

Agenda

Regular Parks and Recreation Board

DATE: THURSDAY OCTOBER 7, 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. Updated Wage Scale Memo
- F. Tentative Grant Awards 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.

Parks and Recreation Director – September Report

Administrative:

- We received great news on a few of the grants that were applied for from the DNR. As a reminder we applied for two Recreation Trail Program grants for projects at Swan Park and Waupaca Eco Park on the River Ridge Trail. Staff also applied for a Land and Water Conservation Fund grant for the proposed Swan Park Playground and Splash Pad project. I recently received tentative award letters for all three projects and all three will be fully or partially funded. The RTP grants are 50% matching grants and both were fully funded at \$9,500 for Swan Park and \$36,184 for Waupaca Eco Park. We have also received grant dollars from the Greenways Commission and Community Foundation of \$7,300 and \$7,500 respectively. The LWCF grant was also a 50% matching grant and we applied for around \$650,000 for the Swan Park project. Though we were not fully funded we are extremely excited that we tentatively have been awarded \$334,464. I can't thank our shared grant writer, Greg Grohman, and the Friends of Waupaca parks for their help and support to secure this funding!
- The Bicycle and Pedestrian plan is moving forward with gathering more data of how our current trails/walkways are being used. This past week employees from East Central Planning came out to Waupaca to set up 10 different infrared sensors. These sensors will measure both walking and biking activity at the locations. Some of these are based on looking at possible future needs and some are to judge which current areas get the most use. I have attached a map of the location of the sensors and a picture of what they look like. They should be left up for around 2-3 weeks to gather information.



- We are now up to four groups participating in the newly created Adopt-a-Trail program. The purpose of this program was to receive help from community groups who are interested in helping with general maintenance of the River Ridge Trail. I recently met with one of the groups to look over what they have done and ideas of other tasks to help out. The trail looked great and it's nice to see community members taking some ownership of the trail system. I think the program has been successful and look to grow the program in the future.
- Once again our annual Fall-O-Rama was held on September 18th at Upper South Park. This craft fair event is a fundraiser for the Friends of Waupaca Parks and is a great community event. This year we had around 50 vendors and also had some coordination with the Rural Historical Society House Tour to help

promote their event. Overall it was a great event and many community members came out to enjoy a beautiful day.

Community Events:

- **Halloween/Main Street Party** – Friday, October 29th (4:00pm-6:00pm)
- **Fall-O-Rama** – Saturday, September 19th (9:00am-3:00pm)

Parks:

- After another busy season our park shelters will be closed on October 1st, 2021. People may always continue to use the parks but bathrooms will be closed and rentals will be done for the year. It was nice to see park shelter rentals return to normal numbers after last summer.
- Parks and cemetery crews will be focusing on mowing, leaves and closing down parks for the next few weeks. Water lines will be taken care of and everything sealed up for the season. Some of our part time parks crew staff will still be helping out on the weekend to keep up with mowing and picking up leaves.

Andrew Whitman

Andrew Whitman, CPRP
Parks and Recreation Director

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

Final Numbers	2021
Flag Football Squirt	66
Flag Football Junior	44
Youth Volleyball	62
Women's Volleyball Teams	18
Adult Coed Pickleball Teams	9
Adult Coed Volleyball Teams	8
In Progress	
Kids Chess Club	1
Beginner Basketball	26
Intermediate Basketball	29

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

Youth Programs

Youth Volleyball and Flag Football started a few weeks ago and things have been going smooth for both of them! We have already had multiple practices and two Saturdays of flag football games. The kids are excited to be back out on the fields with their friends and playing football! There have also been a couple of practices for volleyball at the High School. The change to that program has been successful so far and Mel Peterson does a great job with the kids and getting them excited about volleyball. Registration for chess just opened and will be starting at the beginning of November. We will be bringing that program back to the Rec Center after school.

Adult Programs

Women's volleyball, coed pickleball, and coed volleyball are all a few weeks in to league play already and everything is going well. Even though we took a year off from these programs due to Covid, I am happy to report that we have almost the same amount of teams that have come back for each league. The participants are having a good time and are enjoying being back at the Rec and playing with their friends.

Community Events

Planning for the Halloween Party is starting to ramp up. This year the Halloween Party will take place on Friday, October 29th on Main Street from 4-6pm to celebrate the finished Main Street project. We will be having all of the same activities as we typically do, just in a different location. This year we are collaborating with Waupaca, King & In-between to offer Trick or Treating at local businesses right on Main Street. We will also be offering the apple-tasting booth where participants get to try apples and then take a bag home of their favorite kind. In order to provide this, we received a small grant from the Thedacare Community Foundation. Our entertainment this year will be a group of professional fire artists called Fox Valley Fire Arts. They joined our party back in 2019, and I am happy to be bringing them back to the community for another show! We look forward to making this a fun and memorable event again.

