

**REGULAR MEETING
Board of Park Commissioners
January 5, 2022 - 6:30 PM**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

[Zoom Teleconferencing](#)

Meeting ID: 834 3461 6958 | Passcode: 123456

By Computer: [Join Here](#)

By Phone: +1-312-626-6799 (US Chicago)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of December 1, 2021 meeting minutes
3. Approval of US Cellular cell tower upgrade in Goerke Park.
4. Approval of playground and site work donation for Atwell Park playground area
5. Parks, Recreation and Forestry Department Non-resident policy.
6. Pfiffner Pioneer Park bandshell
7. Approval of 2022 Tree Removal and Trimming Contract.
8. Review of \$25,000 Urban Forestry Grant Award and 2021 Forestry Department Accomplishments
9. Review of other volunteer service opportunities for Park Commissioners.
10. Director's Report
 - Angela Lemar began her duties as Administrative Assistant December 30.
 - Winter Sports and Ice Rink Updates
11. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strong's Ave., Stevens Point, WI

54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

SPECIAL NOTICE

Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.

Agenda Notes

3. Approval of US Cellular Cell Tower Upgrade in Goerke Park.

The City and US Cellular have a lease contract for the Cell Tower in Goerke Park. The materials in your packet provide an overview on some minor upgrades that US Cellular is requesting to complete on the cell tower. Our lease contract states the City will work with US Cellular each time an upgrade is required and approve it provided it is within the confines of the lease agreement. The structural documents have been reviewed and approved by an independent consultant; SEH. All upgrades are in agreement with the lease terms.

SEH and City staff recommend approval of the modifications to the cell tower as presented.

4. Approval of playground and site work donation for Atwell Park playground area.

Clark and Diane Slipper have worked with City staff regarding a donation for a new 2 to 5 year old playground addition in Atwell Park. The family is desirous of providing funds to purchase and install the equipment, the engineered wood fibers under it, a concrete access sidewalk from Lindbergh Avenue, a Celebration Bench in honor of a one of their family members and provide some funding for future maintenance of the set in a reserve fund. The total donation amount is not being included to honor wishes of the family.

The existing set of equipment in Atwell Park will be due for replacement in the next 5 to 8 years. With this in mind, City staff designed this proposed addition in a manner that it will be an accent piece to the existing set and will allow a new, larger set to be installed at a later date without interfering. There are two photos included in the packet. One photo shows the small set the family is wishing to purchase. The second photo shows how that small set would be installed and how it would fit together with a larger set in the future when the City replaces the entire playground.

Staff recommendation is to accept the donation as presented.

5. Parks, Recreation and Forestry Department Non-Resident Policy.

In December, the Parks Commission approved instituting a \$25.00 non-resident fee for lodge rentals. The commission requested additional information on what percentage of lodge renters were non-residents and what neighboring communities were charging for non-residents. Included in the packet are statistics that show the percentage of non-resident renters for each lodge for the 2021 lodge rental season. Additionally, information is provided for each of the neighboring communities that we could collect the information from and how they assess non-

resident fees. City staff has prepared a draft policy document which further clarifies the action taken by the Parks Commission last month regarding the non-resident policy.

Staff recommendation is to approve the non-resident policy as written.

6. Pfiffner Pioneer Park Bandshell

In the late summer/early fall of 2021, City staff observed several areas within the bandshell which needed further evaluation for repair primarily involving the roof and one of the support beams. A structural engineering with CBS2 was brought in to perform a complete analysis of the structure. That analysis is included in your packet and details the needed repairs.

Additionally, a large wind storm occurred in early December which peeled back the rubber member roof on the bandshell and exposed the wood decking on the structure on the peak (photos included in packet). A local roofing contractor was hired to perform a patch to nurse the roof structure through the winter. After the roofing contractor finished the patch, they noted and recommended complete roof replacement for 2022.

The bandshell repairs were made known after the capital budget for 2022 had already been completed; therefore, no capital dollars are included in the existing budget. With the urgency of the repairs needed (new roof, repair of the main support beam, removal of lighting/riggings attached to fasteners, modification to the exposed rafters ends, repair concrete resurfacing to foundation pedestals) City staff has worked with the Comptroller's office to proceed with designing bid specifications to bid out repairs in 2022. The goal is to bid out the repairs in the late winter/early spring and seek funding approval once construction costs are known.

This item is information only, no action being requested.

7. Approval of 2022 Tree Removal and Trimming Contract.

Memo included in the packet.

8. Review of \$25,000 Urban Forestry Grant Award and 2021 Forestry Department Accomplishments.

Forestry Superintendent, Todd Ernster, recently wrote and was awarded a \$25,000 grant on behalf of the City through the Urban Forestry Grant Program. Todd will speak about what the grant entails and review the many accomplishments by his division for 2021. This is a tremendous accomplishment by Todd and his team!

9. Review of other volunteer service opportunities for Park Commissioners.

By request of Chairperson McDonald, this item is being included to provide information and discussion on the Deer Management Committee, the Tourism Committee and an upcoming subcommittee for the Comprehensive Outdoor Recreation Plan. All of these opportunities will be available for Park Commissioners to volunteer for.

**REGULAR MEETING MINUTES
Board of Park Commissioners
December 1, 2021 - 6:30 PM**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 814 3501 8060 | Passcode: 608912

By Computer: [Click to Connect](#)

By Phone: +1-312-626-6799 (US Chicago)

Discussion and Possible Action on:

Attendance: Chair Liz McDonald, Bob Freckman, Mike Glodosky, Sue Hall, Matt Kirsch, Shaun Przyblyski, Alder Davis Shorr, Alder Jeremy Slowinski, Wayne Sorenson and Alder Mykeerah Zarazua.

Also in attendance: Director Dan Kremer, Supervisor Anne Hylla, Trevor Drake

Excused: John Okonek

1. Roll Call.

2. Approval of October 6, 2021 meeting minutes

Motion by Zarazua to approve the minutes as presented, second by Glodosky. Motion passed 10-0.

3. Local Food Fair special event request at Pfiffner Pioneer Park on May 7, 2022.

Motion by Freckman to approve the food fair special event as presented, second by Kirsch. Motion passed 10-0.

4. 2022 Fees and Charges Schedule

Motion by Przyblyski to approve staff recommendation on programs and daily non-resident fees as presented (\$10 per program registration and \$1.00 per daily admission) along with including a \$25.00 non-resident fee for lodge rentals; second by Shorr. Motion passed 10-0.

5. Update on changes in full-time staffing personnel at the KB Willett Arena and Rec Center.

6. Director's Report

- 1. Capital projects for 2022**
- 2. Iverson restroom project update**
- 3. Willett roof replacement**
- 4. Plover River Crossing Trail Project**
- 5. Donor interest - two neighborhood parks**

7. Adjournment.

Motion to adjourn by Glodosky; second by Freckman. Motion passed 10-0. Meeting adjourned at 7:12 pm



Building a Better World
for All of Us®

November 29, 2021

RE: City of Stevens Point, Wisconsin
US Cellular mmWave at Goerke Park Monopole
Site No. Goerke Park 774353
SEH No. STEPT 163277

Rob Mears
Project Manager
Faulk & Foster
678 Front Avenue NW, Suite 300
Grand Rapids, MI 49504

Dear Mr. Mears:

In accordance with the request from the City, we have reviewed the plans submitted by Edge Consulting dated November 2, 2021, Rev 1, referencing the construction of the proposed US Cellular mmWave Upgrade Project at the Goerke Park Monopole in the City of Stevens Point and have the following comments for your review:

1. City Notes:

- Local permit review shall be required prior to construction start. Final construction plans shall be submitted to the Community Development and Inspection Department for local permit review.
- The Parks Commission must review and approve of the upgrade at the park commission meeting.

