

REGULAR MEETING
Board of Park Commissioners
December 2, 2020 - 6:30 PM

Meeting will be held via Zoom online meeting
Click to Connect: [Zoom Meeting](#)
Dial in Number: (312)-626-6799 - Meeting ID: 897 9812 8520 Passcode: 578558

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of November 4, 2020 meeting minutes
3. Update on John S. Groholski Park.
4. Approval of John S. Groholski Park master plan.
5. Approval of color selection for Goerke Park Tennis Court resurfacing.
6. Approval of Bukolt Park playground replacement location.
7. Approval of reclassification and title change for Park Maintenance Supervisor, City Forester and Facilities Supervisor I positions.
8. Director's Report
 - Parks Update
 - Forestry Update
 - KB Willett Update
9. 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 Strongs 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. Update on John S. Groholski Park

On Tuesday, November 24 Judy Groholski signed over the deed transferring property ownership of 9.25 acres to the City to be John S. Groholski Park. I will provide the commission with a summary of the donation agreement and particulars of the donation as well as the plans for improvements that has been agreed upon.

4. Approval of John S. Groholski Park master plan

Staff worked with the family and Rettler Corporation to develop a master plan for the Groholski Park property. Now that the City has taken ownership, staff recommends approval of the master plan for official record.

5. Approval of color selection of Goerke Park Tennis Court resurfacing.

Staff has worked with Rettler Corporation to narrow in on project specifications for the tennis courts in Goerke Park. Staff has met with several user groups and has authorized Rettler to move forward with blended pickleball lines on the three eastern courts and blended youth tennis lines on the three western courts. The rendering in the packet shows the standard color options staff and Rettler has narrowed down.

Staff is asking for the Parks Commission to make the final selection of the finish color on the tennis court surface.

6. Approval of Bukolt Park playground replacement location.

The existing playground location in Bukolt Park is in a low spot in the park which causes flooding during rainfalls. Additionally, the existing playground has an overhead electric line which runs directly over the playground. Staff worked with Rettler Corporation to identify three primary locations to locate the new playground upgrade. Option 2 is preferred by staff provided that the impact on trees can be limited to less than 5 (which staff has walked and identified).

Staff recommendation is to prioritize the placement as option 2, option 3 and option 1 and to allow staff to make the final determination through further site investigation in coordination with Rettler.

7. Approval of reclassification and title change for Park Maintenance Supervisor; City Forester and Facilities Supervisor I positions.

See memo included in the packet.

**REGULAR MEETING MINUTES
Board of Park Commissioners**

November 4, 2020 - 6:30 PM

**Meeting will be held via Zoom online meeting
Click to Connect:**[**Zoom Meeting**](#)
Dial in Number: (312)-626-6799 - Meeting ID: 833 3656 0983

Discussion and Possible Action on:

1. Roll Call

Present: Freckmann, Glodosky, Hall, McDonald, Przybylski, Alder Shorr, Alder Slowinski, Sorenson, Alder Zarazua

Excused: Okonek

Absent: Kirsch

Also Present: Director Dan Kremer, Scott Halvorsen, Patrick Gatterman, Kate Gullickson, Todd Ernster, Gregg Trudell

2. Approval of October 7, 2020 meeting minutes

Motion by Hall, second by Glodosky to change Alder Shorr from absent to excused and approve the October 7, 2020 meeting minutes.

Ayes, All; Nays, None; Motion carried.

3. Approval of 2021 - 2024 lease agreement with Northward Peddle and Paddle for Iverson Park beach and office buildings.

Motion by Glodosky, second by Slowinski to approve the 2021 - 2024 lease agreement with Northward Peddle and Paddle for Iverson Park beach and office buildings.

Ayes, All; Nays, None; Motion carried.

4. Approval of Iverson Park Candlelight Snowshoe special event on January 30, 2021 submitted by Northward Peddle and Paddle.

Motion by Slowinski, second by Zarazua to approve the Iverson Park Candlelight Snowshoe special event on January 30, 2021, submitted by Northward Peddle and Paddle.

Ayes, All; Nays, None; Motion carried.

5. Approval of five year Green Circle Trail maintenance agreement between Portage County Parks Department, Stevens Point Parks Department and Green Circle Trail Committee.

Motion by Sorenson, second by Hall to approve the five year Green Circle Trail maintenance agreement between Portage County Parks Department, Stevens Point Parks Department, and Green Circle Trail Committee with the annual payment to be placed in a reserve fund for future Green Circle Trail expenses.

Ayes, All; Nays, None; Motion carried.

6. Approval of Iverson Park Winter Sports Area modified opening plans.

Motion by Glodosky, second by Freckman to approve the Iverson Park Winter Sports Area modified opening plans.

Ayes, All; Nays, None; Motion carried.

