RUG HOOKING & BINGO

Members are slowly coming back as we begin to add more programming. We will be adding a photography class in May.

COMMUNITY CONNECTIONS AND OPPORTUNITIES

HELEN BADER FOUNDATION GRANT FOR ROCK STEADY BOXING AND VIRTUAL REALITY
THE WAUPACA SENIOR CENTER RECEIVED AN \$11,000 GRANT FROM THE BADER FOUNDATION TO SUPPORT OUR ROCK STEADY BOXING PROGRAM. THE MONEY WILL BE USED FOR EQUIPMENT, TRAINING, AND VIRTUAL REALITY. WE WILL BE PURCHASING 10 OCULUS QUESTS TO SUPPORT OUR BOXERS WITH MOVEMENT ACTIVITIES, RELAXATION AND VOCAL ACTIVATION. ROCK STEADY BOXING IS A NON-CONTACT BOXING PROGRAM FOR INDIVIDUALS WITH PARKINSON'S DISEASE. OUR FIRST CLASS IS CURRENTLY IN SESSION AND WE FILLED 9 OUT OF THE 10 SPOTS. A COUPLE FROM ANTIGO CAME TO OBSERVE OUR PROGRAM AND IS GOING TO START ONE NEAR THEM. WE HAVE ALSO DEVELOPED PARTNERSHIPS WITH THEDACARE PHYSICAL THERAPY, BETHANY HOME AND SYNERGY HOME CARE. BOXERS COMPLETE STRETCHING AND CORE EXERCISE, VOCAL ACTIVATION, WRITING, AND 7 ROUNDS OF BOXING INCLUDING: BALANCE TRAINING, HEAVY BAGS, SHADOW BOXING, SPEED BAGS, STRENGTH AND CONDITIONING, AS WELL AS VARIOUS LARGE MOVEMENTS. EACH BOXER HAS A CORNERMAN TO HELP THEM "FIGHT". THE PROGRAMS RUNS TUESDAYS AND THURSDAYS FOR 6 WEEKS AT A TIME. OUR NEXT CLASS WILL BEGIN JULY 13TH. BOXERS ARE REQUIRED TO HAVE AN ASSESSMENT AND SIGNED PAPERWORK FROM THEIR DOCTOR PRIOR TO CLASS. AT THE TIME, WE CHARGE A SMALL FEE FOR PARTICIPATION (\$30 MAX/PER PERSON).

SERENITY PARK

NEW WALKWAY BY THE SWING

A NEW WALKWAY WAS CREATED BY THE SWING IN SERENITY PARK FEATURING GIFTBRICKS THAT WERE PURCHASED AS A FUNDRAISER. THIS WILL ALLOW INDIVIDUALS WITH WALKERS, CANES AND WHEELCHAIRS ACCESS TO THE SWING. WE HAVE CALLS OUT TO PLACE A RETAINING WALL AROUND THE AREA AS WELL. EACH YEAR THE SENIORS COME TOGETHER TO ADD A NEW FEATURE TO THE PARK. WE HAVE SEEN AN INCREASE IN ACTIVITY OVER THE YEARS AND HOPE TO ADD INTEREST EACH YEAR FOR THE COMMUNITY.

Deposit Date	(All)
Money Type	(All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
501 Youth Programs	\$ 35,415.55	58.73%
504 Youth Center Fees	\$ 859.67	1.43%
507 Concessions Rec Center	\$ 740.82	1.23%
508 Rent Rec Center	\$ 3,117.18	5.17%
511 Park Shelter Houses	\$ 7,475.07	12.40%
513 Beer Permits	\$ 551.21	0.91%
514 Shelter Deposit	\$ 5,502.60	9.12%
530 Donations-Senior	\$ 115.00	0.19%
702 Senior Programs	\$ (3.79)	-0.01%
703 Senior Membership	\$ 758.50	1.26%
502 Swimming	\$ 3,006.23	4.98%
530 Donations-Parks	\$ 600.00	0.99%
		0.00%
522 Adult Basketball (blank)	\$ (7.10)	-0.01%
		0.00%
521 Adult Baseball	\$ 475.00	0.79%
524 Adult Kickball/Tennis	\$ 125.10	0.21%
530 Donations-P&R Events (R)	\$ 1,575.00	2.61%
Grand Total	\$ 60,306.04	100.00%