Based on our review and the above information as provided by Edge Consulting dated, it is our opinion that the City of Stevens Point can proceed with approval of this phase of the project, as the comments have been addressed to the satisfaction of the City. Following approval by the City, permit review and Park Commission review/approval and prior to commencement of project construction, a pre-construction meeting must be scheduled by the tenant to include the City, SEH, the contractor and US Cellular's representatives.

If you have any questions regarding our comments, please contact me directly at 651.765.2971.

Sincerely,

John Cvek
Project Review Administrator

dmk

Attachments

c: Dan Kremer – City of Stevens Point, Wisconsin
Dan Zienty – SEH Saint Paul
Dale Romsos – SEH Saint Paul

x:\pt\st\sept\163277\telecom\goerke park cell tower\uscc upgrade\correspondence\letters\us cellular mmwave upgrade on goerke park monopole to r.mears_112921.docx

*** Disclaimer - "SEH and the City review plan sets for each Tenant's proposed installations and upgrades in the order that they are received. Each review is independent of any other proposed Tenant modification(s). Any approval of Tenant's proposed installation is conditioned upon Tenant completing its approved improvements prior to another Tenant completing its modifications. If Tenant's proposed improvements are approved but Tenant fails to promptly commence construction such that another subsequent Tenant completes its improvements first, Tenant may need to resubmit its plans and update its structural analysis to reflect the new site conditions."**

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



ANTENNA SITE APPLICATION

Municipality: City of Stevens Point
Address: 2442 Sims Avenue
City, State, Zip: Stevens Point, WI 54481
Website: www.stevenspoint.com

Water Tower Site Name & Address: (existing site or proposed new site build) _____
1100 Minnesota Ave, Stevens Point, WI 54481

Wireless Carrier: USCOC of Wisconsin #7, Inc. d/b/a US Cellular
(Complete corporate name of Lessee)

Wireless Carrier Corporate Designation: USCOC of Wisconsin #7, Inc. d/b/a US Cellular

1. Name of Applicant: Rob Mears
2. Address of Applicant: 9853 High Point Drive
3. Contact person for Applicant: Rob Mears Telephone: 318-286-1772
Mobile: 318-286-1772 Email: MearsR@faulkandfoster.com
4. Technical Advisor (A&E firm): Edge Consulting Telephone: 608-644-1449
Mobile: _____ Email: lkarch@edgeconsult.com
5. Proposed Radio Band: mmWave
6. Propose Radio Frequency(s): 39 GHz
(Specify or attach a separate list)
7. Type of Service (SMR, ESMR, PCS, Cellular, Two-Way Paging, Microwave, Wi-Fi, WiMAX, etc.)
Cellular
8. Unlicensed spectrum? Y ☒ (Circle One)

If yes, identify in detail the portions of the project to use an unlicensed spectrum. Designate this as an Attachment.

Initial here _____ to indicate Attachment has been included.

If utilizing a Distributed Antenna System (DAS), provide Radio Frequency Coverage Maps prepared by the FCC Licensee(s).

9. Request for Small Cell Site in Utility Row of Way Y ☒ (Circle One)



If yes, include the provided requirements:

Coverage study to show gap in present system coverage.

- A. The study should include:
- 1) Present coverage.
 - 2) Proposed coverage.
 - 3) The frequency band used for the analysis.
 - 4) Latitude/longitude and center of radiation for all of the sites used in the coverage analysis.
 - 5) The effective radiated power for each site.
 - 6) The values of the signal levels for each of the coverage levels used in the study.
- B. For loading sites, include all of the above and the following:
- 1) The area and distance the design is proposing to provide service.
 - 2) Any data to support the loading need.
- C. The level of RF exposure predicted to occur for the general public.
10. Will this site be interconnected via radio frequency transmissions to any other site or sites now constructed, proposed or anticipated Y (N) (Circle One)
- Interconnection includes one or more radio frequency links for the purpose to provide for "back-haul" from this site to a switching center or centralized node location.
- If yes, what will the method of interconnection be? _____
- If yes, attach details and specifications.
11. Antenna equipment – Attach applicable specifications.
- A. Number of antennas 3
- B. Number of zones 3
- C. Antenna dimensions _____
- D. Antenna type, manufacture & model no.
Ericsson 5331 integrated antenna/radio
- E. Number of Radio Units _____
- F. Radio Unit dimensions _____
- G. Radio Unit type, manufacture & model no. _____
- H. Transmission line or cable manufacture & model no.
TBD
- I. Size of cables 1-1/4" Number of cables 1
- J. Antenna location on the tower: existing antenna mounts
(N, S, E, W, NE etc. or specify the exact antenna azimuths)
- K. GPS Antenna Y (N) (Circle One)
If yes, provide size, Dimensions and Weight: _____
12. Dish equipment – Attach applicable specifications
- A. Number of dishes N/A Dish dimension _____ Microwave? Y / N (Circle One) Satellite? Y / N (Circle One)



- B. Dish type, manufacture & model no. _____
C. Transmission line or cable manufacture & model no. _____
D. Size of cables _____ Number of cables _____
E. Dish location on tower: _____
Initial here _____ to indicate specifications are attached.

13. Ground equipment – Attach applicable specifications

- A. Square feet required N/A
B. Inside Tower? Y / N (Circle One) Inside Lessee building? Y / N (Circle One) Outside? Y / N (Circle One)
C. Number of cabinets _____ Cabinet dimensions _____
D. Number of air conditioners _____ Air conditioner description _____
E. Generator on site? Y / N (Circle One) If yes, provide type, size and where to be located. _____
F. Isolator manufacturer & model no. _____
G. Duplexer manufacture & model no. _____
H. Filters manufacture & model no. _____
I. Controls used in addition to the transmitter/receiver cabinet(s)? Y / N (Circle One)
If yes, how many? _____ manufacture & model no. _____
Initial here _____ to indicate specifications are attached.

14. Desired date of operation: 11/2021

15. Description of scope of Work

(Example: _Install 3 new radio units, relocate 3 antenna, add new power plant)

Install: three (3) radios w/ built-in antennas, one (1) Raycap SPD, and one (1)
1-1/4" hybrid cable.



READ CAREFULLY BEFORE SIGNING

The undersigned agrees and acknowledges that in addition to the Antenna Site Application Fee, the applicant is responsible for all costs associated with the applicant's proposed system that is to be installed on City property, whether or not the application results in a lease.

Costs may include, but are not limited to the following:

1. Interference analysis and inter-modulation study by the Engineering/Communications Consultant of the City.
2. Review of construction plans by the Engineering/Communications Consultant of the City.
3. Review of lease agreement by the City's Attorney.
4. Inspection time by the Engineering/Communications Consultant of the City.
5. Site Coordination of any items (examples: antennas or utilities) performed by the City or its Engineering/Communications Consultant.
6. Surveying, if required.
7. Utility Service by local utilities to bring or upgrade electrical or telephone service to the property for the use by the applicant.
8. All required permitting and licensing fees.

A certified check in the amount of \$8,200 will be required at the time of submittal of the installation plans. These escrow funds will be utilized by the landlord to pay expenses related to professional services necessary for the review of the installation plans and construction (Items 1-6 of the list above) by the Engineering/ Communications Consultant of the City. Unused escrow funds will be returned to tenant at the completion of the antenna installation.