Kassandra Humke, Recreation Program Supervisor

Deposit Date (All)
 Money Type (All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
		0.00%
501 Youth Programs	\$ 46,330.84	40.24%
502 Swimming	\$ 5,142.38	4.47%
504 Youth Center Fees	\$ 1,267.59	1.10%
507 Concessions Rec Center	\$ 1,315.34	1.14%
508 Rent Rec Center	\$ 7,152.59	6.21%
510 Concessions Swan Park	\$ 25,450.10	22.11%
511 Park Shelter Houses	\$ 12,027.38	10.45%
513 Beer Permits	\$ 802.64	0.70%
514 Shelter Deposit	\$ (326.43)	-0.28%
521 Adult Baseball	\$ 6,149.09	5.34%
522 Adult Basketball	\$ (7.10)	-0.01%
523 Adult Volleyball	\$ 1,956.00	1.70%
524 Adult Kickball/Tennis	\$ 63.40	0.06%
530 Donations-P&R Events (R)	\$ 2,250.00	1.95%
530 Donations-Parks	\$ 2,100.00	1.82%
530 Donations-Rec Center	\$ 310.00	0.27%
530 Donations-Senior	\$ 135.00	0.12%
530 Donations-Youth Programs	\$ 2,000.00	1.74%
702 Senior Programs	\$ 12.97	0.01%
703 Senior Membership	\$ 991.89	0.86%
Grand Total	\$ 115,123.68	100.00%

9/28/2021

Month to date summary	Sum of Amount
501 Youth Programs	\$512.00
504 Youth Center Fees	\$110.00
507 Concessions Rec Center	\$69.75
508 Rent Rec Center	\$1,200.00
511 Park Shelter Houses	\$480.00
514 Shelter Deposit	-\$1,280.00
523 Adult Volleyball	\$994.00
530 Donations-Parks	\$1,500.00
510 Concessions Swan Park	\$190.00
524 Adult Kickball/Tennis	-\$300.00
530 Donations-P&R Events (R)	\$500.00
Grand Total	\$3,975.75

WAUPACA SENIOR CENTER

Monthly Report: September 2021

Sara Reybrock, Senior Center Coordinator

MEMBERSHIP

WE CURRENTLY HAVE 492 MEMBERS SIGNED UP FOR 2021. USAGE: WE HAD 870 CHECK-INS THIS MONTH WITH 180 UNIQUE USERS

SENIOR CENTER MONTH

In September we celebrated Senior Center Month with many fun activities and events. September was also Falls Prevention Month. Dean Sondrol from Advanced Physical Therapy came to discuss how to prevent falls, give simple exercises to build strength, and offered free fall screens. Approximately 25 individuals participated in the event.

EVENTS & ACTIVITIES

MENS POOL LEAGUE

Men's pool league has started and we have 36 individuals participating. It will run every Monday from 12:30-3:30 pm until the end of January

COMMUNITY EVENTS

The Line Dancers performed at Fall O'Rama and the cardio drummers are trying to work with the high school to set something up for halftime of a basketball game. I will be a presenter at the WASC conference on Friday, October 8, 2021. It is a virtual conference for all senior center coordinators in the state of Wisconsin. I have also joined the accreditation board for Wisconsin Senior Centers and will be part of implementing best practices for Wisconsin Senior Centers. My next accreditation will be the Thompson Center at Lourdes on Friday, October 22nd.

FUNDRAISERS

- WSC worked with Amoco, The Filling Station and Crystal River for a community fundraiser. We were able to raise \$490.00 towards senior center program
- We are currently selling cookbooks for \$10.00 at the senior center
- The center will be hosting a wine tasting event in November as a fundraiser

NEXT ADVISORY BOARD MEETING

Our next Advisory Board meeting will be held Tuesday, October 19th at 8:00 am at the senior center

CITY OF WAUPACA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 100 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
PUBLIC CHARGES FOR SERVICE					
100-46540-100-000 FEES: CEMETERY BURIALS	1,475.00	11,325.00	15,000.00	(3,675.00)	75.50
100-46715-000-000 FEES: PARK BEER PERMITS	.00	472.64	500.00	(27.36)	94.53
100-46720-000-000 FEES: PARK SHELTER HOUSES	473.93	7,288.79	8,000.00	(711.21)	91.11
100-46725-000-000 FEES: CONCESSIONS SWAN PARK	180.09	28,762.74	30,000.00	(1,237.26)	95.88
100-46745-000-000 FEES: CONCESSIONS REC CENTER	44.54	1,265.53	3,000.00	(1,734.47)	42.18
100-46750-100-000 FEES: SENIOR MEMBERSHIP	292.93	4,966.40	8,000.00	(3,033.60)	62.08
100-46750-110-000 FEES: SENIOR TRAVEL	2,055.00	4,596.72	10,000.00	(5,403.28)	45.97
100-46750-120-000 FEES: SENIOR PROGRAMS	207.90	486.63	1,000.00	(513.37)	48.66
TOTAL PUBLIC CHARGES FOR SERVICE	4,729.39	59,164.45	75,500.00	(16,335.55)	78.36
TOTAL FUND REVENUE	4,729.39	59,164.45	75,500.00	(16,335.55)	78.36
PARK & REC-SENIOR PROGRAMS					
100-55131-102-000 SR CITIZENS: WAGES	1,546.40	28,594.72	40,204.00	11,609.28	71.12
100-55131-104-000 SR CITIZENS: PT WAGES	1,233.04	21,214.09	28,026.00	6,811.91	75.69
100-55131-118-000 SR CITIZENS: SOCIAL SECURITY	228.56	4,156.48	5,220.00	1,063.52	79.63
100-55131-119-000 SR CITIZENS: RETIREMENT (R)	118.44	2,234.46	2,714.00	479.54	82.33
100-55131-121-000 SR CITIZENS: GRP HLTH INS	208.34	3,750.12	5,000.00	1,249.88	75.00
100-55131-122-000 SR CITIZENS: LIFE INS	3.24	57.74	78.00	20.26	74.03
100-55131-123-000 SR CITIZENS: INC PROTECT	10.95	197.10	240.00	42.90	82.13
100-55131-202-000 SR CITIZENS: TRAINING	.00	309.00	1,300.00	991.00	23.77
100-55131-207-000 SR CITIZENS: MAINT OF EQUIP	.00	380.15	1,000.00	619.85	38.02
100-55131-216-000 SR CITIZENS: POSTAGE	.00	245.00	2,000.00	1,755.00	12.25
100-55131-217-000 SR CITIZENS: MEMBERSHIP & DUES	.00	275.00	150.00	(125.00)	183.33
100-55131-230-000 SR CITIZENS: AWARDS	10.00	10.00	200.00	190.00	5.00
100-55131-231-000 SR CITIZENS: EQUIP	127.06	930.18	1,500.00	569.82	62.01
100-55131-253-000 SENIOR: PROMOTIONAL MATERIA	.00	953.74	1,100.00	146.26	86.70
100-55131-254-000 SENIOR: TRIPS	.00	2,624.00	8,000.00	5,376.00	32.80
100-55131-301-000 SR CITIZENS: SUPPLIES	238.44	3,504.54	5,150.00	1,645.46	68.05
TOTAL PARK & REC-SENIOR PROGRAMS	3,724.47	69,436.32	101,882.00	32,445.68	68.15