4/26/2021

Month to date summary	Sum of Amount
501 Youth Programs	\$9,843.79
504 Youth Center Fees	\$224.44
507 Concessions Rec Center	\$215.45
508 Rent Rec Center	\$519.21
511 Park Shelter Houses	\$1,777.14
513 Beer Permits	\$113.27
514 Shelter Deposit	\$1,427.52
530 Donations-Senior	\$115.00
703 Senior Membership	\$100.10
502 Swimming	\$750.69
530 Donations-Parks	\$500.00
521 Adult Baseball	\$475.00
530 Donations-P&R Events (R)	\$850.00
Grand Total	\$16,911.61

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

Final Registration Numbers	2021
Youth Baseball-Junior	52
Youth Baseball-Minor	55
Youth Baseball-Major	47
Youth Softball-Junior	26
Youth Softball-Minor	36
Youth Softball-Major	34
Mini Chess Session	11
In Progress	
T-Ball	61
Art in the Park	52
Swim Lessons	140
Children's Garden	12
Men's Softball – A	5
B	5

*Although all of the Spring/Summer Programs registration is currently open, I plan to report on the programs that are the closest to the registration ending.

Youth Programs

Mini-Chess Session-The mini chess session that we held for 3 weeks in April went well overall. We had a good number of participants and they all had a good time. Thank you to Christa Hemmila for once again leading a great program!

Youth Baseball & Softball-The season is starting to ramp up! In the last month we have held the tryouts for youth softball and baseball and the draft. Everything went smooth for all these things. I am about finished with the season schedule and the teams will start practicing on Monday, May 3rd. The first day of games will be May 17th.

For employment opportunities, I have been advertising and keeping my ears open for anyone that may be interested in helping with youth programs and the concession stand. This past Saturday I had umpire orientation for the umpires to get ready for the new season and also got into the concession stand to get it all cleaned and prepped for the season. Registration for all of the programs is going well overall.

Adult Programs

I am currently working on getting men's softball teams to register and will be starting the schedule soon. The registration will close for that on April 30th and the season will begin on May 11th.

Community Events

We have received enough sponsorship money to provide another Drive-In Style movie showing The Croods: A New Age. This movie will take place on Friday, June 11th out at the Airport and we are very excited to provide this opportunity.

Kassandra Humke, Recreation Program Supervisor

ORDINANCE NO. 05-14 (2014)

ORDINANCE AMENDING THE CODE OF ETHICS FOR THE CITY OF WAUPACA

The Common Council of the City of Waupaca do ordain as follows:

Section 1. Section 2.21 of the Municipal Code of the City of Waupaca is hereby amended to read as follows:

2.21 CODE OF ETHICS. (1) Declaration of Policy. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all City of Waupaca officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the City as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Waupaca and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Waupaca.

(2) Standards of Conduct. There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics.

Accordingly, the provisions of the following sections of the Wisconsin Statutes are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to-wit:

Section 946.10 – Bribery of Public Officers and Employees

Section 946.11 – Special privileges from Public Utilities

Section 946.12 – Misconduct in Public Office

Section 946.13 – Private Interest in Public Contract Prohibited.

(3) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this state and carry out impartially the laws of the nation, state, and municipality and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(4) Dedicated Service. All officials and employees of the City of Waupaca should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(5) Fair and Equal Treatment. (a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(6) Conflict of Interest. (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this ordinance or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Definitions. (1) Financial Interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(2) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

(3) Person. Any person, corporation, partnership, or joint venture.

(c) Specific Conflicts Enumerated. (1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(2) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor shall such information be used to advance the financial or other private interest of the official or employee or others.