A certified check in the amount of \$0.00 will be required at the time a completed application form is submitted for City administrative service fees.

Signature of Wireless Carrier: Lauren McNeill Date: 07-01-21
(Future Lessee, not Applicant)

Name and Title of Signer:

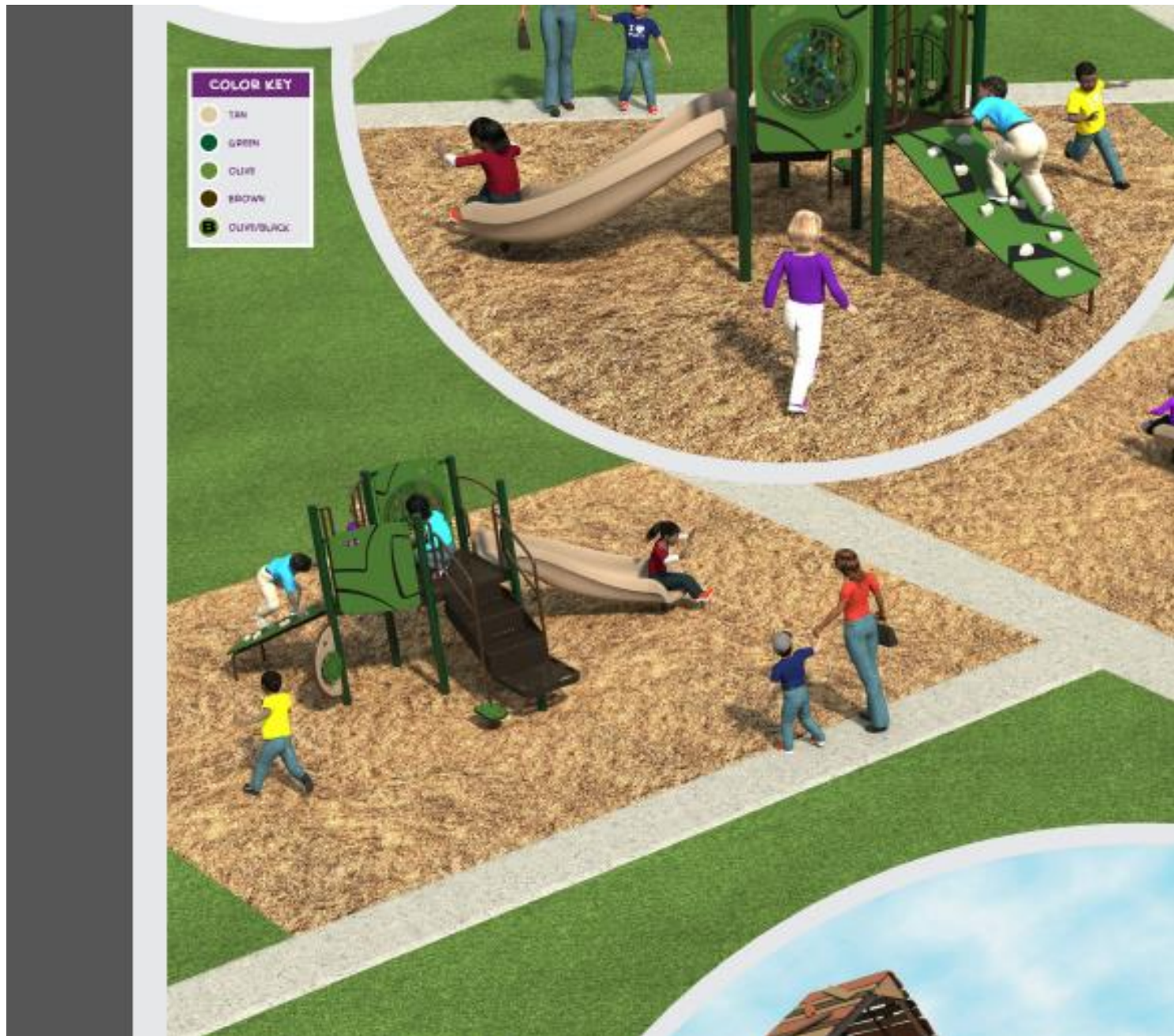
Name: Rob Mears Title: Project Manager
(Please Print Clearly)

Checks are to be made payable to:

Municipality: City of Stevens Point Parks Department
Address: 2442 Sims Avenue
City, State, Zip: Stevens Point, WI 54481
Contact Phone: 715-346-1536

THIS APPLICATION AND SUPPORTING DOCUMENTS WILL BE
REFERENCED
AS EXHIBITS TO THE SITE LEASE AGREEMENT.







COLOR KEY	
	TAN
	GREEN
	OLIVE
	BROWN
	OLIVE/BLACK



COLOR KEY

- TAN
- GREEN
- OLIVE
- BROWN
- OLIVE/BLACK





Stevens Point Parks, Recreation and Forestry Policies and Procedures	
Policy #: 1.05	Effective Date: January 15, 2022
Subject: Non-Resident Policy – Stevens Point Parks, Recreation and Forestry Department	
Purpose: To define the process in which additional fees may apply for non-residents participating in Parks, Recreation and Forestry Department offerings.	

Individuals or groups who utilize City of Stevens Point Parks, Recreation and Forestry Department related services, facilities, events, and activities may be required to pay an additional non-resident fee. Residents of the City of Stevens Point contribute to the operations of the Stevens Point Parks, Recreation and Forestry Department programs, services and operations by payment of their property taxes. The non-resident fee applies and additional fee to nonresident users so that they also contribute to the overall financing of the Department's operations and park system.

Who is a resident?

For Stevens Point Parks, Recreation and Forestry purposes, anyone who lives within the corporate boundaries of the City of Stevens Point shall be considered a resident. The Stevens Point School District and City of Stevens Point boundaries are different.

1. Non-resident Fee

- a) The Stevens Point Parks, Recreation and Forestry Department non-resident fees shall be reviewed and approved annually by the Stevens Point Board of Park Commissioners
- b) Non-resident fees may be applied to any activities, rentals and other services provided by the Parks, Recreation and Forestry Department as determined by the Board of Park Commissioners
- c) If determination is ever needed as to the status of a City resident; the City's Treasurer office (tax bills) and the City Public Works Department (GIS Mapping Department) shall be the official sources for final determination.

From: [Heather Smith](#)
To: [Dan Kremer](#)
Subject: Resident fees
Date: Thursday, December 2, 2021 10:18:47 AM

Here is some information on resident fees for the surrounding cities:
Let me know if you need any further information or want it in a different format.
Thanks!
Heather

Marshfield:

Programs: 1.5 times what resident pays
(IE: tennis- resident pays \$40, non-resident pays \$60)
Facilities/Lodges: no fee
Daily admissions: 1.5 times what resident pays

Wausau/Marathon:

Programs: Swim season pass only: child \$10 more, adult \$15 more
Facilities/lodges: no fee
Daily admissions: no fee

https://www.co.marathon.wi.us/Portals/0/Departments/PKS/Documents/Flyer_2021PRFApprovedFeb2021FacilityandProgramFees.pdf

WI Rapids:

Programs: some programs charge resident/nonresident rates :
https://www.wirapids.org/uploads/1/0/3/3/103347874/2021fall_activity_guide.pdf
Facilities/lodges: The Rapids Room/ Aquatic Center rooms: \$150 residents, \$250 non residents
Daily admissions: day pass rates for aquatic center no different
Residents can purchase punch pass (only residents)

Weston:

Programs: Swim lessons \$5 more
Facilities/Lodges: Fees vary -depending on location and if it's a non-profit party vs

business party vs family party

<https://www.westonwi.gov/Facilities?clear=True>

Daily admissions: none for aquatic center, nor ice rink

Aquatic Center passes - \$20 more for non-resident

Waupaca:

Programs: \$185 above program costs (agreements with 3 townships)

Facilities/lodges: resident/ non-resident fee \$20 difference (not including gym - business/org charges more)

Daily admissions: no daily admissions

****senior center membership 4 different rates (depending on where you live) - \$10-20**

Created with OneNote.