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 100 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>PARK & REC-ADMINISTRATION</u>						
100-55211-102-000	REC ADMIN: WAGES	5,272.80	63,273.61	68,549.00	5,275.39	92.30
100-55211-118-000	REC ADMIN: SOCIAL SECURITY	466.49	5,704.20	5,244.00	(460.20)	108.78
100-55211-119-000	REC ADMIN: RETIREMENT (R)	411.60	5,033.01	4,627.00	(406.01)	108.77
100-55211-121-000	REC ADMIN: GRP HLTH INS	625.02	7,243.40	6,538.00	(705.40)	110.79
100-55211-122-000	REC ADMIN: LIFE INS	25.56	304.44	283.00	(21.44)	107.58
100-55211-123-000	REC ADMIN: INC PROTECT	31.49	377.87	457.00	79.13	82.68
100-55211-202-000	REC ADMIN: TRAINING	.00	.00	3,800.00	3,800.00	.00
100-55211-206-000	REC ADMIN: TELEPHONE	123.01	1,048.84	800.00	(248.84)	131.11
100-55211-207-000	REC ADMIN: MAINT OF EQUIP	.00	.00	350.00	350.00	.00
100-55211-215-000	REC ADMIN: ADVERTISING	67.73	1,819.19	1,500.00	(319.19)	121.28
100-55211-217-000	REC ADMIN: MEMBERSHIP & DUES	.00	599.00	500.00	(99.00)	119.80
100-55211-228-000	REC ADMIN: RECRUTE PERSONNEL	.00	66.08	450.00	383.92	14.68
100-55211-268-000	REC ADMIN: CAR /CELL PHONE	200.00	1,200.00	1,600.00	400.00	75.00
100-55211-301-000	REC ADMIN: SUPPLIES	118.14	529.95	1,650.00	1,120.05	32.12
TOTAL PARK & REC-ADMINISTRATION		7,341.84	87,199.59	96,348.00	9,148.41	90.50
<u>PARK & REC-YOUTH PROGRAMS</u>						
100-55212-104-000	YOUTH PROGS: PT WAGES	60.00	2,803.50	.00	(2,803.50)	.00
100-55212-118-000	YOUTH PROGS: SOCIAL SECURITY	4.59	214.47	.00	(214.47)	.00
TOTAL PARK & REC-YOUTH PROGRAMS		64.59	3,017.97	.00	(3,017.97)	.00

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 100 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
PARK & REC-RECREATION BLDG					
100-55216-104-000 REC BLDG :PARTTIME	2,251.70	18,701.93	26,385.00	7,683.07	70.88
100-55216-112-000 REC BLDG: UNIFORMS	14.03	120.98	.00	(120.98)	.00
100-55216-116-000 REC BLDG : PT RETIRE	.00	22.02	.00	(22.02)	.00
100-55216-118-000 REC BLDG : SOCIAL SECURITY	19.93	538.86	2,018.00	1,479.14	26.70
100-55216-122-000 REC BLDG: LIFE INS	.00	1.25	.00	(1.25)	.00
100-55216-203-000 REC BLDG: HEAT	558.05	15,682.42	19,250.00	3,567.58	81.47
100-55216-204-000 REC BLDG: ELECTRICITY	.00	17,818.15	24,000.00	6,181.85	74.24
100-55216-205-000 REC BLDG: WATER SEWER	.00	4,047.40	7,000.00	2,952.60	57.82
100-55216-206-000 REC BLDGCENTER: TELEPHONE	25.89	876.77	1,500.00	623.23	58.45
100-55216-207-000 REC BLDG: MAINT OF EQUIP	.00	3,430.90	4,000.00	569.10	85.77
100-55216-208-000 REC BLDG: MAINT OF FACILITIES	323.21	11,014.59	9,610.00	(1,404.59)	114.62
100-55216-211-000 REC BLDG: CONTRACT SERVICES	.00	370.17	1,400.00	1,029.83	26.44
100-55216-231-000 REC BLDG: EQUIP	.00	.00	2,000.00	2,000.00	.00
100-55216-244-000 REC BLDG: ELEVATOR	.00	3,086.85	2,000.00	(1,086.85)	154.34
100-55216-245-000 REC BLDG: FIRE ALARM	.00	486.00	750.00	264.00	64.80
100-55216-247-000 REC BLDG: SPRINKLER SYSTEM	.00	.00	250.00	250.00	.00
100-55216-248-000 REC BLDG: AIR SYSTEM HVAC	.00	5,864.15	11,000.00	5,135.85	53.31
100-55216-253-000 REC BLDG: CONCESSIONS	185.40	1,266.30	1,500.00	233.70	84.42
100-55216-301-000 REC BLDG: SUPPLIES	48.93	3,541.63	4,550.00	1,008.37	77.84
TOTAL PARK & REC-RECREATION BLDG	3,427.14	86,870.37	117,213.00	30,342.63	74.11
PARK & REC-BEACHES					
100-55221-104-000 BEACHES: PT WAGES	577.81	56,366.46	42,000.00	(14,366.46)	134.21
100-55221-118-000 BEACHES: SOCIAL SECURITY	44.19	4,312.15	3,213.00	(1,099.15)	134.21
100-55221-205-000 BEACHES: WATER SEWER	.00	682.32	1,500.00	817.68	45.49
100-55221-206-000 BEACHES: TELEPHONE	.00	288.00	585.00	297.00	49.23
100-55221-208-000 BEACHES: MAINT OF FACILITIES	.00	390.00	500.00	110.00	78.00
100-55221-301-000 BEACHES: SUPPLIES	184.73	1,014.67	3,125.00	2,110.33	32.47
TOTAL PARK & REC-BEACHES	806.73	63,053.60	50,923.00	(12,130.60)	123.82