7. Approval of Celebration Memorial Bench program and marketing brochure for Living Trees and Celebration Memorial Bench Program in City Parks.

Motion by Freckman, second by Hall to approve the Celebration Memorial Bench program and marketing brochure for Living Trees and Celebration Memorial Bench Program in City Parks.

Ayes, All; Nays, None; Motion carried.

8. Approval of awarding site analysis and project engineering to Rettler Corporation for Bukolt Park playground replacement project.

Motion by Zarazua, second by Przybylski to approve awarding site analysis and project engineering to Rettler Corporation for Bukolt Park playground replacement project.

Ayes, All; Nays, None; Motion carried.

9. Director's Report

a. Covid Update

b. Parks update

c. Arena Update

d. Forestry Update

Director Dan Kremer gave an overview of Department business. Department office hours may be altered to accommodate increased teleworking for staff. A committee of community tennis and pickleball players will review plans to resurface the courts at Goerke Park.

Scott Halvorsen gave an overview of park operations.

Kate Gullickson gave an overview of Willett Arena operations.

Todd Ernster gave an overview of Forestry operations.

10. Adjournment

Motion by Zarazua, second by Glodosky to adjourn the meeting at 7:32pm

Ayes, All; Nays, None; Motion carried.

GROHOLSKI PARK PROPERTY DONATION AGREEMENT

This donation agreement ("Agreement") is made on this 19 day of November, 2020, by and between the CITY OF STEVENS POINT, a Wisconsin Municipal Corporation located in Portage County, with its offices at 1515 Strongs Avenue, Stevens Point, WI 54481 (the "Grantee") and Judith Groholski, as Trustee of the Judith Groholski Survivor's Trust dated September 12, 2018, with an address of 440 Dubay Avenue, Stevens Point, WI 54481 ("Grantor"). Collectively these entities will be referred to as the "Parties."

RECITALS

WHEREAS, the Grantor owns land described as the East two-thirds (E 2/3) of all that part of the Northeast Quarter (NE ¼) of the Southeast Quarter (SE ¼) of Section 5, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, lying Easterly of the Green Bay and Western Railroad right-of-way, EXCEPT the East 16 rods (264 feet) thereof, EXCEPT Lot 1 of Certified Survey Map No. 728-3-86, EXCEPT Lot 1 of Certified Survey Map No. 5474-20-45, EXCEPT that part conveyed in Volume 219, page 399, EXCEPT Certified Survey Map No. 6745-24-268; SUBJECT TO a right of way described in Volume 235, page 106; TOGETHER WITH AND SUBJECT TO an easement for ingress and egress described in Document No. 736575; and EXCEPT any part thereof conveyed for roadway purposes (the "Parcel"), which is located on the southern part of the City of Stevens Point and in a gap for the City's 10-minute walk to a park campaign that is listed in the City's Comprehensive Outdoor Recreation Plan; and

WHEREAS, the Grantor is desirous of preserving and conserving the Parcel in a natural state; and

WHEREAS, the Grantor and the Grantee intend for the Parcel to be donated to the City of Stevens Point and utilized as a City Park, subject to the terms and conditions of this Agreement; and

WHEREAS, as consideration for Grantor's donation of the Parcel for park purposes, Grantee agrees to make improvements to the Parcel to suit its use for park purposes. Such improvements are described herein; and

WHEREAS, the Grantor and Grantee are desirous of memorializing the donation terms by entering into this Agreement.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. **Effective Date.** This Agreement shall become effective on the signature date.

2. **Deed.** Grantor shall execute a Trustee's Deed conveying the Parcel to Grantee. Such Deed shall be delivered to Grantee within thirty (30) days of the Effective Date of this Agreement.

3. **Expenses.** The Grantor shall be responsible for all real estate taxes, special assessments, and other charges related to the Parcel for the year 2020, and the Grantee shall be responsible for all such expenses thereafter. The Grantee will be solely responsible for all closing costs associated with the donation of the Parcel, including but not limited to, any transfer and recording fees. Further, the Grantee will be solely responsible for obtaining any title search or other title evidence that it deems necessary in relation to this Agreement and shall be solely responsible for any costs associated therewith.

4. **Name.** The Grantee shall dedicate and forever name the Parcel the "John S. Groholski Park" upon acceptance of the Parcel donation.

5. **Usage.** The Grantee shall only use the Parcel for park purposes. No housing or business development shall be allowed on the Parcel.

6. **Rezoning.** The Grantee, at its own expense, shall seek rezoning of the Parcel from "R-4" Multiple Family/Residential to "C" Conservancy.

