

# Agenda

## Regular Parks and Recreation Board

**DATE: THURSDAY JUNE 3, 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. COVID-19 Update
- F. Discussion on Bandstand in Rotary Riverview Park – Action item

### ***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.**

## Parks and Recreation Director – May 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. With changes in CDC guidelines for mask wearing we have made a few changes at the Rec Center and Senior Center. Mask are now optional in the building for people who have been vaccinated. With these changes we have continued to see an uptick in usage of both areas without issue. There has also been a continuation of the high usage in our parks and trails as people continue to venture out.
- Our shared grant writer and myself have continued to stay busy with grant applications. We are currently working on two different requests for the Waupaca Area Community Foundation. One will be for our Swan Park playground and splash pad project and the other for boardwalk work at Eco Park. We are also continually looking at other possible grants to apply for.
- Work has continued on fundraising efforts for the Swan Park playground proposal. Adam Ross and myself were on the Office Outfitters game show and also recently spoke at Waupaca Rotary. We are into what is considered phase 2 of our fundraising campaign. Letters were sent to all chamber members in the past few weeks. We will be working toward a post card for all residents in the 54981 area as well. Donations continue to come in and things are moving forward.
- Staff has had multiple internal discussion about the bandstand in Rotary Riverview Park. Vandalism and maintenance issues continue to be a problem with the bandstand. I have written a memo that puts together all the issues and thoughts that have come up in these conversations. This will be brought to both Park Board and Common Council for guidance on how to proceed.
- The community survey for the bicycle and pedestrian plan has been completed. Myself, the planning committee and ECWRPC staff worked to create the survey. Advertisement for the survey will begin soon and we are hopeful the community can give us some good direction for the plan. You can find the survey at the website below or following the QR Code.

<https://www.surveymonkey.com/r/WaupacaWalkBike>



**Community Events:**

- **Friday, June 11<sup>th</sup>** – Park and Watch Movie at the Airport
- **Saturday, June 5<sup>th</sup> & Sunday, June 6<sup>th</sup>** – Boys 11U-12U Baseball Tournament
- **Saturday, June 12<sup>th</sup>** – Girls Comet Classic Softball Tournament
- **Saturday, June 19<sup>th</sup> & Sunday, June 20<sup>th</sup>** – Boys 8U-10U Baseball Tournament

**Parks:**

- The request to purchase a new UTV for the parks was approved by the City of Waupaca Common Council. We have the Bobcat UTV ordered and were told it would only take 3-4 weeks to get it in. We are hopeful this is the case with how long it is taking to get other equipment recently.
- Staff is working their tails off trying to keep up with mowing and getting fields ready on a daily basis. We are very limited in the usage of summer park crew staff during this time of year. Some hours are being worked by summer staff when possible, but we look to getting them up to full hours as soon as we can.
- We will again look at doing a goose round up on Shadow/Mirror Lake. We have been in contact with USDA-Wildlife Services staff to make sure they are aware we are interested. I have not seen the numbers needed yet for the round up but staff will continue to keep an eye on the goose situation.

Andrew Whitman, CPRP  
Parks and Recreation Director

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# WAUPACA SENIOR CENTER

Monthly Report: May 2021  
Sara Reybrock, Senior Center Coordinator

## MEMBERSHIP

WE CURRENTLY HAVE 377 MEMBERS SIGNED UP FOR 2021.

### CLASSES: BRINGING BACK SOME OLD AND NEW PROGRAMS TO THE CENTER

The senior center is welcoming back groups such as cards, mahjong, book club, woodcarving, and rug hooking. New programs such as Town Trekkers (which uses trekking poles), chair yoga as well as yoga in the park are being offered next month. Most of our programs are back and we are seeing an average of 794 check-ins per month with 129 unique users in the month of May.

### SPECIAL EVENTS

#### TO WELCOME BACK SOME OF OUR OLDER SENIORS WE ARE OFFERING A BINGO EVENT

WSC will offer a Hawaiian Style bingo party in the month of June to help welcome back some of our older seniors that have been absent from participation in our recent activities. Any member is welcome to attend with pre-registration. The cost of the event is free. Members are encouraged to dress in their Hawaiian or Island clothes and can anticipate games, prizes, laughter and refreshments.