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 100 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>PARK & REC-PARKS</u>					
100-55411-102-000 PARKS: WAGES	2,144.80	38,142.78	55,747.00	17,604.22	68.42
100-55411-103-000 PARKS: OVERTIME	20.11	641.07	1,100.00	458.93	58.28
100-55411-104-000 PARKS: PT WAGES	871.76	20,108.96	7,400.00	(12,708.96)	271.74
100-55411-105-000 PARKS: CALL-IN PAY	.00	241.29	.00	(241.29)	.00
100-55411-112-000 PARKS: UNIFORMS	10.03	140.40	700.00	559.60	20.06
100-55411-118-000 PARKS: SOCIAL SECURITY	218.03	3,528.73	4,915.00	1,386.27	71.80
100-55411-119-000 PARKS: RETIREMENT (R)	146.13	2,692.41	3,837.00	1,144.59	70.17
100-55411-121-000 PARKS: GRP HLTH INS	719.93	9,853.16	17,278.00	7,424.84	57.03
100-55411-122-000 PARKS: LIFE INS	4.93	84.73	117.00	32.27	72.42
100-55411-123-000 PARKS: INC PROTECT	12.72	218.64	305.00	86.36	71.69
100-55411-202-000 PARKS: TRAINING	75.48	821.85	500.00	(321.85)	164.37
100-55411-203-000 PARKS: HEAT	.00	749.01	1,500.00	750.99	49.93
100-55411-204-000 PARKS: ELECTRICITY	.00	15,375.04	19,700.00	4,324.96	78.05
100-55411-205-000 PARKS: WATER SEWER	.00	9,679.13	15,000.00	5,320.87	64.53
100-55411-206-000 PARKS: TELEPHONE	103.55	1,925.38	2,500.00	574.62	77.02
100-55411-207-000 PARKS: MAINT OF EQUIP	.00	1,250.96	2,000.00	749.04	62.55
100-55411-208-000 PARKS: MAINT OF FACILITIES	461.67	10,921.85	17,100.00	6,178.15	63.87
100-55411-210-000 PARKS: PROF SERVICES	.00	77.00	.00	(77.00)	.00
100-55411-211-000 PARKS: CONTRACT SERVICES	.00	4,722.76	4,500.00	(222.76)	104.95
100-55411-231-000 PARKS: MOWING EQUIP	.00	202.50	7,000.00	6,797.50	2.89
100-55411-253-000 PARKS: CONCESSIONS	508.45	25,384.28	20,000.00	(5,384.28)	126.92
100-55411-272-000 PARKS: MAINT OF VEHICLES	280.12	1,592.96	4,200.00	2,607.04	37.93
100-55411-301-000 PARKS: SUPPLIES	1,079.17	17,462.45	14,400.00	(3,062.45)	121.27
100-55411-312-000 PARKS: GASOLINE	1,936.90	5,449.97	7,000.00	1,550.03	77.86
100-55411-313-000 PARKS: DIESEL FUEL	63.95	620.03	2,000.00	1,379.97	31.00
TOTAL PARK & REC-PARKS	8,657.73	171,887.34	208,799.00	36,911.66	82.32