7. **Improvements.** The Parties agree that the 5-year Master Plan, Exhibit A, shall be funded and performed by the Grantee by no later than December 31, 2026. Should Grantee not complete the improvements included in Exhibit A by December 31, 2026, the Trustee of the Grantor or a separate trust created thereunder upon the death of Judith Groholski, shall have the option to a Right of Reversion for the ownership of the Parcel. If Grantee does not complete the improvements included in Exhibit A by December 31, 2026, within fifteen (15) business days it shall provide notice of such fact and the Right of Reversion contained herein to the Trustee at its last known address. It shall be the responsibility of the Trustee of the Grantor or a separate trust created thereunder upon the death of Judith Groholski to provide the Grantee with notice of any change of address. If such Right of Reversion is to be exercised, the Trustee shall notify Grantee in writing of its intent to reclaim ownership of the Parcel no later than March 1, 2027, and Grantee shall execute a Warranty Deed conveying the Parcel to the Trustee.

8. **Long Term Master Plan.** The Parties have worked together to create the Long-Term Master Plan which is included as Exhibit B. The Grantee shall adopt Exhibit B as the Long-Term Master Plan for the Parcel upon donation acceptance. Such Long-Term Master Plan shall serve as the plan for the future improvements to the park beyond the December 31, 2026 timetable.

9. **Mutual Warranties and Representations.** Each Party has made and does hereby make the following representations and warranties to the other Party, which shall be true as of the Effective Date as if such warranties and representations were made at such time:

a. Each Party represents and warrants that it has the power, authority and legal right to enter into all of the transactions and to perform all of the covenants and obligations required to be entered into or performed by such Party, as the case may be, under this Agreement.

b. Each Party represents and warrants that it is empowered and authorized to execute and deliver this Agreement and any other agreements and documents, if any, required hereunder to be executed and delivered by such Party. This Agreement has been and each such document at the time it is executed and delivered will be duly executed and delivered on behalf of each Party. When executed and delivered all such agreements shall constitute a legal, valid and binding obligation of each Party enforceable in accordance with its terms.

10. Interpretation and Construction.

a. This Agreement shall be subject to and governed by the laws of the State of Wisconsin and shall be binding upon, and shall inure to the benefit of, the Parties to this Agreement and their respective personal and legal representatives, heirs, successors and assigns.

b. If any provision of this Agreement shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the other provisions shall not be affected thereby, and there shall be deemed substituted for the provision at issue a valid, legal and enforceable provision as similar as possible to the provision at issue.

c. Section or paragraph headings are included for a convenience of reference and are not intended to add or subtract from the terms of the Agreement and all Exhibits referred to in this Agreement are incorporated herein by reference.

d. This Agreement contains the entire agreement between the Parties and supersedes any prior discussion or agreement between the Parties relating to the subject matter. No provision of this Agreement may be amended except by a written instrument signed by all the Parties to this Agreement or their successors. The warranties and representations made herein survive the Effective Date.

e. This Agreement, or a memorandum regarding the terms of this Agreement, may be recorded in the office of the Portage County Register of Deeds by any of the Parties hereto and the Party recording the Agreement shall be responsible for any costs associated therewith.

The undersigned representatives certify that they are authorized to make, execute and deliver the Donation Agreement.

CITY OF STEVENS POINT

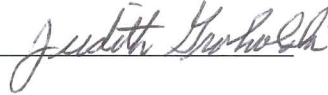
By: 

Name: Mike Wiza

Its: Mayor

Date: 11-19-20

JUDITH GROHOLSKI SURVIVOR'S TRUST

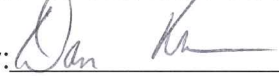
By: 

Name: Judith Groholski

Its: Trustee

Date: 11-19-20

CITY OF STEVENS POINT

By: 

Name: Dan Kremer

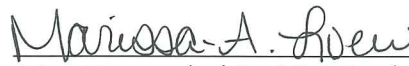
Its: Parks Director

Date: 11-19-20

STATE OF WISCONSIN)
) SS.
COUNTY OF PORTAGE)

Personally came before me this 19 day of November, 2020, Judith Groholski, as Trustee of the Judith Groholski Survivor's Trust dated September 12, 2018, to me known to be the person who executed the foregoing instrument, and to me known to be the Trustee of said entity, and acknowledged that she executed the foregoing instrument as the act of said entity and with its authority.