## COMMUNITY CONNECTIONS AND OPPORTUNITIES

### SENIOR GARDENS ARE FULL

**MEMBERS HAVE RESERVED ALL THE GARDENS AVAILABLE AT SWAN PARK. PLANTING BEGAN ON MAY 17<sup>TH</sup>. GARDENS ARE OFFERED FREE TO ANY MEMBER.**

### EASY IPAD AND VIRTUAL REALITY CLASSES OFFERED AT WSC

WSC will offer some basic iPad training to anyone in the community that is interested in learning the basics of using an iPad. As part of a program offered through Waupaca Caregiver Coalition and the ADRC, we are assisting family members in getting connected with resources to help with caregiving. Another new program will be virtual reality for relaxation, game play and entertainment. The senior center has 10 new Oculus Quest headsets that seniors and caregivers can use with the assistance of our computer instructor. These programs will be held on Thursday evenings in June from 6-7 pm.



## **ROCK STEADY BOXING FOR PARKINSON'S DISEASE TAKING NEW REGISTRATION FOR SESSION 2**

After a very successful session 1, the Waupaca Senior Center will begin to open up a second class of non-contact boxing for individuals with Parkinson's Disease. Last month the senior center received an \$11,000 grant from the Helen Bader Foundation to support the RSB program. During the class, participants and their cornermen learn different punches, work on vocal activation, hand-eye coordination, balance, writing and core exercises to help fight the disease. Perhaps the best outcome has been the confidence and support that accompany the boxers as they navigate the disease together.

## **ACCREDITATION**

21<sup>ST</sup>. WISCONSIN ASSOCIATION OF SENIOR CENTER 5 YEAR ACCREDITATION HELD FRIDAY, MAY

### **THE WAUPACA SENIOR CENTER PARTICIPATED IN THE RE-ACCREDITATION SURVEY WITH THREE MEMBERS OF WASC (WISCONSIN ASSOCIATION OF SENIOR CENTERS) ADMINISTERING THE SURVEY.**

WSC presented a book of our policies, procedures and best practices to the committee. The advisory board joined Andrew and myself in reviewing the state and national standards as established by the National Council on Aging and National Institute of Senior Centers. Our center is 1 of 25 centers in the state of Wisconsin (there are over 100) that is recognized by the accreditation committee for providing excellence in programming and is recognized for our dedication to serving older adults in the areas of wellness, education and recreation.

Deposit Date	(All)
Money Type	(All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
501 Youth Programs	\$ 41,773.68	51.25%
504 Youth Center Fees	\$ 908.59	1.11%
507 Concessions Rec Center	\$ 815.56	1.00%
508 Rent Rec Center	\$ 4,802.59	5.89%
511 Park Shelter Houses	\$ 10,017.38	12.29%
513 Beer Permits	\$ 662.64	0.81%
514 Shelter Deposit	\$ 6,773.57	8.31%
530 Donations-Senior	\$ 115.00	0.14%
702 Senior Programs	\$ 12.97	0.02%
703 Senior Membership	\$ 871.89	1.07%
502 Swimming	\$ 3,630.38	4.45%
530 Donations-Parks	\$ 600.00	0.74%
		0.00%
522 Adult Basketball	\$ (7.10)	-0.01%
510 Concessions Swan Park	\$ 2,478.10	3.04%
(blank)		0.00%
521 Adult Baseball	\$ 6,149.09	7.54%
524 Adult Kickball/Tennis	\$ 273.40	0.34%
530 Donations-P&R Events (R )	\$ 1,625.00	1.99%
<b>Grand Total</b>	<b>\$ 81,502.74</b>	<b>100.00%</b>

5/25/2021

Month to date summary	Sum of Amount
501 Youth Programs	\$6,358.13
504 Youth Center Fees	\$48.92
507 Concessions Rec Center	\$74.74
508 Rent Rec Center	\$1,685.41
511 Park Shelter Houses	\$2,542.31
513 Beer Permits	\$111.43
514 Shelter Deposit	\$1,270.97
702 Senior Programs	\$16.76
703 Senior Membership	\$113.39
502 Swimming	\$624.15
510 Concessions Swan Park	\$2,478.10
521 Adult Baseball	\$5,674.09
524 Adult Kickball/Tennis	\$148.30
530 Donations-P&R Events (R )	\$50.00
<b>Grand Total</b>	<b>\$21,196.70</b>

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

<b>Final Registration Numbers</b>	<b>2021</b>
T-Ball	72
Children's Garden	12
Men's Softball - A	6
B	6
<b>In Progress</b>	
Youth Soccer-U6	74
U8	75
U10	61
U13	54
Art in the Park	56
Swim Lessons-Session 1	166
After Summer School Adventure-Session 1	13
Tennis Lessons	3

\*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**

The youth softball and baseball season is underway and we are just close to the end of our second week. Everything has gone really well so far and parents, coaches, and participants are excited to be back out there! The season will continue through June and will end with a tournament the last weekend in June. The rest of our summer programs are well underway with registration. As you can see by the numbers above we are doing well with registrations, which is great to see! The first day of t-ball has already been completed and everything ran smooth with that. This program takes place out at the t-ball fields at Swan Park and runs until the end of June. The children's garden is back this year after taking a couple of years off and they have already planted their garden. The group will then meet back up in a few weeks once school is out to tend to the garden and participate in other activities.