Count of User	Column Labels			% non resident
Row Labels	Non	Resident	Grand Total	
Boy Scout Lodge	27	11	38	71
Bukolt Lodge	38	18	56	68
Girl Scout Lodge	35	9	44	80
Iverson All-Purpose Lodge	33	12	45	73
Pfiffner Building	34	27	61	56
Rec Center Meeting Room	1		1	100
(blank)				
Grand Total	168	77	245	

2022 Approved Fees and Charges

Non-Resident Fees

	Non-Resident
Daily Pool Admission	\$1 more than resident price
Individual Pool Pass	\$10 more than resident price
Family Pool Pass	\$10 more than resident price
Willett Daily Admission	\$1 more than resident price
Willett Season Pass	\$10 more than resident price
Willett Family Pass	\$10 more than resident price
Willett Punch Pass	\$10 more than resident price
Lodge Rentals	\$25 more than resident price
Boat Slips	\$100 more than resident price





SUMMARY REPORT OF EXISTING STRUCTURAL CONDITION

Pfiffner Pioneer Park Bandshell
1100 Crosby Ave.
Stevens Point, WI 54481

Prepared For:

City of Stevens Point
2442 Sims Avenue
Stevens Point, WI 54481

Prepared By:

Matt Gundry, P.E.
CBS Squared Inc.
770 Technology Way
Ste. 1
Chippewa Falls, WI 54729

Project No. STEVP21001

September 3, 2021



Table of Contents

Executive Condition Survey Summary	3
Introduction	5
Description of Structure.....	6
Field Observations	9
General.....	9
Masonry Walls	9
Isolated Concrete Arch Footings.....	10
Arch Base Plates.....	11
Laminated Timber Arches	12
Laminated Timber Rafters	17
Roof	21
Recommendations	24

Executive Condition Survey Summary

The observed structural components of the existing bandshell at 1100 Crosby Avenue are in fair to good overall condition. However, some isolated areas of concern exist which affect the primary structural elements. These areas are of limited extent, and it is our opinion that repair is feasible and practical. The building is currently open to the public. The observed deficiencies do not pose an immediate risk to the general public, but could present hazards if not properly addressed in the near future. Our concerns and observed deficiencies are summarized as follows:

- The larger, primary laminated timber arch has extensive decay at the northeast end of the arch (left side when facing off the stage). The steel baseplate is also heavily rusted with loss of thickness. This is the area of most concern because the majority of the building loads are carried by this arch and are concentrated at this point. No evidence was observed that the deterioration had resulted in overloading yet. However, we recommend prioritizing repair to the base of the arch as soon as possible (ideally within the next 10 months). Partial failure of this part of the structure will lead to more extensive damage to other areas of the building. Repair will involve bracing and shoring the arch, replacing decayed areas of wood in a manner that provides adequate strength, and repairing and coating the base plate to strengthen the anchorage and prevent further corrosion. We further recommend flashing the bottom 4 feet of the back side of the arch to prevent further exposure of the arch to sources of moisture that have accelerated the decay.
- The ends of the rafters at the eave of the canopy have decay due to exposure of the end grain. The decay extends up to 12" back from the ends of the rafters. Transverse bracing is attached to the bottom of the rafters in this area. Failure of the bracing connection may allow the long cantilever rafters to twist under high loads. Also, lighting and rigging are attached to this portion of the rafter. Pullout failure of those fasteners could result in falling lighting or other heavy equipment with an attendant elevated risk of injury. We recommend the ends of the rafters get mitered and flashed to limit exposure of end grain to precipitation. Any structural elements, lighting, or rigging attachments should be relocated out of the region affected by decay and should be detailed to avoid fastening into the end grain.
- The roof deck panels on the 2002 addition at the back of the bandshell are becoming detached from the underlying roof framing. This has resulted in lifting or curling of the deck panels and, in some locations, fasteners pushing through the roofing membrane. Although not a definitive reason for the failure, the apparent fastener spacing seen where fasteners have pushed through the membrane do not appear to meet the minimum standard required for roof deck fastening. The roof deck panels form part of the building main wind force resistance structure. Failure of the fasteners compromises the ability of the building to resist wind forces and further compromises the weathertight properties of the roof membrane. The roof over the addition should be surveyed by a reputable roofing contractor to verify why the fasteners are pulling out and the panels are lifting. We advise having an engineer on site when the roofing contractor exposes the decking to help determine if the failure is due to structural overload or improper installation. Repair is expected to be removal of the roof membrane, replacing any decking that decayed as a result of moisture intrusion, fastening all roof decking per code requirements, and placing a new membrane.

The main arch repairs listed above need to be completed by a contractor with at least 10 years of experience in the installation and repair of laminated timber construction. Proper temporary shoring and bracing of the arch and replacement of the damaged areas of timber lamination while still partly loaded requires knowledge and experience that most contractors will lack. The remaining repairs are expected to be within the skill and experience set of most contractors.

It is our opinion that the building can remain in service with occupancy limited to the following conditions: wind gust speeds remain under 50 mph and snow depth on the roof is 1 foot or less. Monitor the areas identified above and watch for changes that might indicate that loading has exceeding the effective capacity, particularly crushing or cracking of the laminated wood members and movement of the arch base.

Introduction

On August 10, 2021, CBS Squared, Inc. entered a contract with the City of Stevens Point to provide a visual structural inspection of the Pfiﬀner Park bandshell located at 1100 Crosby Avenue in Stevens Point, Wisconsin. The scope of the evaluation included a condition inspection of the building structure. A visual examination of structural elements was conducted to assess the structural condition of the building pursuant to this condition evaluation report.



Figure 1 - View of Bandshell from Southeast

The on-site inspection was conducted on August 17, 2021. The inspection was conducted by Matt Gundry, P.E. structural engineer with CBS Squared, Inc. The City of Stevens Point provided a bucket truck with operator to facilitate close-up access to the underside of the roof section. The condition evaluation was primarily visual in nature with limited destructive testing (probing) and was conducted from the ground, stage, and bucket. All above-ground structural components were directly observed with the exception of the I-joist rafters in the roof over the backstage area. The underside of these rafters was sheathed, so not visible without removing the sheathing.

Throughout the remainder of this report, references to “front” will be referring to the face nearest the open stage end of the building (southeast), and “back” will refer to the face nearest the backstage end of the building (northwest). The “primary” arch is the larger arch that is nearest the end of the stage. The “secondary” arch is the smaller arch that is closer to the back of the stage.

Description of Structure

The structure is a single-story building with a covered open-air stage and enclosed backstage area. The original stage bandshell was constructed in 1974. The backstage area was added as an addition in 2002. The building is located in the Pfiffner Park along the Wisconsin River in downtown Stevens Point. See Figure 2 – 1100 Crosby Avenue.