SEAL


Print Name: Marissa Loew
Notary Public, State of Wisconsin
My commission expires: 08/08/21

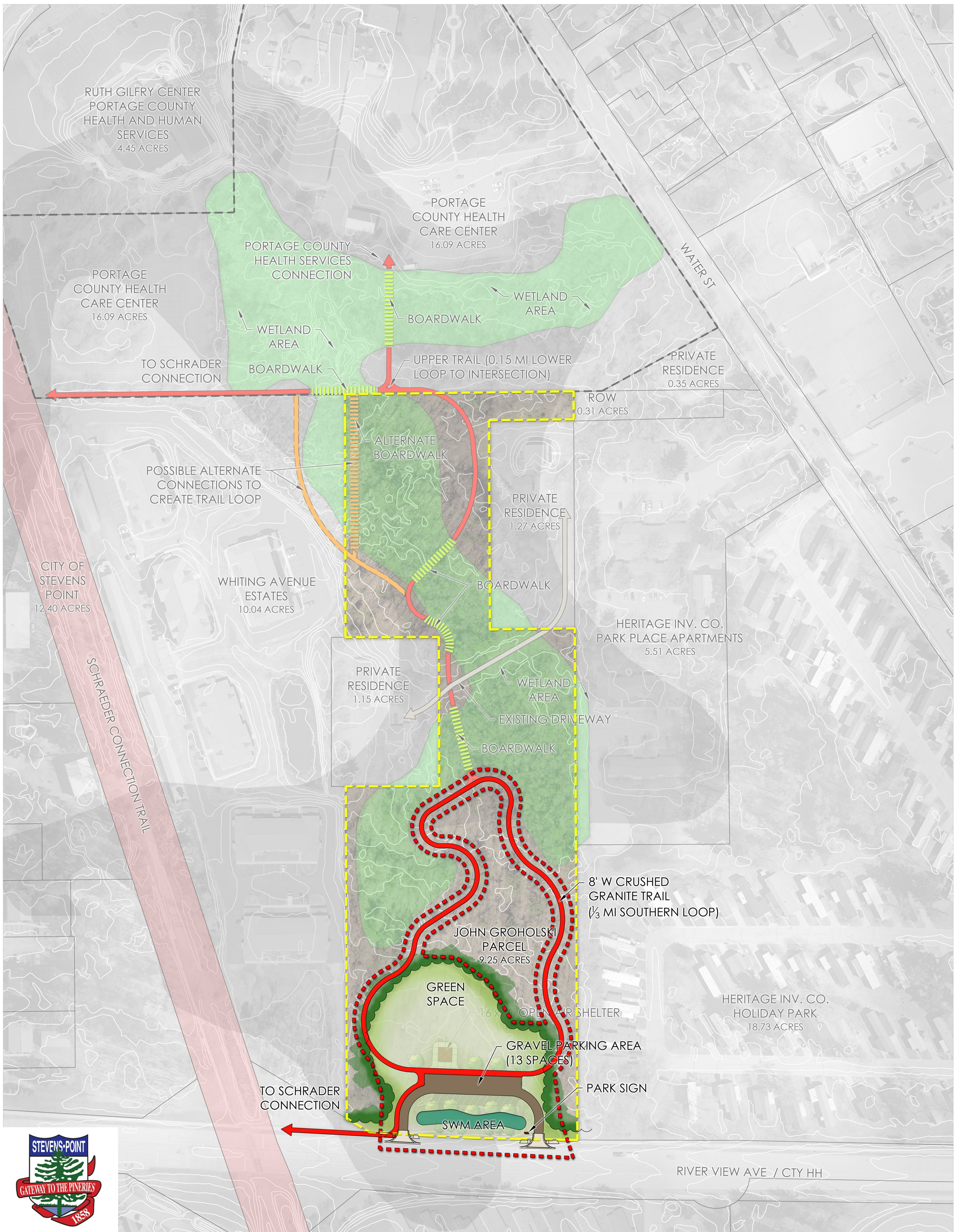
STATE OF WISCONSIN)
) SS.
COUNTY OF PORTAGE)

Personally came before me this ^{19th} day of ~~December~~ ^{November}, 2020, Mike Wiza and Dan Kremer, as Mayor and Parks Director of the City of Stevens Point, to me known to be the persons who executed the foregoing instrument, and to me known to be the Mayor and Parks Director of said city, and acknowledged that they executed the foregoing instrument as the act of said entity and with its authority.

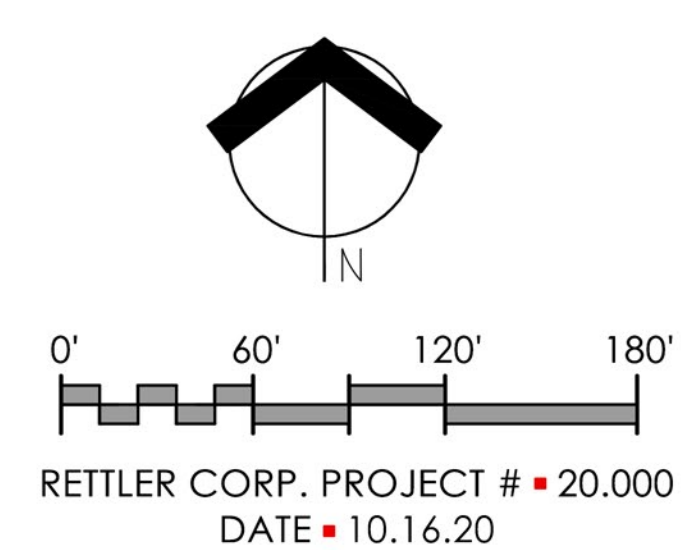
SEAL

Marissa A. Roew
Print Name: Marissa Loew
Notary Public, State of Wisconsin
My commission expires: 08/08/21