### **Adult Programs**

Men's Softball has started for the season and we are 3 weeks in already! Everything has been going well so far with only a few games cancelled due to storms. This season will go until the middle of August and will wrap up with a tournament. Kickball and tennis lesson registrations are currently open and both will begin later this summer.

### **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 11<sup>th</sup>, beginning at 7:00pm, out at the airport and we are very excited to provide this opportunity.

Kassandra Humke, Recreation Program Supervisor

## Memo

**To:** Parks and Recreation Board

**From:** Andrew Whitman – Parks and Recreation Director

**Date:** Tuesday, May 25, 2021

**Subject:** Discussion on removal of Rotary Riverview Park Bandstand

We have continued to keep an eye on the bandstand at Rotary Riverview Park that was built in 1998-99. Major repairs are already needed or will be needed shortly on many aspects of the bandstand. You can see some of the issues in the pictures attached to this memo. Below are some of the reasons I believe we should consider removing the bandstand from Rotary Riverview Park.

During review of the Waupaca Riverfront Master plan, city staff noticed that the bandstand is not part of the long term goals for the park. Removal of the bandstand would create an opportunity to expand the green space and open the possibility of expanding the trail to connect directly to the Challenge Trail section of the RRT. Both of these are highlighted improvements within the attached master plan. We have had, and continue to have vandalism issues, including people getting underneath and in the back of the bandstand. The doors had to be removed and bolted shut to keep people out of the back storage area. Boards have been scratched with graffiti and removed from multiple places on the bandstand.

Usage of the Riverview Park Bandstand has been very low since we implemented ActiveNet. Records show that it has been rented 6 times since 2016 for a total revenue of \$1,070, with half of those coming from one rental. Most of these rentals have come from churches using it during the summer but unfortunately that hasn't happened since 2018. I asked our Parks Superintendent to do a cost estimate to fully repair all wood, siding and rotten framework to bring the bandstand up to date. With the current price of lumber, that cost estimate is \$20,000-\$25,000. This is a high cost when compared to usage and revenue from rentals.

I received a quote from Faulks Bros. Construction to completely raze the bandstand which includes loading, hauling and disposing all building debris. It would also include the excavation of the concrete pad and footings. The quote for all of this work to be completed is projected between \$4,500 and \$5,500. This would be paid for from the Capital Projects Fund using residual bond proceeds from prior years' projects. There would also be an extra \$500-\$1,000 dollars for a required asbestos testing for the site. This test would be required by the WDNR and would be paid for from operational dollars. I also met both our Parks Superintendent and IT Director at the site to see if there would be any extra cost associated with moving

electrical or internet equipment. Both were confident that this could be done with minimal cost and without a reduction of camera or internet service.

With all of the information collected above it would be staff's recommendation to remove the bandstand from Rotary Riverview Park.

**REQUESTED ACTION:**

Recommend Park Board approve taking this discussion and request to the City of Waupaca Common Council

**ATTACHED:**

Pictures of Riverview Park Bandstand

Riverview Park Master Plan – Pages 12-14

Cost Estimate from Faulks Bros. Construction

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MASTER PLAN

The master plan identified on the following pages is the result of steering committee input, public involvement, an open house and staff leadership within the City of Waupaca. By pairing the “strategic objectives” with the applied science, the plan is visionary, yet implementable. Throughout the following pages, a series of plans provides a detailed framework for the potential developments to come.



Community meeting.



Community meeting

Figure 4.1: Overall Park Plan





**Figure 4.2:** The Wilds - Park Plan


## THE WILDS

The Wilds is located at the north end of Waupaca, nestled within a wooded area. The timber is habitat for birds, small mammals and many other non-game species. With its close proximity to downtown, the area provides the perfect opportunity to escape for the lunch hour, go for an evening walk, or serve as a place for students to learn about river ecology.

### IMPROVEMENTS

The following opportunities will help enhance the character of the woodland and provide an appealing and safe place for citizens to walk, fish or recreate.