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 100 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>CEMETERY</u>					
100-57711-102-000 CEM: WAGES	1,888.00	34,457.29	49,094.00	14,636.71	70.19
100-57711-103-000 CEM: OVERTIME	81.95	433.65	.00	(433.65)	.00
100-57711-112-000 CEM: UNIFORMS	150.00	150.00	300.00	150.00	50.00
100-57711-118-000 CEM: SOCIAL SECURITY	171.17	2,627.56	3,756.00	1,128.44	69.96
100-57711-119-000 CEM: RETIREMENT (R)	148.38	2,475.63	3,314.00	838.37	74.70
100-57711-121-000 CEM: GRP HLTH INS	928.27	12,746.66	17,278.00	4,531.35	73.77
100-57711-122-000 CEM: LIFE INS	3.37	58.01	78.00	19.99	74.37
100-57711-123-000 CEM: INC PROTECT	9.97	173.65	240.00	66.35	72.35
100-57711-202-000 CEM: TRAINING	.00	.00	250.00	250.00	.00
100-57711-203-000 CEM: HEAT	.00	.00	600.00	600.00	.00
100-57711-204-000 CEM: ELECTRICITY	.00	302.08	325.00	22.92	92.95
100-57711-205-000 CEM: WATER SEWER	.00	533.98	625.00	91.02	85.44
100-57711-207-000 CEM: MAINT OF EQUIP	161.64	444.89	3,000.00	2,555.11	14.83
100-57711-210-000 CEM: PROF SERVICES	.00	77.00	.00	(77.00)	.00
100-57711-268-000 CEM: CAR/CELL PHONE	40.00	360.00	480.00	120.00	75.00
100-57711-272-000 CEM: MAINT OF VEHICLES	.00	245.54	1,000.00	754.46	24.55
100-57711-301-000 CEM: SUPPLIES	190.95	603.63	750.00	146.37	80.48
TOTAL CEMETERY	3,753.70	55,689.56	81,090.00	25,400.44	68.68
TOTAL FUND EXPENDITURES	27,776.20	537,154.75	656,255.00	119,100.25	81.85
NET REVENUES OVER EXPENDITURES	(23,046.81)	(477,990.30)	(580,755.00)	102,764.70	(485.13)

CITY OF WAUPACA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 252 - ADULT RECREATION PROGRAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICES</u>					
252-44621-000-000 REC DEPT: BASKETBAL	.00	1,343.99	2,000.00	(656.01)	67.20
252-44622-000-000 REC DEPT: BASEBALL	.00	3,352.22	4,000.00	(647.78)	83.81
252-44623-000-000 REC DEPT: VOLLEYBAL	970.61	1,527.01	10,000.00	(8,472.99)	15.27
252-44624-000-000 REC DEPT: KICKBALL/OTHER	.00	259.16	2,000.00	(1,740.84)	12.96
TOTAL PUBLIC CHARGES FOR SERVICES	970.61	6,482.38	18,000.00	(11,517.62)	36.01
TOTAL FUND REVENUE	970.61	6,482.38	18,000.00	(11,517.62)	36.01
<u>ADULT VOLLEYBALL</u>					
252-55217-231-000 ADULT VOLLEYBALL: EQUIP	.00	.00	1,000.00	1,000.00	.00
252-55217-232-000 ADULT VOLLEYBALL: REFEREES, ETC	.00	.00	4,300.00	4,300.00	.00
TOTAL ADULT VOLLEYBALL	.00	.00	5,300.00	5,300.00	.00
<u>ADULT BASKETBALL</u>					
252-55218-104-000 ADULT BASKETBALL: PT WAGES	.00	.00	1,000.00	1,000.00	.00
252-55218-118-000 ADULT BASKETBALL: SOC SEC	.00	.00	77.00	77.00	.00
252-55218-231-000 ADULT BASKETBALL: EQUIPMENT	.00	.00	400.00	400.00	.00
252-55218-232-000 ADULT BASKETBALL: REFEREES, ETC	.00	.00	2,500.00	2,500.00	.00
TOTAL ADULT BASKETBALL	.00	.00	3,977.00	3,977.00	.00
<u>ADULT SOFTBALL</u>					
252-55219-104-000 ADULT SOFTBALL: PT WAGES	.00	999.93	.00	(999.93)	.00
252-55219-118-000 ADULT SOFTBALL: SOCIAL SEC	.00	76.51	.00	(76.51)	.00
252-55219-231-000 ADULT SOFTBALL: EQUIP	.00	549.50	3,500.00	2,950.50	15.70
252-55219-232-000 ADULT SOFTBALL: UMPs, ETC	.00	4,375.00	5,000.00	625.00	87.50
TOTAL ADULT SOFTBALL	.00	6,000.94	8,500.00	2,499.06	70.60
<u>ADULT KICKBALL</u>					
252-55220-231-000 ADULT KICKBALL: EQUIP	.00	.00	200.00	200.00	.00
252-55220-232-000 ADULT KICKBALL: REFEREE, UMPs, ETC	.00	.00	800.00	800.00	.00
TOTAL ADULT KICKBALL	.00	.00	1,000.00	1,000.00	.00

CITY OF WAUPACA

EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 252 - ADULT RECREATION PROGRAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>ADULT TENNIS/OTHER</u>					
252-55221-233-000 ADULT TENNIS: PROGRAM EXPENSE	.00	87.53	750.00	662.47	11.67
TOTAL ADULT TENNIS/OTHER	.00	87.53	750.00	662.47	11.67
TOTAL FUND EXPENDITURES	.00	6,088.47	19,527.00	13,438.53	31.18
NET REVENUES OVER EXPENDITURES	970.61	393.91	(1,527.00)	1,920.91	20.51