This document was drafted by:
Attorney A. Logan Beveridge
1515 Strongs Avenue
Stevens Point, WI 54481

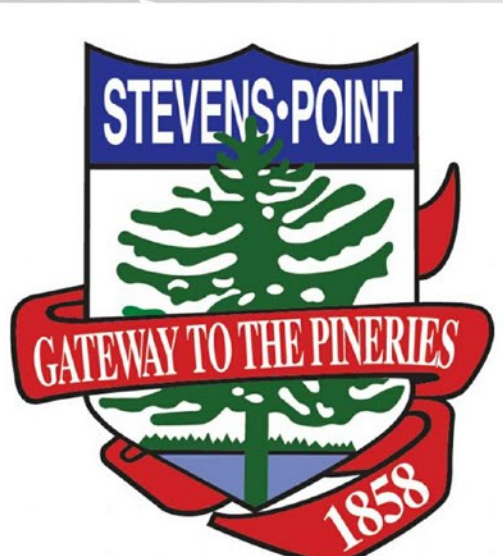


CITY OF STEVENS POINT JOHN S GROHOLSKI PARK MASTER PLAN ■ PHASE 1 RIVER VIEW AVE, STEVENS POINT, WI 54481

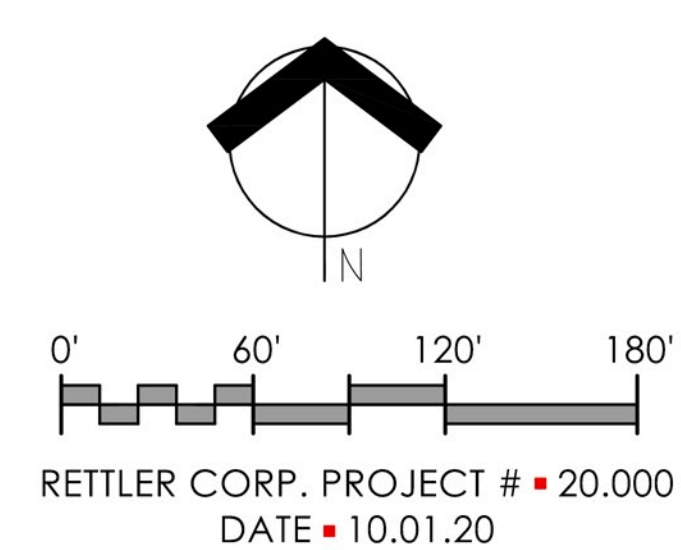


RETTLER
corporation

3317 BUSINESS PARK DRIVE, STEVENS POINT, WI 54482
TELEPHONE 715-341-2633, FAX 715-341-0431
EMAIL INFO@RETTLER.COM, WEBSITE WWW.RETTLER.COM