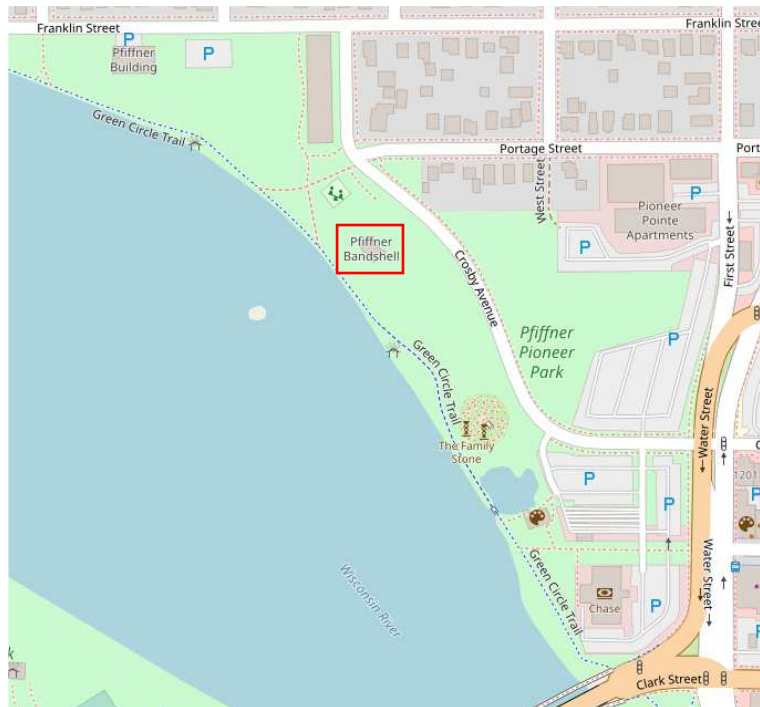


Figure 2 – 1100 Crosby Avenue (red outline), Stevens Point, WI

The stage bandshell structure is comprised of a large primary laminated timber (glulam) arch and a smaller secondary laminated timber arch. The arches are constructed in a three-hinged configuration with a splice at the top of the arch. Laminated timber rafters are cantilevered over the larger arch and above the front of the stage. The cantilever front span to back span ratio is approximately 2:1 resulting in magnified loads to the primary arch and uplift to the secondary arch. The arches are anchored to isolated concrete footings that have tension ties to the opposing footing to resist the horizontal arch thrust. The stage is a conventional reinforced concrete slab on elevated grade. The side walls are light framed timber. The backwall of the stage is concrete block masonry that also serves as a bearing wall for the rear-most bay of rafters.



Figure 3 - View from East, Looking West

The enclosed backstage area is both an addition and alteration. The rear-most rafter bay was removed from the stage area, the masonry back wall increased in height with a wood framed extension, and new I-joint rafters were placed to increase the height at the back of the stage. The rafters are continuous over the masonry wall with end bearing on the smaller glulam arch and a bearing wall inside the backstage addition. The last rafter bay over the backstage area is simple-span joists bearing of conventional light frame walls. The roof over both the original bandshell and the backstage addition is ¾-inch plywood with bonded membrane (EPDM) roofing.

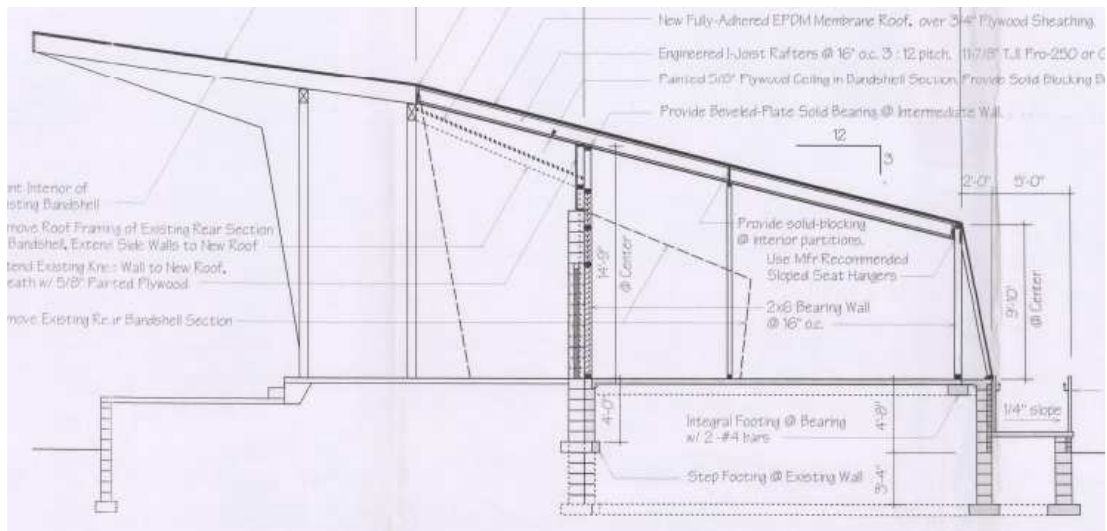


Figure 4 - Section View of Addition from Plans

The building is currently in use, especially during spring, summer, and fall months for concerts and other outdoor entertainment events. The backstage area is routinely kept locked. However, the stage area is accessible to the public. City staff have indicated that certain areas of the stage, in particular behind the northeast base of the large arch, is used as an ersatz urinal by park-goers.

Field Observations

General

The existing building structure is generally in good to very good condition with some isolated elements in poor condition. The observed conditions are detailed below.

Masonry Walls

The block masonry wall at the back of the stage is in very good condition. Little to no cracking was evident. The wall was straight and plumb with no excessive settlement noted. Masonry block foundation walls observable along the sides of the building were similarly in good condition, with little cracking or settlement noted.



Figure 5 – Fluted Masonry Wall at Back of Stage

Isolated Concrete Arch Footings

The reinforced concrete footings are in fair to good condition. The concrete surfaces are weathered, with some surface scaling and spalling exhibited. No excessive cracking or settlement was observed. Joints between the pedestals and the slab containing the tension ties were examined for excessive width that could indicate prior overstress in the ties; however, the joint widths were normal.



Figure 6 – Spalling of Pedestal at Southwest Isolated Footing of Main Arch

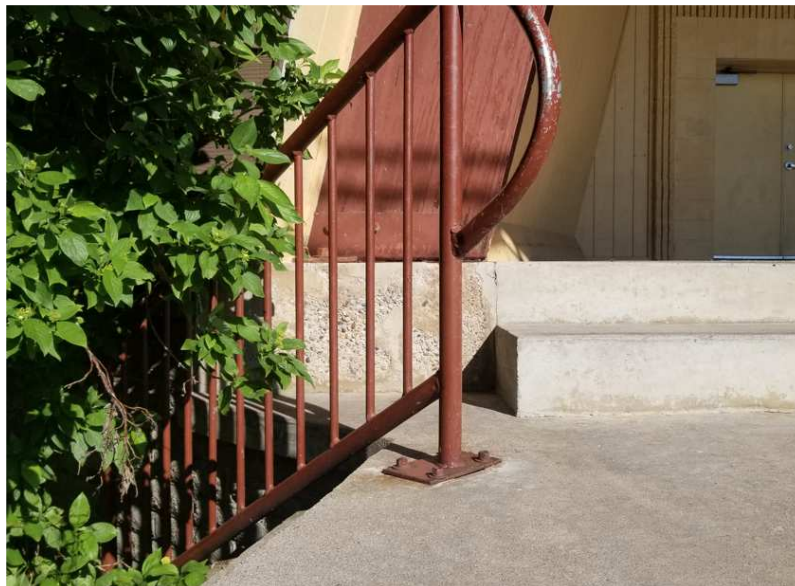


Figure 7 – Spalling and Scaling of Concrete Pedestal

Arch Base Plates

The steel anchor plate assembly at the northeast base of the primary arch has areas of heavy corrosion and pack rust, especially near the concrete anchor and arch thru-bolts. The remaining three anchorages are in good condition.