CITY OF WAUPACA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 254 - YOUTH PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
254-46730-000-000 FEES: REC DEPT: MEMBERSHIP	82.46	1,108.59	2,000.00	(891.41)	55.43
254-46735-000-000 FEES: REC DEPT: SWIMMING	.00	4,197.94	6,000.00	(1,802.06)	69.97
254-46740-000-000 FEES: REC DEPT: YOUTH PROGRAMS	.00	35,769.91	21,400.00	14,369.91	167.15
TOTAL PUBLIC CHARGES FOR SERVICE	82.46	41,076.44	29,400.00	11,676.44	139.72
<u>INTERGOVT CHARGES FOR SERVICE</u>					
254-47350-100-000 TOWNSHIPS: CONTRIBUTION DAYTON	.00	.00	46,517.00	(46,517.00)	.00
254-47350-105-000 TOWNSHIPS: CONTRIBUTION FARM	.00	.00	64,995.00	(64,995.00)	.00
254-47350-110-000 TOWNSHIPS: CONTRIBUTION WAUP	.00	.00	20,637.00	(20,637.00)	.00
254-47350-200-000 INTERGOVT CHR: SCHOOL SWIM	.00	5,000.00	5,000.00	.00	100.00
TOTAL INTERGOVT CHARGES FOR SERVICE	.00	5,000.00	137,149.00	(132,149.00)	3.65
<u>OTHER FINANCING SOURCES</u>					
254-49210-000-000 TRANSFER FROM GENERAL FUND	.00	.00	102,323.00	(102,323.00)	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	102,323.00	(102,323.00)	.00
TOTAL FUND REVENUE	82.46	46,076.44	268,872.00	(222,795.56)	17.14
<u>PARK & REC-ADMINISTRATION</u>					
254-55211-102-000 REC ADMIN: WAGES	.00	34,226.79	67,218.00	32,991.21	50.92
254-55211-118-000 REC ADMIN: SOCIAL SECURITY	.00	2,951.18	5,141.00	2,189.82	57.40
254-55211-119-000 REC ADMIN: RETIREMENT (R)	.00	2,603.93	4,537.00	1,933.07	57.39
254-55211-121-000 REC ADMIN: GRP HLTH INS	.00	3,493.28	8,462.00	4,968.72	41.28
254-55211-122-000 REC ADMIN: LIFE INS	.00	149.64	283.00	133.36	52.88
254-55211-123-000 REC ADMIN: INC PROTECT	.00	188.95	299.00	110.05	63.19
254-55211-124-000 REC ADMIN: WORK COMP	.00	701.50	2,857.00	2,155.50	24.55
254-55211-206-000 REC ADMIN: TELEPHONE	.00	444.63	400.00	(44.63)	111.16
254-55211-207-000 REC ADMIN: MAINT OF EQUIP	.00	.00	150.00	150.00	.00
254-55211-217-000 REC ADMIN: MEMBERSHIP & DUES	.00	.00	150.00	150.00	.00
254-55211-268-000 REC ADMIN: CAR /CELL PHONE	.00	600.00	800.00	200.00	75.00
254-55211-301-000 REC ADMIN: SUPPLIES	.00	206.42	350.00	143.58	58.98
TOTAL PARK & REC-ADMINISTRATION	.00	45,566.32	90,647.00	45,080.68	50.27

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 254 - YOUTH PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
PARK & REC-YOUTH PROGRAMS					
254-55212-104-000 YOUTH PROGS: PT WAGES	158.23	10,378.02	12,807.00	2,228.98	82.32
254-55212-118-000 YOUTH PROGS: SOCIAL SECURITY	12.10	802.22	964.00	161.78	83.22
254-55212-124-000 YOUTH PROGS: WORK COMP	.00	.00	537.00	537.00	.00
254-55212-209-000 YOUTH PROGS: INS & BONDING	.00	.00	133.00	133.00	.00
254-55212-215-000 YOUTH PROGS: ADVERTISING	.00	21.68	.00	(21.68)	.00
254-55212-217-000 YOUTH PROGS: MEMBERSHIP & DUES	.00	2,171.00	1,915.00	(266.00)	113.37
254-55212-232-000 YOUTH PROGS: REFEREE,UMPS, ETC	.00	17,389.13	18,531.00	1,141.87	93.84
254-55212-235-000 YOUTH PROG: DONATION EXPENSES	.00	1,500.00	.00	(1,500.00)	.00
254-55212-255-000 YOUTH PROGS: CONTRACT SERVICES	.00	23,770.00	.00	(23,770.00)	.00
254-55212-301-000 YOUTH PROGS: SUPPLIES	37.62	11,961.18	14,728.00	2,766.82	81.21
TOTAL PARK & REC-YOUTH PROGRAMS	207.95	67,993.23	49,415.00	(18,578.23)	137.60
PARK & REC-YOUTH CENTER					
254-55215-104-000 YOUTH CTR: PT WAGES	944.62	21,266.24	42,437.00	21,170.76	50.11
254-55215-116-000 YOUTH CTR: PT RETIRE	47.06	1,102.14	1,677.00	574.86	65.72
254-55215-118-000 YOUTH CTR: SOCIAL SECURIT	72.26	1,644.53	3,246.00	1,601.47	50.66
254-55215-122-000 YOUTH CTR: LIFE INS	15.05	249.80	150.00	(99.80)	166.53
254-55215-124-000 YOUTH CTR: WORK COMP	.00	19.00	1,804.00	1,785.00	1.05
254-55215-301-000 YOUTH CTR: SUPPLIES	16.00	180.53	1,500.00	1,319.47	12.04
TOTAL PARK & REC-YOUTH CENTER	1,094.99	24,462.24	50,814.00	26,351.76	48.14
PARK & REC-RECREATION BLDG					
254-55216-104-000 REC BLDG :PARTTIME	.00	1,357.81	3,090.00	1,732.19	43.94
254-55216-116-000 REC BLDG : PT RETIRE	.00	2.45	209.00	206.55	1.17
254-55216-118-000 REC BLDG : SOCIAL SECURITY	.00	43.67	236.00	192.33	18.50
254-55216-124-000 REC BLDG: WORK COMP	.00	51.73	131.00	79.27	39.49
254-55216-203-000 REC BLDG: UTILITIES	.00	2,980.57	5,750.00	2,769.43	51.84
254-55216-208-000 REC BLDG: MAINT OF FACILITIES	.00	862.22	3,390.00	2,527.78	25.43
254-55216-301-000 REC BLDG: SUPPLIES	.00	276.43	450.00	173.57	61.43
TOTAL PARK & REC-RECREATION BLDG	.00	5,574.88	13,256.00	7,681.12	42.06
PARK & REC-BEACHES					
254-55221-104-000 BEACHES: PT WAGES	.00	4,382.61	17,000.00	12,617.39	25.78
254-55221-118-000 BEACHES: SOCIAL SECURITY	.00	335.28	1,301.00	965.72	25.77
254-55221-124-000 BEACHES: WORK COMP	.00	166.98	723.00	556.02	23.10
254-55221-301-000 BEACHES: SUPPLIES	.00	330.84	875.00	544.16	37.81
TOTAL PARK & REC-BEACHES	.00	5,215.71	19,899.00	14,683.29	26.21