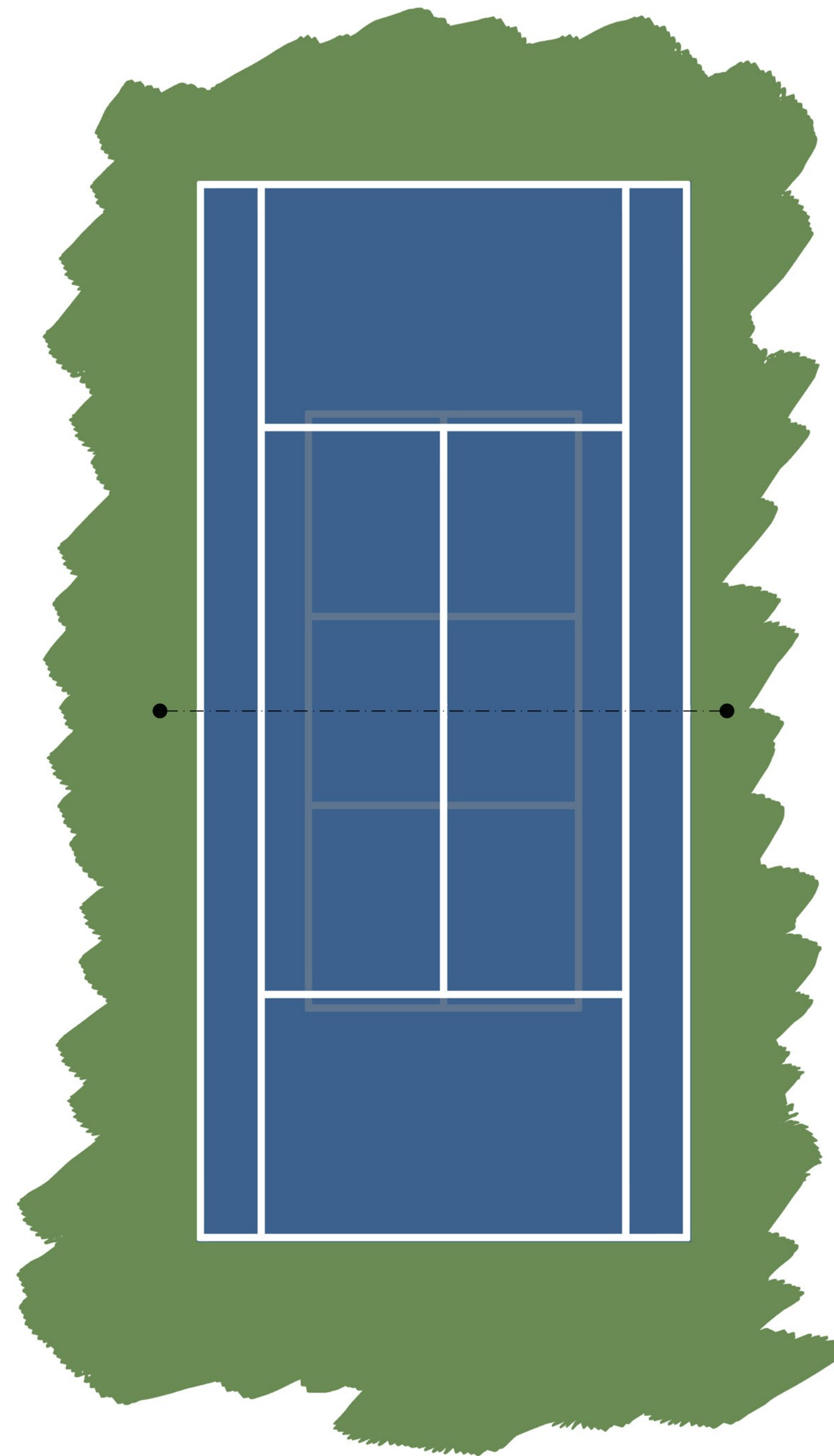


CITY OF STEVENS POINT JOHN S GROHOLSKI PARK MASTER PLAN ■ MASTER PLAN RIVER VIEW AVE, STEVENS POINT, WI 54481

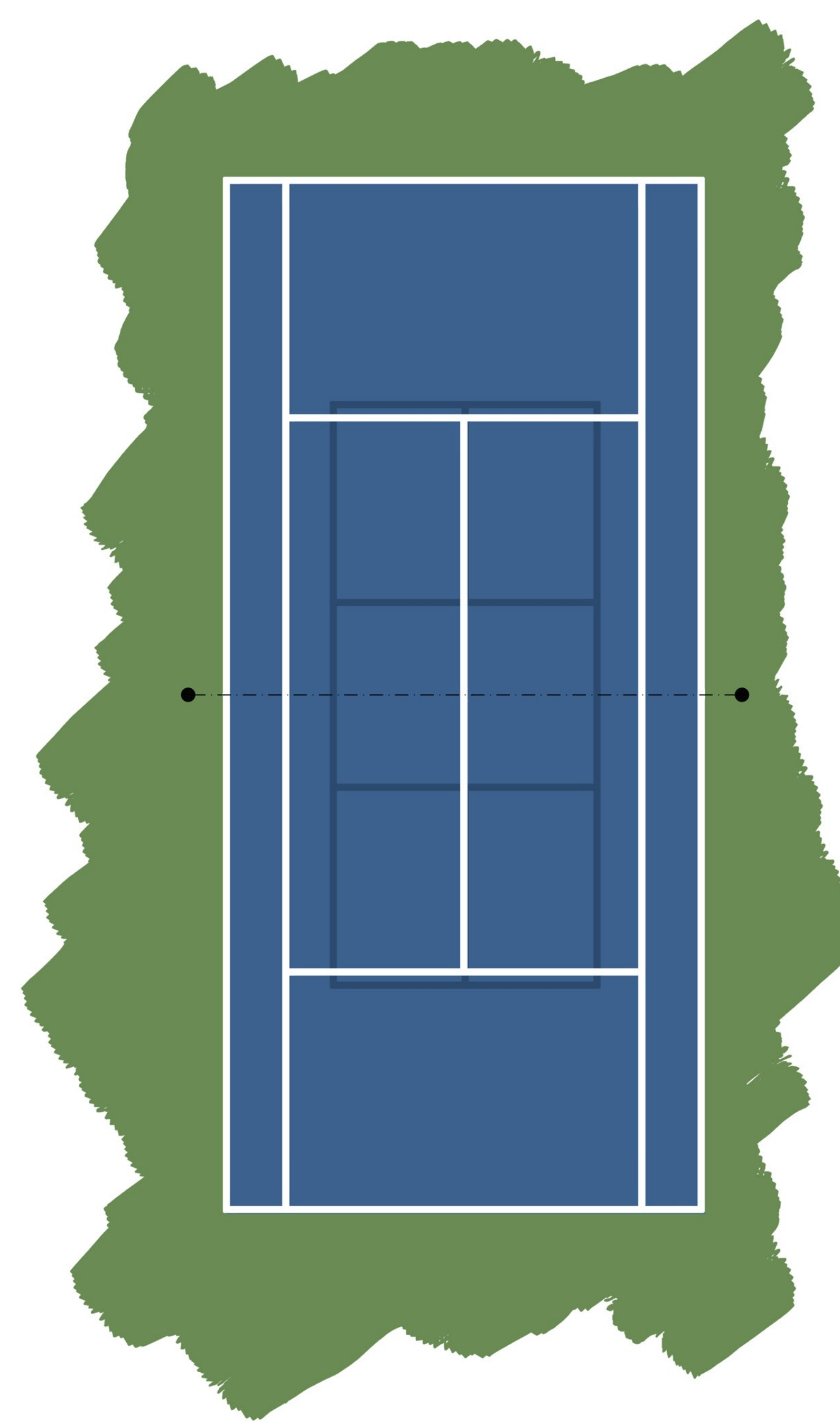


RETTLER