(3) Gifts and Favors. No official or employee shall accept any gift, whether in the form of service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value.

Any official who receives, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 from any person who is known by said official or employee to be interested directly or indirectly in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control, shall disclose the nature and value of such gifts to the Ethics Committee within 90 days after receiving such gift or gifts.

No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the

employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

An official or employee is not to accept hospitality if after consideration of the surrounding circumstances it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest or a member of the guest's immediate family was a City official or employee. Participation in celebrations, grand openings, open houses, information meetings, and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

Gifts received by an official or employee under unusual circumstances should be referred to the Ethics Committee within 10 days of receipt for recommended disposition.

(4) Representing Private Interests before City Agencies. No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency. However, members of the Common Council may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.

(5) Conflicts of Interest Prohibited. No official or employee shall take any official action substantially affecting a matter in which the official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated, has a substantial financial interest.

No official or employee shall use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official or employee's immediate family, either separately or together, or an organization with which the official or employee is associated.

(d) Contracts with the City. No City officer or employee who in his/her capacity as such officer or employee participates in the making of a contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part, shall enter into any contract with the City unless, within the confines of Section 946.13, Wisconsin Statutes:

(1) The contract is awarded through a process of public notice and competitive bidding,
or

(2) The Common Council waives the requirement of this section after determining that it is in the best interest of the City to do so.

(3) The provisions of the Section shall not apply to the designation of a public depository of public funds.

(e) Disclosure of Interest in Legislation. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council, or the Ethics Committee created by this ordinance, the nature and extent of such interest.

Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.

(7) Advisory Opinion. Any questions as to the interpretation of any provisions of this Code of ethics shall be referred to the Ethics Committee, which, if it deems it necessary or appropriate, may request an advisory opinion from the City Attorney.

(8) Jurisdiction and Application. The Committee Of The Whole shall have administrative jurisdiction over this Code of Ethics and shall be deemed the Ethics Committee for that purpose.

(a) The Committee may make recommendations with respect to amendments to this Code of Ethics Ordinance.

(b) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this ordinance, the Committee shall conduct an investigation of the facts of the complaint, if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the Committee shall conduct a public hearing in accordance with the common law requirements of the due process including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representative at the expense of the accused. The Committee shall make written findings of fact and issue a written decision concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the Common Council for final disposition.

(c) In the event a member of the Ethics Committee is allegedly involved in the ethics code violation, that member shall not take part in any investigation nor act as a member of said Committee in regard to said matter.

(d) In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an ethics code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this ethics code.

(9) Sanctions. A determination that an official's or employee's actions constitute improper conduct under the provisions of this ordinance may constitute a cause for suspension, removal from office or employment, or other disciplinary action. Pursuant to Section 19.59, Wisconsin Statutes, other disciplinary action may include a forfeiture in an amount not exceeding \$1,000.00 for each offense.

(10) Distribution of Code of Ethics. The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City of Waupaca within thirty (30) days after enactment of this Code. Each public official and employee elected, appointed, or engaged thereafter shall be furnished a copy before entering upon his or her duties.

Each public official, the Mayor, the Chairman of each Board, Commission or Committee and, the head of each Department, shall between May 1st and May 31st, each year, review the provisions of

this Code with his or her fellow Council, Board, Commission, Committee members or subordinates as the case may be, and certify to the City Clerk by June 15th that such annual review had been undertaken. A copy of this Code shall be continuously posted on each department bulletin board wherever situated.

Section 2. All ordinance or part of ordinances contravening the terms and provisions of this ordinance are hereby to that extent repealed.

Section 3. This Ordinance shall take effect on and upon passage and publication according to law.

