

**CITY OF WAUPACA**  
**PARKS AND RECREATION BOARD**

**REGULAR MEETING**  
**COUNCIL CHAMBERS**

**THURSDAY, JANUARY 6<sup>TH</sup>, 2022**  
**5:16PM**

**A. ROLL CALL**

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**Present:** Brooke Peterson, Youth Representative, Logan Jansen, Youth Representative, Mark Jensen, Town of Farmington, Ald. Dave Peterson, Mary Trice, Town of Waupaca, Loren Fritz, Pat Phair, Dana Gustke, Meagan Waller, Jeff Barlow, Town of Dayton and Ald. Eric Olson.

**Absent: None**

**Also Present:** Andrew Whitman, Parks and Recreation Director, Kassandra Humke, Recreation Program Supervisor and Leighton Trice.

**B. APPROVAL OF AGENDA**

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**MOVED** by Ms. Trice, **SECONDED** by Ald. Olson to **APPROVE** the Agenda. 11 ayes, 0 nays, 0 absent.  
**MOTION CARRIED ON A VOICE VOTE.**

**C. APPROVAL OF MONTHLY REPORTS**

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- **Revenue and Expenditure Reports**

**MOVED** by Mr. Phair, **SECONDED** by Ald. Peterson to **APPROVE** the Monthly Reports. 11 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

**D. RECREATION PROGRAM UPDATE – KASSANDRA HUMKE**

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Ms. Humke stated we are currently in between our fall Adult Programs and spring Adult Program. Beginner and Intermediate soccer will be starting in mid-February for Youth Programs. She has also been setting up virtual ice fishing tournaments for youth and adults like we did last year. People can register throughout the whole time the tournaments are running. We will also be doing the medallion hunt again and we will be making it more difficult this year. She is currently working on gathering prizes for all of these events. The first clue will be released on February 7<sup>th</sup>. Men's Basketball is still running smoothly.

Ald. Peterson asked how many adults had been signed up and asked about cost. Ms. Humke stated that she opened the adult registration yesterday so had no registrations yet and the cost is \$10-\$15.

Mr. Whitman stated that the goal is to start up the ice rink at Lower South Park again this year. Staff had planned to do it this week but have been pulled off to do snow removal. The next Annual Report and Program Guide will also be coming out soon as well.

**E. DESIGN AND ENGINEERING SERVICES FOR INCLUSIVE PLAYGROUND AND SPLASH PAD – ACTION ITEM**

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**MOVED** by Mr. Phair, **SECONDED** Mr. Fritz to **APPROVE** taking the recommendation of entering into a contract with Rettler Corporation for design and engineering services to Common Council with a cost not to exceed \$77,832.20. 11 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A ROLE CALL VOTE.**

Mr. Whitman spoke about how fundraising efforts are going for this project. Received another \$5,000, \$1,000, \$50,000 and \$30,000 donation recently.

Mr. Whitman spoke about the Request for Proposal (RFP) that was sent out for design and engineering services that were due December 3<sup>rd</sup>. We received 4 proposals that were initially looked at and rated on a best value. After the first meeting we eliminated Fehr Graham due to the proposal being incomplete. JSD had a decent proposal but were eliminated due to the specifications/goals and the cost. Rettler Corporation and Parkitecture were the two that were on top after the initial grading. Mr. Whitman reached out to both of those companies with questions created by the committee and also called all the references to gather all the information needed. The committee met again and voted to enter a contract with Rettler Corporation. The committee felt that both companies would do a great job with the project but Rettler’s ability to follow proposed timeline, knowledge of the importance of the inclusivity and their knowledge of the area/location. The funding would come from the donation fund that the FOWP have collected for the project.

Ms. Trice asked how many people were on the committee. Mr. Whitman stated there were 5 that included me.

Ms. Waller asked if Rettler was the company that worked with Comet Field and asked about issues with the track. Mr. Phair spoke on that the old track was actually the issue and Rettler had fixed that. Mr. Whitman stated that he had talked to a reference for Rettler that stated they are going to bat for them with an issue with the construction company and that’s how he can best answer that question.

**F. SENIOR CENTER COORDINATOR UPDATE**

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Mr. Whitman stated that at the past council meeting he took an updated job description for this position and a request to reclassify this position on the pay scale level. Changes were approved and it was reclassified to the same level of the Recreation Program Supervisor. The position has been posted

internally for seven days and then posted externally for a few weeks. The hiring process will continue from there.

Mr. Peterson talked about how we lost a great employee that brought our senior center to one of the best in the state. He talked about how the job description was basically the same which came about because the last employee had left. He stated that the pay raise with this change would bring \$4 more for the new person. Mr. Whitman clarified that the new person will not necessarily be making \$4 more. It just allows the range to be advertised up to that amount. Anyone coming in will be paid based on experience and qualifications. Mr. Whitman also talked about how this process to change the job description would have happened at this point whether the position was open or not. It was already happening before some of these things happened.

Mr. Phair talked about how he agrees with Mr. Peterson in theory. Any employer needs to rethink how they keep their employees and that it can't be the same old same old. Just because you don't hear anything negative doesn't mean that there aren't issues.

Ms. Waller asked about evaluations and how they are done in the city. Mr. Whitman explained our current evaluation process and how it does go both ways.

## **G. ADJOURNMENT**

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**MOVED** by Ald. Olson, **SECONDED** Mr. Peterson to **ADJOURN** the January 6<sup>th</sup>, 2022 Regular Parks and Recreation Board Meeting. 11 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

The meeting adjourned at 5:50 P.M.

Andrew Whitman  
Parks and Recreation Director  
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