Figure 8 – Heavy Corrosion at Back of Northeast Base of Primary Arch



Figure 9 - Front Side of Southwest Anchorage for Primary Arch

Laminated Timber Arches

The primary laminated timber arch has extensive decay occurring at the base connection to the northeast anchorage. The finish has failed on the front face of the arch and surface decay estimated to be ½" maximum is occurring over much of the width. Deterioration of the back face of the arch is considerably more advanced. Probing of the decay indicates that 50% or more of the section at this location is decayed, especially the area surrounding the bolted connection to the base plate. The extent of decay extends approximately 16" up the back face of the arch, across the most of the width of the back face, and through 50% or more of the thickness of the arch section. The arch base was examined for evidence of overload of the remaining section, such as crushing, cracking, or sliding of the base but no such evidence was observed at the time of inspection.



Figure 10 - Decay Extent (Red Line) on Back Face of Main Arch at Northeast Base



Figure 11 – Front of Main Arch Northeast Base- Loss of Finish with Shallow Decay



Figure 12 – Extensive Decay at Back of Main Arch Northeast Base – Exceeds 4" Probe Length

Some finish failure and surface decay was present at the southwest arch base as well. The deterioration at this base was much less extensive and does not appear to substantially affect the section strength. Finish failure and surface decay were observed to be limited to the lower 6" of the front face of the arch. The rear face of the main arch was in good condition at this location.



Figure 13 – Finish failure and Surface Decay at Front Face of Southwest Arch Base



Figure 14 - Limited Probe Penetration into Surface Decay of Front Face on Southwest Base



Figure 15 - Good Finish Condition at Back Face of Southwest Arch Base

The remainder of the primary arch was observed to be in good condition. The finish is cracked in direction of the grain, and chipping or peeling in isolated areas, but no other areas of decay were noted. The gap between arch sections at the splice was tight at the top and opened $\frac{3}{16}$ " to $\frac{1}{4}$ " at the bottom. The bolts did not appear to be bent or exhibit any other signs of splice movement or overloading.



Figure 16 - Front Face of Primary Arch at Splice Plate

The secondary arch was in good condition throughout with no areas of decay observed. This includes the arch base area at the anchorage connection as well. Similar to the main arch, the finish is cracked with small areas that are chipped or peeling, but no areas of decay were observed. The northeast arch base does appear to be under uplift in the anchorage as evidenced by the gap under the arch base and the thru-bolt alignment. Uplift at this location is to be expected given the large cantilever geometry. The continuity of the finish from the anchor plate to the arch and lack of any chaffing indicates that this connection does not move frequently.



Figure 17 - Southwest Base of Secondary Arch

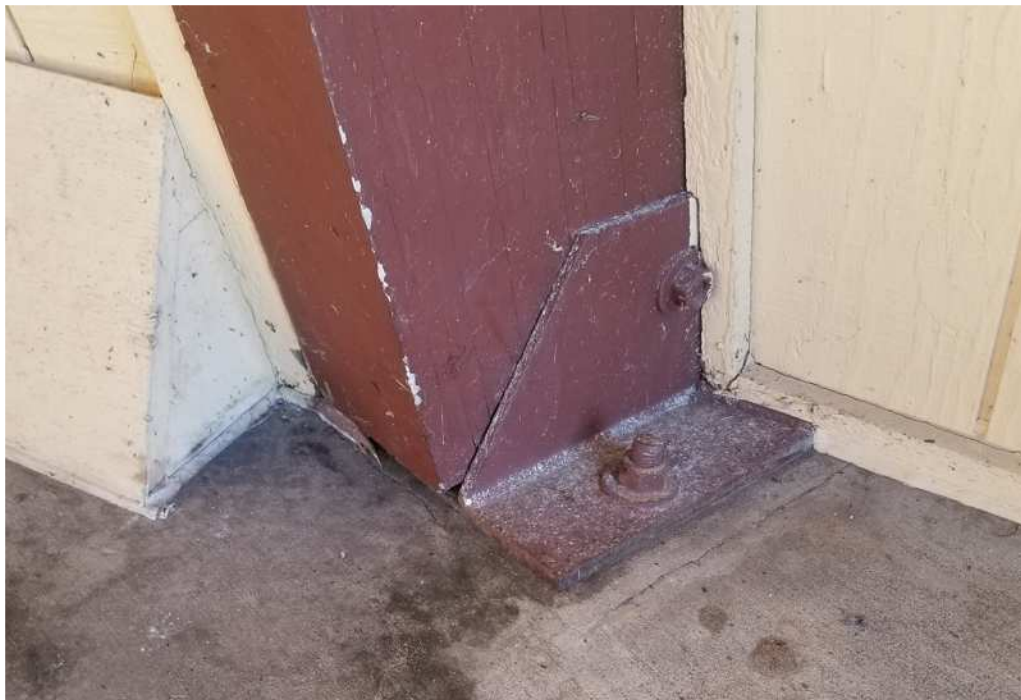


Figure 18 - Northeast Base of Secondary Arch - Note Gap Under Arch

Laminated Timber Rafters

The laminated timber rafters are in good to very good condition with the exception of the eave ends. The rafters are straight with no appreciable twist. No crushing or other evidence of failure was observed at the support over the primary arch. The eave ends of the rafters are in poor condition and universally have checking and small sections of decay due to the exposed end grain. The finish has failed on the exposed ends of the rafters as well. As per the original plans, the cantilever ends of the rafters are braced against twisting with a 2x4 attached across the ends of the rafters at the bottom. The brace connection is located in the area of heaviest decay. Pullout failure of this connection is evident in multiple locations indicating that the brace can no longer function to prevent rafter twisting. The brace member is directly exposed to elements as well, exhibiting finish failure and surface weathering.



Figure 19 – Exposed Rafter End – Note Gap Between Lateral Brace and Underside of Rafter Indicating Fastener Pullout. Decay Extends 6"-12" from End (Typ.) on Bottom of Rafter



Figure 20 - Exposed End of Rafter Showing Extent of Decay and Pullout of Bracing Fasteners



Figure 21 - Typical Lighting Connection into End Grain of Rafter



Figure 22 - Typical Straight and Untwisted Rafters



Figure 23 - Typical Rafter End Bearing at Front Face of Secondary Arch



Figure 24 - Typical Rafter Bearing Over Primary Arch

Roof

The roof over the stage area is in good condition. The roof membrane did not exhibit any signs of tearing or bulging. The roof deck appeared uniform and flat with no raised joints. The underside of the roof deck did not exhibit any telltale signs of leaking, decay, or staining. The connection between the underside of the deck and the top of the rafters was examined for signs of fastener pullout such as an enlarged gap, but no such condition was found.