1. Establish and enhance urban prairie creating upland habitat for birds and pollinators.
2. Manage woodland (clean up invasive species) to help improve site lines and restore the landscape.
3. Open up views to and from trails, creating a place where people feel comfortable with an appropriate amount of transparency.
4. Pave existing Challenge Trail.
5. Connect and improve current trails offering a destination for neighborhoods and downtown employees to walk.
6. Replace the existing maintenance facility to provide a complimentary garden to the activities at the Danes Home.
7. Expand Nels Rasmussen Garden.
8. Danes Home parking drop-off (privately funded).
9. Preserve and maintain existing garden
10. Increase on-street parking.
11. Add paved recreation path connecting Swan Park to downtown.



The Challenge Trail is an escape into nature just a short walk from Downtown. Paving the current trail and removing invasive species to open up views to the river will make the trail more accessible to a wider range of users.



The Danes Hall is an important historical icon that anchors the north end of Main Street and is complemented by plantings at the south end of Nels Rasmussen Park. Both areas have great potential to expand and bring more citizens and visitors to downtown.



Figure 4.3: Main Street Backyard - Park Plan



## MAIN STREET BACKYARD

This activated space serves as the “central park” of downtown, providing an opportunity for citizens to recreate, fish, and explore—right off Main Street!

### IMPROVEMENTS

Opportunities are abundant to help create a complementary destination to downtown. The following opportunities will help build momentum within the community and region.

1. Pave existing Challenge Trail.
2. Danes Home
3. On-street parking
4. Raised speed bumps to increase pedestrian safety.
5. Events Lawn for local concerts, festivals, parties, and more, bringing activity and life into the park.
6. Fishing jetty/wade in area to offer additional fishing opportunities.
7. Widen walks and complete a loop within the downtown neighborhoods.
8. Riverwalk/boardwalk to further engage the river.
9. New shelter with restrooms allows for larger events to take place and serves as a much needed amenity to downtown.
10. Canoe/kayak launch.
11. Cantilevered bar grating overlook.
12. Realigned parking to give a more organized appearance and give residents designated parking.
13. Trash enclosure screens dumpsters and trash receptacles from view.
14. Art bridge connection gives neighborhoods east of the river easy access to Downtown.
15. On-street trail provides a safer route for pedestrians.
16. Streambank restoration helps reduce erosion and improves habitat.
17. Improved sight lines increases the feeling of safety and opens views across the river.



Riverview Park



Rotary Plaza

























FAULKS BROS. CONSTRUCTION, INC.  
E3481 ROYALTON STREET  
WAUPACA WI 54981  
USA

Phone: 715-258-8566  
Fax: 715-942-0509

Quote Number: 5860

QUOTE

Page: 1 of 1

Quote To:

ANDREW WHITMAN  
WAUPACA COUNTY PARKS & RECREATION  
407 SCHOOL STREET  
WAUPACA WI 54981

Phone: 715-258-4435

Fax:

Date: 5/10/2021

Expires: 6/9/2021

Reference:

Sales Person: NICK PANKRATZ

Fax:

**COMPLETE DEMOLITION OF EXISTING BANDSTAND AT  
ROTARY RIVERVIEW PARK IN WAUPACA, WI**

COMPLETE RAZE OF EXISTING BANDSTAND. INCLUDES LOADING, HAULING, AND DISPOSING ALL BUILDING DEBRIS AT A LICENSED LANDFILL (INCLUDES LANDFILL TIPPING FEE).

EXCAVATE CONCRETE PAD AND FOOTINGS AND DISPOSE OFFSITE.

**BUDGETARY COST \$4,500 - \$5,500.00**

ASBESTOS TESTING AND ABATEMENT IS NOT INCLUDED BUT WILL BE REQUIRED AS IT IS A COMMERCIAL STRUCTURE.

NO TOPSOIL OR LANDSCAPING IS INCLUDED FOR DISTURBED AREAS.

NO UTILITY RELOCATION (PHONE, FIBER, GAS, ETC.) IS INCLUDED.

**PAYMENT TERMS** All invoices are due and payable upon completion. A service charge of 1.5% per month will be added to all past due amounts. All prices subject to applicable sales taxes.

**LIEN RIGHTS** AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, FAULKS BROS. CONSTRUCTION, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED, FAULKS BROS. CONSTRUCTION, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. FAULKS BROS. CONSTRUCTION, INC. AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs must be approved by owner and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature

*Nick Pankratz* 5-10-21

FAULKS BROS. CONSTRUCTION, INC.

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_