CITY OF WAUPACA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 254 - YOUTH PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>PARK & REC-PARKS</u>					
254-55411-104-000 PARKS: PT WAGES	.00	3,258.61	30,600.00	27,341.39	10.65
254-55411-118-000 PARKS: SOCIAL SECURITY	.00	987.71	2,341.00	1,353.29	42.19
254-55411-124-000 PARKS: WORK COMP	.00	116.15	1,300.00	1,183.85	8.93
254-55411-203-000 PARKS: UTILITIES	.00	1,366.15	4,300.00	2,933.85	31.77
254-55411-207-000 PARKS: MAINT OF EQUIP	.00	138.99	1,900.00	1,761.01	7.32
254-55411-208-000 PARKS: MAINT OF FACILITIES	.00	527.00	500.00	(27.00)	105.40
254-55411-211-000 PARKS: CONTRACT SERVICES	.00	368.64	800.00	431.36	46.08
254-55411-231-000 PARKS: MOWING EQUIP	.00	22.50	200.00	177.50	11.25
254-55411-272-000 PARKS: MAINT OF VEHICLES	.00	147.41	1,300.00	1,152.59	11.34
254-55411-301-000 PARKS: SUPPLIES	.00	1,721.34	1,600.00	(121.34)	107.58
TOTAL PARK & REC-PARKS	.00	8,654.50	44,841.00	38,186.50	19.30
TOTAL FUND EXPENDITURES	1,302.94	157,466.88	268,872.00	111,405.12	58.57
NET REVENUES OVER EXPENDITURES	(1,220.48)	(111,390.44)	.00	(111,390.44)	(100.00)

Memo

To: Parks and Recreation Board

From: Andrew Whitman – Parks and Recreation Director

Date: Wednesday, September 15, 2021 (Updated)

Subject: Parks Crew and Lifeguard Seasonal Wage Scale Update

For 2022, staff is proposing an update to our wage scales for our seasonal parks crew and lifeguarding positions. The pay scale for these positions was last reviewed in 2016 for the 2017 season. With the amount of jobs in the community paying higher wages we have struggled in our hiring. We had multiple employees hired this year that left for a higher paying job in the community. Our goal is to always hire the best possible employees to keep the high standard we have set for our parks and beach. For us to stay competitive in hiring the best possible employees, we feel it is important to adjust these scales.

Below are the current wage scales for both parks crew and lifeguards that were approved for the 2017 season.

<u>Seasonal Park Maintenance Wage Scale</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Parks Crewperson Level 1 (Ages 16 and 17)	\$8.00	\$8.25	N/A	N/A	N/A
Parks Crewperson Level 2 (18 years and up)	\$9.00	\$9.25	\$9.75	\$10.25	Same % as Full Time Staff
Parks Crewperson Leader	\$10.50	\$11.00	\$11.50	Same % as Full Time Staff	

<u>Lifeguard Wage Scale</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Lifeguard/WSI	\$8.50	\$8.75	\$9.00	\$9.25	Same as Full time Staff
Assistant Managers	\$9.50	\$9.75	\$10.00	Same as Full Time Staff	
Lifeguard Manager	\$10.50	\$10.75	\$11.00	Same as Full Time Staff	
Beach Coordinator	\$12.00	\$12.50	\$13.00	Same as Full Time Staff	

The adjustments below will not affect the amount requested for the Youth Program Fund. As a reminder only 10% of the Lifeguards PT Wages and 80% of the Parks Crew PT Wages come from the Youth Program Fund. Staff researched both parks crew and lifeguard hours over the past few years, minus 2020 due to COVID, to see how these changes may affect these line items. We feel like these can be covered with current operational budgets. We have seen savings in other line items, for example electrical savings from installed LED lights or other operational changes, which can be shifted to make up the difference.

Below are the proposed wage scales to start at the beginning of the 2022 season.