Figure 25 – Panoramic of Roof Over Stage Area



Figure 26 – Typical Underside of Roof Deck over Stage

The roof over the backstage area addition is in poor to fair condition. Many of the roof deck panels have lifted to some degree, with the panels appearing curled upward and the joints between panels clearly visible under the membrane. In some locations the decking fasteners have worked upward to the point where they now project through the roof membrane. Although the membrane is clearly perforated, this does not appear to have led to visible staining or decay on the interior sheathing. The fastener spacing appears to be approximately 9", 50% greater than the maximum fastener spacing of 6" for edges of sheathing panels that is appropriate for this wind speed zone. Further investigation with the help of an experienced roofing contractor is recommended to properly expose the affected roof sections, identify the cause of failure, check the underlying I-joists for damage, and reapply the roof membrane.



Figure 27 - Sheathing Panel Lifted Approximately 2" with Fasteners Pushed Through Membrane Roofing



Figure 28 - Widespread Lifted Roof Sheathing Edges and Curled Panels in Addition Roof



Figure 29 - Plywood Sheathed Ceiling in Addition - No Staining Noted

Recommendations

It is our professional opinion that the bandshell building is currently fit for occupancy in the near term of 10 months with some restrictions. Do not use or otherwise occupy the structure in the following conditions:

- When wind speeds are gusting in excess of 50 mph or are forecast to exceed 50 mph
- When snow depth exceeds 1 foot on the roof of the structure
- When additional rigged loads are added to structure such as lighting or speakers
- When crushing or sliding of the timber arch base has been observed prior to or during the event

In the meantime, we recommend repair plans be completed in time for construction in 2022. Those repair plans should address the following deficiencies (in approximate order of priority):

- Repair the decay in the primary arch at the northeast base is the highest priority. This work will require a contractor skilled in installation and repair of glulam structures. The repair is expected to include the following work:
 - Installation of temporary shoring and tying of the arch to relieve stresses at the base connection. Tying also needs to be provided to prevent uplift of the arch.
 - Temporary removal of the walls adjacent to the arch to fully expose the repair area
 - Removal of decayed laminations in a manner that facilitates a lapped-type repair
 - Repair or replacement of the anchor plate assembly. At a minimum this work should include blast cleaning, priming with zinc-rich primer, and topcoating
 - Placement of new laminations lapped to the existing timber laminations using appropriate grade and species of timber, adhesives, and lapping schedule to achieve full design strength. Bolt new laminated timber section to anchor assembly.
 - Replacement of temporarily removed wall
 - Removal of temporary shoring
 - Installation of flashing or urine resistant coating to back face of the arch is recommended to prevent future deterioration
- Install new lateral bracing to the rafters. this bracing should be installed approximately 2' from the existing end of the rafters to avoid decayed areas. The top of the bracing should be flashed to eliminate the permeable horizontal surface that accelerates water absorption into the brace.
- Remove lighting, rigging, and any other accessories attached with fasteners into the end grain of the rafters. If new lighting or rigging is to be installed, it should be done using brackets that install to the side of the rafters.
- Modify the exposed rafter ends to arrest further decay. We recommend mitering the end 30°-45° from the vertical to removed most of the decayed wood. Flashing should then be installed over the exposed end grain with an air gap (1/2") between the end grain and the flashing to prevent wicking of moisture and to allow air exchange.

- Repair the roof over the backstage addition to properly secure the roof deck panels and re-apply bonded membrane roofing. Hire an experienced roofing contractor to conduct a survey of the existing roof to verify the cause of the fastener pullouts and determine the extent of damage. The roof decking is part of the building main wind force resisting system, and must be repaired in accordance with the appropriate structural code. In this particular case, it is likely that the interior sheathing is functioning as the roof diaphragm, but this should not be relied on long-term. Repair is assumed to require at a minimum:
 - Re-fastening the roof decking using appropriate fastener types and spacings
 - Installing bonded EPDM roofing
- Apply concrete surface repair to the foundation pedestals to address scaled and spalled surfaces.

Repairs and alterations must conform to approved plans prepared by a Wisconsin registered architect or engineer hired by the owner. Additional structural requirements referenced in the International Existing Building Code will likely apply for these repairs.

If the above repairs are completed in the manner and timeline outlined above, we expect that repair of the bandshell is the option that presents the best life-cycle cost and can be expected to extend the life of the structure for at least 20 years.

City of Stevens Point
2442 Sims Avenue
Stevens Point, WI 54481-3594



Todd Ernster
Forestry Superintendent
715-346-1536

To: Stevens Point Parks Commission
Subject: 2022 Tree Care Contract
Date: December 30, 2021

It is my recommendation to accept the Tree Care Contract quote from Zblewski Brothers LLC for \$26,900. The contract is for tree removal, stump removal and tree trimming. Their rates are unchanged from 2021.

Quotes were also mailed to Affordable Tree Service and Tree Fellas. No quotes were returned.

Zblewski Brothers has had the contract previous years and has done a fine job.

Todd Ernster
Superintendent of Forestry and Landscape Operations



December 21, 2021

► **REQUIRES IMMEDIATE ACTION** ◀

Urban Forestry
Grant# 22UF1498
Grant Amount: \$25,000.00

Mr. Todd M. Ernster
City Forester
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Mr. Ernster:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: **UPDATE CITY STREET TREE INVENTORY/ORDINANCE UPDATE/EDUCATION/EAB REPLACEMENT PLANTING**

Please review and print the agreement. Return the original signed and dated by the **Authorized Representative, within 10 business days of this letter's date, to:**

Mail hard copies:

Wisconsin Department of Natural Resources
Urban Forestry Grants
518 W. Somo Ave
Tomahawk, WI 54487

Scan and Email:

Scan the signed agreement and attach to an email addressed to
DNRUrbanForestryGrants@wisconsin.gov

Contacts:

Nicolle Spafford, Program Specialist
719-896-7099

Keep a copy for your file.

Funds will be encumbered when the signed agreement is returned. Please read the items checked below. They apply to your project and grant award.

☒ **Grant Award Time Period: January 1, 2022 through December 31, 2022.** All project activities must occur within this time period to be eligible. Do not incur costs prior to the Grant Award Start Date, regardless of the date on which this grant agreement is signed.

☒ **Changes to the approved project scope, time period, and/or budget** may not be made without prior approval from the Department.

☒ **An interim report of the project's activities will be due within 6 months of the Grant Award Start Date. A final report of the project's activities will be due within 90 days of grant expiration. Send the report to your Regional Urban Forestry Coordinator, Patricia Lindquist, DNR – 225051 Rib Mountain Drive, Wausau, WI 54401. ~**

☒ Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding. If you have any questions regarding bidding and/or awarding procedures, contact your organization's or agency's attorney for advice. The [Procurement Guide for Local Governments Receiving Grants \(State or Federal\) from the Wisconsin Department of Natural Resources](#) explains the department's general bidding and contracting standards for grant projects.

Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The regional urban forestry coordinator should review the contract prior to signing. A copy of the contract should be submitted with or before the final report.

Instructions and forms for the financial administration of the project are located in the *2022 Recordkeeping & Reimbursement Guide* (will be updated soon) and available at: dnr.wi.gov keyword: UF Grant. Submit the final reimbursement information as soon as possible, or no later than **March 31, 2023**. If you charge equipment usage to the grant, refer to the “DOT 2022 Classified Equipment Rates” (will be available in January) to establish the eligible rate or estimated life of the equipment.

Actual fringe benefits, not to exceed the rate established annually by the Department of Administration (DOA), are eligible as part of the sponsor’s labor costs. For 2022 grant projects, the DOA maximum fringe benefit rate is 47.66 percent. Fringe benefits may include employee insurance, retirement plans, Social Security contributions, Worker Compensation Insurance, etc.