corporation

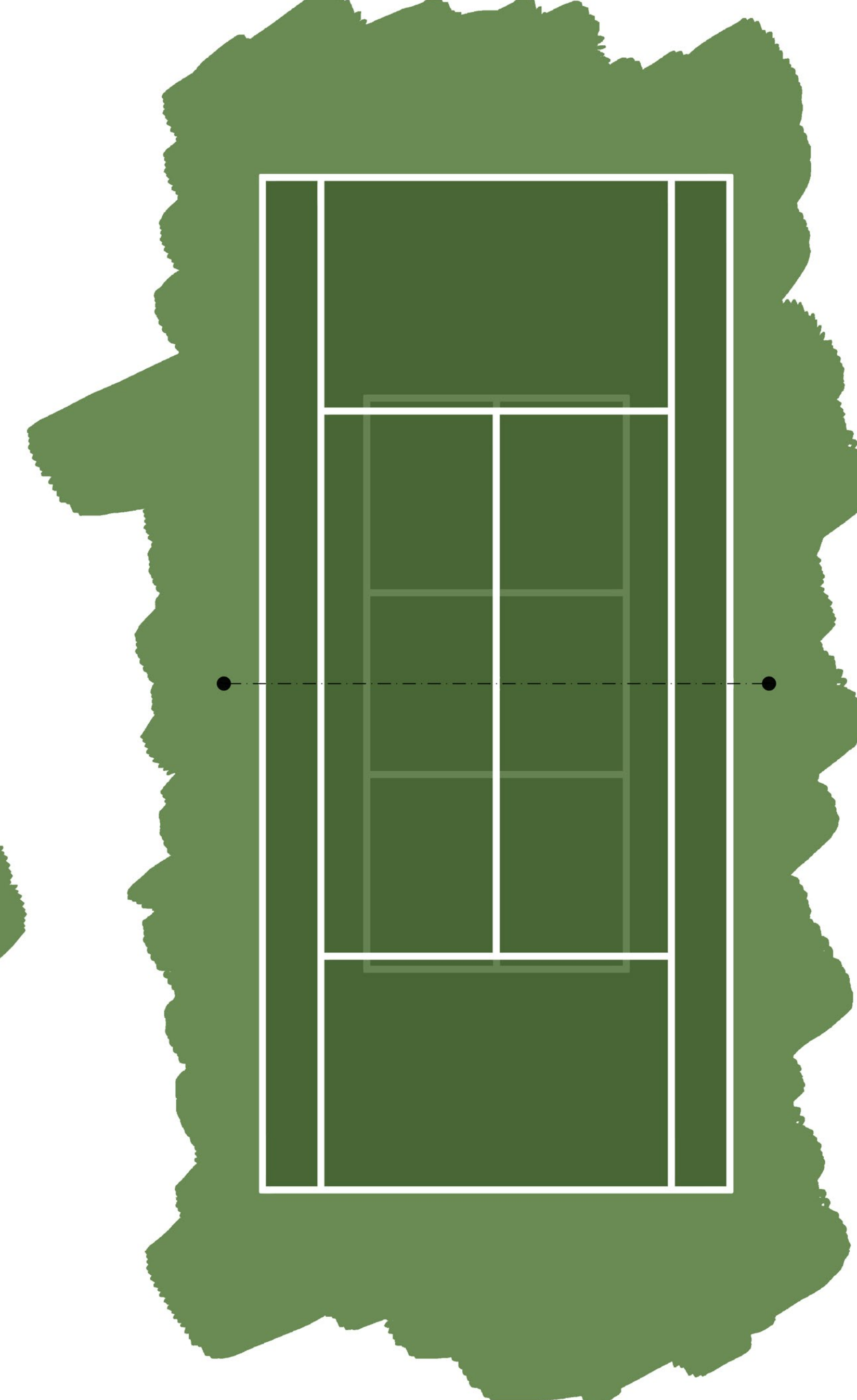
3317 BUSINESS PARK DRIVE, STEVENS POINT, WI 54482
TELEPHONE 715 - 341 - 2633, FAX 715 - 341 - 0431
EMAIL INFO @ RETTLER.COM, WEBSITE WWW.RETTLER.COM