Parks Crewperson Wage Scale	Year 1	Year 2	Year 3	Year 4	Year 5
Parks Crewperson	\$10.50	\$11.00	\$11.25	\$11.50	Same as Full-Time
Parks Crewperson Leader	\$12.00	\$12.50	Same as Full-Time	Same as Full-Time	-

Lifeguard Wage Scale	Year 1	Year 2	Year 3	Year 4	Year 5
Lifeguard/WSI	\$9.50	\$10.00	\$10.25	Same as Full-Time	Same as Full-Time
Assistant Manager	\$10.25	\$10.75	Same as Full-Time	Same as Full-Time	-
Lifeguard Manager	\$11.00	\$11.50	Same as Full-Time	Same as Full-Time	-
Beach Coordinator	\$12.50	\$13.00	Same as Full-Time	Same as Full-Time	-

REQUESTED ACTION:

Recommend that Park Board approve to take the following wage scale update to the common council for discussion and approval

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Avenue
Green Bay WI 54313-6727

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



September 13, 2021

Andrew Whitman-Parks & Recreation Director
City of Waupaca
111 S Main St.
Waupaca, WI 54981

Subject: 2021 Stewardship Awards

Dear Mr. Whitman:

This will advise you that the 2021 (FY 22 Funding) project rankings and recommendations for outdoor recreation grant assistance funding for State Stewardship, Federal Recreational Trails Program and Federal Land & Water Conservation programs are now complete. The 2021 grant cycle was extremely competitive: with 144 applications statewide, totaling over \$33 million in grant requests, for approximately \$6 million in available State Stewardship, \$2.6 million in Federal Land and Water Conservation program grant funds and \$1.4 million in Federal Recreational Trails Program grant funds. The Northeast Region, having received 33 applications requesting over \$8 million in grant funding, saw an increase this year compared to the 2020 application cycle.

I am pleased to inform you that the City's application for the **Eco Park Trail Rehabilitation** project has been **tentatively** selected to receive a federal Recreational Trails Program grant in the amount of **\$36,184.00**.

This letter represents the **tentative** selection of your project for grant funding. Prior to execution of a final grant agreement, I will work closely with you to update project details and complete all reviews, approvals, and consultations required under applicable federal laws, state statutes, and administrative rules. This award is contingent on successful completion of this review and approval process. Please note that the final grant amount may change based on updated project information and detailed review of eligible project costs. **You should not start construction prior to execution of a signed grant agreement unless you are willing to assume the risk of absorbing those costs.**

If you are no longer interested in receiving this grant, please let me know as soon as possible so that the Department can contact other applicants on the ranked list of projects regarding tentative grant awards.

Please call me at 920-461-2680 or email me at Jessica.Terrien@Wisconsin.gov if you have any questions. Again, congratulations on the tentative selection of your project and I look forward to working with you!

Sincerely,

Jessica Terrien
Grant Specialist-Northeast Region
Bureau of Community Financial Assistance

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Avenue
Green Bay WI 54313-6727

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September 13, 2021

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Waupaca, WI 54981

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I am pleased to inform you that the City's application for the **Swan Park Boardwalk Rehabilitation** project has been **tentatively** selected to receive a federal Recreational Trails Program grant in the amount of **\$9,500.00**.

This letter represents the **tentative** selection of your project for grant funding. Prior to execution of a final grant agreement, I will work closely with you to update project details and complete all reviews, approvals, and consultations required under applicable federal laws, state statutes, and administrative rules. This award is contingent on successful completion of this review and approval process. Please note that the final grant amount may change based on updated project information and detailed review of eligible project costs. **You should not start construction prior to execution of a signed grant agreement unless you are willing to assume the risk of absorbing those costs.**

If you are no longer interested in receiving this grant, please let me know as soon as possible so that the Department can contact other applicants on the ranked list of projects regarding tentative grant awards.

Please call me at 920-461-2680 or email me at Jessica.Terrien@Wisconsin.gov if you have any questions. Again, congratulations on the tentative selection of your project and I look forward to working with you!

Sincerely,

Jessica Terrien
Grant Specialist-Northeast Region
Bureau of Community Financial Assistance

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September 13, 2021

Andrew Whitman-Parks & Recreation Director
City of Waupaca
111 S Main St.
Waupaca, WI 54981

Subject: 2021 Stewardship Awards

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This will advise you that the 2021 (FY 22 Funding) project rankings and recommendations for outdoor recreation grant assistance funding for State Stewardship, Federal Recreational Trails Program and Federal Land & Water Conservation programs are now complete. The 2021 grant cycle was extremely competitive: with 144 applications statewide, totaling over \$33 million in grant requests, for approximately \$6 million in available State Stewardship, \$2.6 million in Federal Land and Water Conservation program grant funds and \$1.4 million in Federal Recreational Trails Program grant funds. The Northeast Region, having received 33 applications requesting over \$8 million in grant funding, saw an increase this year compared to the 2020 application cycle.

I am pleased to inform you that the City's application for the **Swan Park Playground & Splash Pad** project has been **tentatively** selected to receive a federal Land and Water Conservation Fund grant in the amount of **\$334,464.00**.

This letter represents the **tentative** selection of your project for grant funding. Prior to execution of a final grant contract, I will work closely with you to update project details and complete all reviews, approvals, and consultations required under applicable federal laws, state statutes, and administrative rules. This award is contingent on successful completion of this review and approval process. Please note that the final grant amount may change based on updated project information and detailed review of eligible project costs. **You should not start construction prior to execution of a signed grant contract unless you are willing to assume the risk of absorbing those costs.**

If you are no longer interested in receiving this grant, please let me know as soon as possible so that the Department can contact other applicants on the ranked list of projects regarding tentative grant awards.

Please call me at 920-461-2680 or email me at Jessica.Terrien@Wisconsin.gov if you have any questions. Again, congratulations on the tentative selection of your project and I look forward to working with you!

Sincerely,

Jessica Terrien
Grant Specialist-Northeast Region
Bureau of Community Financial Assistance