If you are considering the use of a consultant, please review this online reference: [“Guidelines for Working with Consultants on Urban Forestry Grant Projects”](#). These guidelines may assist you in your work with consultants.

There may be other enclosures depending on the conditions listed in this grant agreement. **Read the special conditions carefully.** If you have questions about the grant agreement contact Nicolle Spafford, Urban Forestry Grants Specialist. For questions about the details of your project, contact your Urban Forestry Coordinator.

The Department of Natural Resources is pleased to participate with you in this urban forestry project.

Sincerely,



Carmen Hardin
Bureau Director of Applied Forestry

Enclosure(s)

C: Patricia Lindquist – DNR Urban Forestry Coordinator, Wausau

Selected 2022 Urban Forestry Grant Recipients

Note: 2023 Urban Forestry Grant Deadline – October 1, 2022

Application available by July 1, 2022.

East Central – Olivia Witthun, Urban Forestry Coordinator, 1155 Pilgrim Road, Plymouth, WI 53073

Phone: (414)750-8744 Olivia.Witthun@Wisconsin.gov

Germantown, Village of	\$12,250.00	Tree Inventory Update/Professional Training/Public Outreach
Sheboygan, City of	\$4,170.74	Improving Outreach & Upgrading Tree Ordinances
Thiensville, Village of	\$6,452.50	GIS Tree Inventory/UF Mgmt. Plan Update, Staff Training/Public Engagement
Watertown, City of	\$25,000.00	Private and Municipal Tree Replacement
Watertown, City of^	\$22,965.01	Catastrophic Storm Grant
Whitewater, City of	\$25,000.00	Starin Park Arboretum Development to Encourage/Facilitate Citywide Tree Inventory Upgrade

North Central – Patricia Lindquist, Urban Forestry Coordinator, 225051 Rib Mountain Drive, Wausau, WI 54401

Phone: (715)574-1314 Patricia.Lindquist@Wisconsin.gov

Ashland, City of	\$18,313.00	City of Ashland UF Program: Tree Inventory & Reforestation
Bayfield, City of	\$2,940.00	City of Bayfield Tree Inventory & Forestry Operations Plan
Marathon, County of^	\$13,059.97	Catastrophic Storm Grant
Stevens Point, City of	\$25,000.00	Update City Street Tree Inventory/Ordinance Update/Educ./EAB Replacement Planting
Tomahawk, City of^	\$22,965.01	Catastrophic Storm Grant

Northeast – Tracy Salisbury, Urban Forestry Coordinator, 2984 Shawano Avenue, Green Bay, WI 54313

Phone: (920)366-6833 Tracy.Salisbury@Wisconsin.gov

Algoma, City of	\$23,297.06	2022 Tree Management & Inventory Update
Brandon, Village of*	\$5,000.00	Tree Removal
Cleveland, Village of*	\$4,652.50	Urban Forestry Management Plan & Tree Inventory Update
Harrison, Village of*	\$1,750.00	Street Tree Ordinance/Policy
Ledgeview, Town of*	\$5,000.00	Town of Ledgeview UF Management Plan & Town Gold Course Tree Inventory
Manitowoc, City of	\$19,887.87	1 +1 = 2 One Ash Tree + One stump removed = two trees planted & Tree for Tree Program
New Holstein, City of*	\$5,000.00	Removal & Replacement of Ash Trees in Kiwanis Park
Omro, City of*	\$5,000.00	Omro UF Management Program Project
Omro, City of^	\$22,965.01	Catastrophic Storm Grant
Ripon, City of	\$19,922.50	Inventory, Operations Plan & EAB Mgmt. Project
Ripon, City of^	\$22,965.01	Catastrophic Storm Grant
Waupaca, City of	\$11,851.00	Tree Planting/Ash Replacement/CTMI & Chainsaw Safety Training

South Central – Brian Wahl, Urban Forestry Coordinator, 3911 Fish Hatchery Road, Fitchburg, WI 53711

Phone: (608)225-7943 Brian.Wahl@Wisconsin.gov

Beloit, Town of	\$7,600.00	Town of Beloit UF Gravel Bed, staff training & tree removals
Lancaster, City of	\$25,000.00	Ash Tree Removal and Replanting
Lodi, City of*	\$5,000.00	Grow Our Roots
McFarland, Village of	\$11,956.50	Reinvigorating the Village of McFarland UF Plan
Monroe, City of	\$5,685.83	Staff Training, Terrace Tree Planting Program & Ash Removal
Oregon, Village of*	\$5,000.00	Village of Oregon UF Investment Program
Sun Prairie, City of	\$25,000.00	Sun Prairie Tree Inventory Update & Tree Planting
Urban Tree Alliance	\$25,000.00	Forest Patches
Woodman, Village of*	\$4,625.00	Hazard Tree Removal & New Tree Planting

Southeast – Kim Sebastian, Urban Forestry Coordinator, 1027 West St. Paul Avenue, Milwaukee, WI 53233

Phone: (414)294-8675 Kim.Sebastian@Wisconsin.gov

Forest Home Historic Preservation Association, Inc	\$25,000.00	Aboretum Phase II
Franklin, City of	\$5,200.00	Staff Training/Education & Street Tree Management Plan Update
Glendale, City of	\$12,500.00	Glendale Ash Tree Mgmt: Treatment, Replanting and Education
Milwaukee Water Commons	\$25,000.00	Branch Out Milwaukee - Sherman Park Neighborhood
Milwaukee, City of	\$11,000.00	Milwaukee UF Fund Development
Pewaukee, City of	\$24,622.00	GIS Public Tree Inventory & Urban Forest Management Plan
Sturtevant, Village of*	\$4,975.00	Tree Inventory & GIS Inventory Update
Waterford, Village of*	\$5,000.00	Community Street Tree Planting

West Central – Urban Forestry Coordinator, 1300 West Clairemont Avenue, Eau Claire, WI 54701

Altoona, City of	\$13,500.00	Tree Inventory, Tree Mgmt Plan, EAB Tree Removal/Replacement Program
Fountain City, City of*	\$5,000.00	Fountain City Tree Pruning/Tree Removal/Planting
Gays Mills, Village of	\$3,882.50	Enhancing Our Trees' Futures
Mondovi, City of*	\$2,250.00	City of Mondovi Tree Maintenance & EAB Removal
Osceola, Village of*	\$5,000.00	Osceola Tree Canopy Inventory & Replacement Program
Shell Lake, City of*	\$5,000.00	Tree Removal /Stump Grinding/Pruning/Planting
Superior, City of	\$25,000.00	Superior Urban Tree Inventory & Risk Assessment

*Startup grant

^Catastrophic Storm grant

Urban Forestry Financial Specialist – Nicolle Spafford, 518 West Somo Avenue, Tomahawk, WI 54487

Phone: (715)896-7099 Nicolle.Spafford@Wisconsin.gov

Urban Forestry Grant Manager – Chase O'Brien, PO Box 7921, Madison, WI 53707-7921

Phone: (608)640-6143 Chase.OBrien@Wisconsin.gov

CITY OF STEVENS POINT FORESTRY 2021

Tree City USA for 40th year!

Tree City USA Growth Award for 17th year

- 438 trees planted
- 2015 trees pruned
- 106+ trees removed



New playground at
Bukolt
Renovated tennis
courts at Goerke
Union Cemetery sign
reinstalled



Pfiffner and Koziczowski
Parks prairie planting
Invasive plant removal efforts