Approved: July 15, 2014

/s/ Brian Smith
Brian Smith, Mayor

Adopted: July 15, 2014

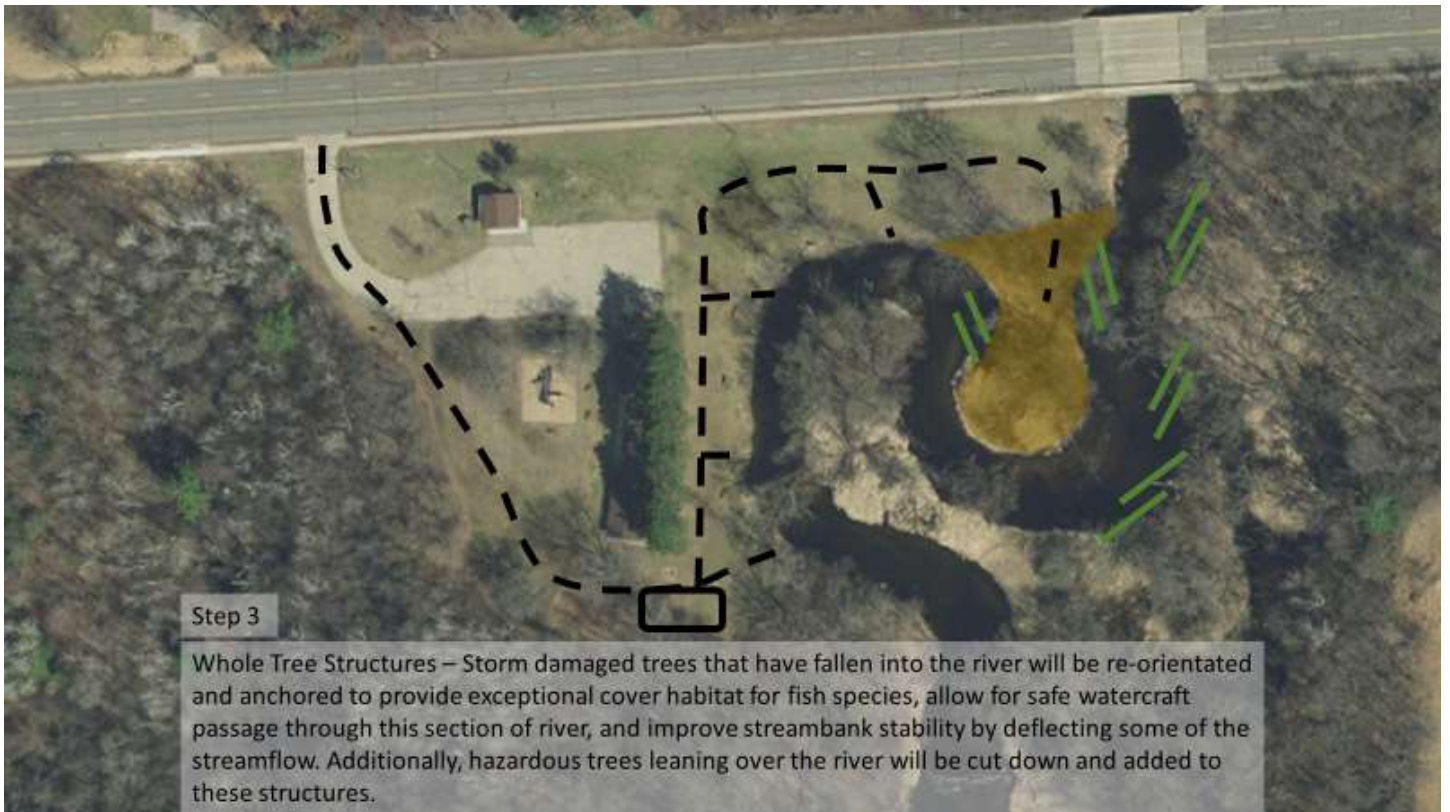
Published: July 24, 2014

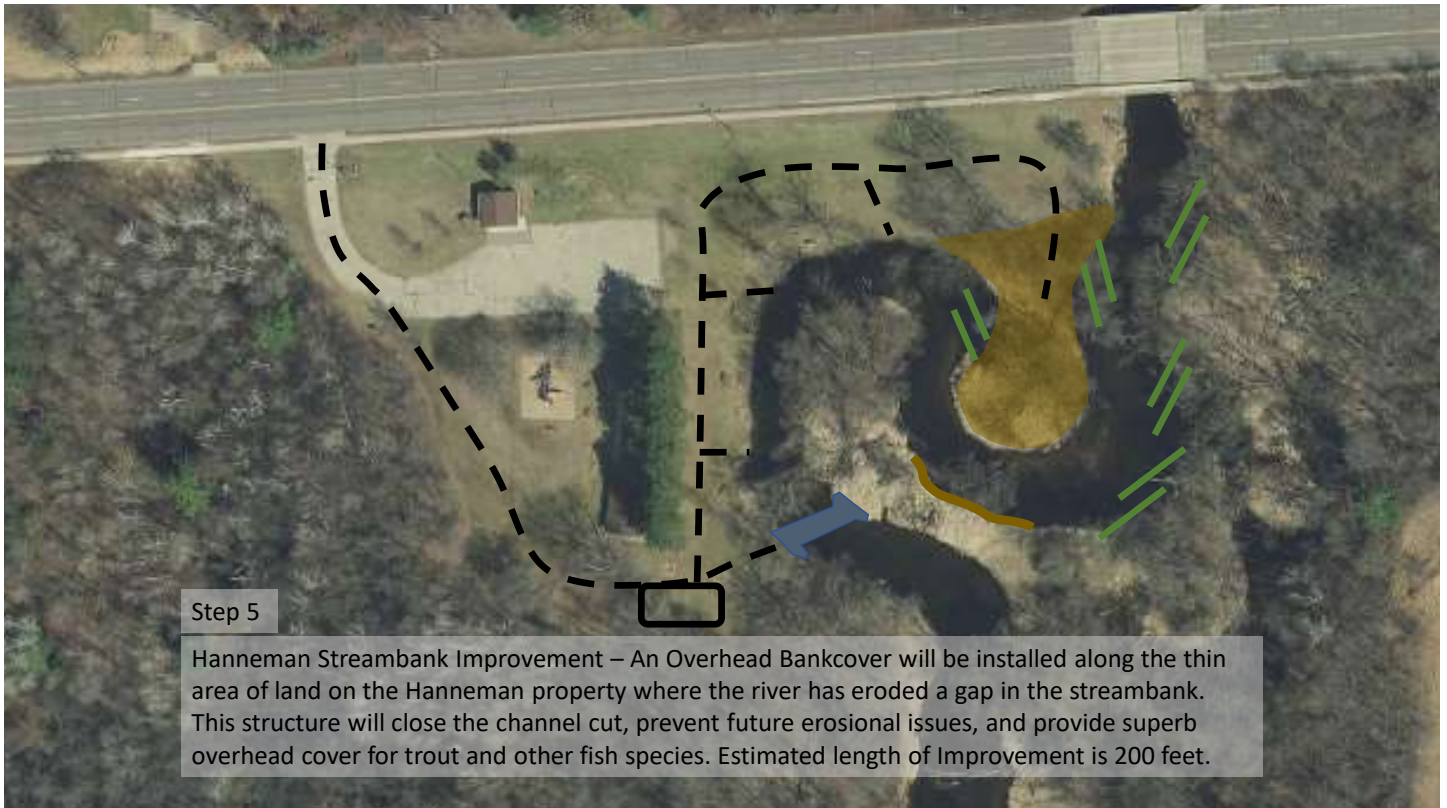
ATTEST:

/s/ Henry Veleker
Henry Veleker, Clerk

Riverside Park and Hanneman Property Trout Habitat Project – Step-by-Step
WDNR Wild Rose Fisheries Operations









Step 7

Riprap and Bank Sloping – Actively eroding streambanks along the park will be reinforced by adding boulders and stone to the toe of the slope. This armor will protect the banks from future erosion at the river's baseflow level. The streambank above this newly added riprap will be sloped down to a 3:1 slope to reduce future erosion at high water levels. Estimated length of Improvements is 200 feet.