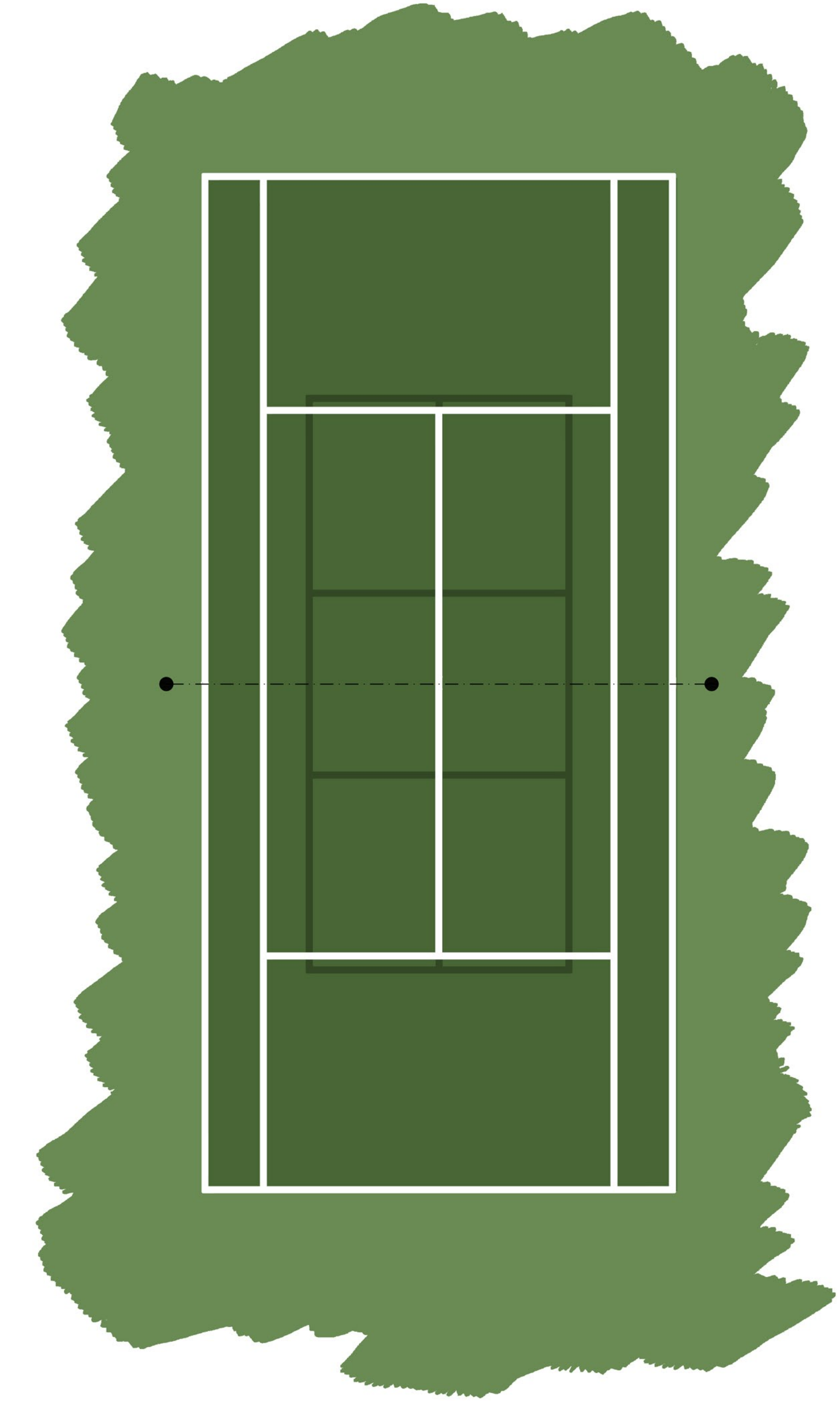
OPTION 1



OPTION 1a



OPTION 2



OPTION 2a

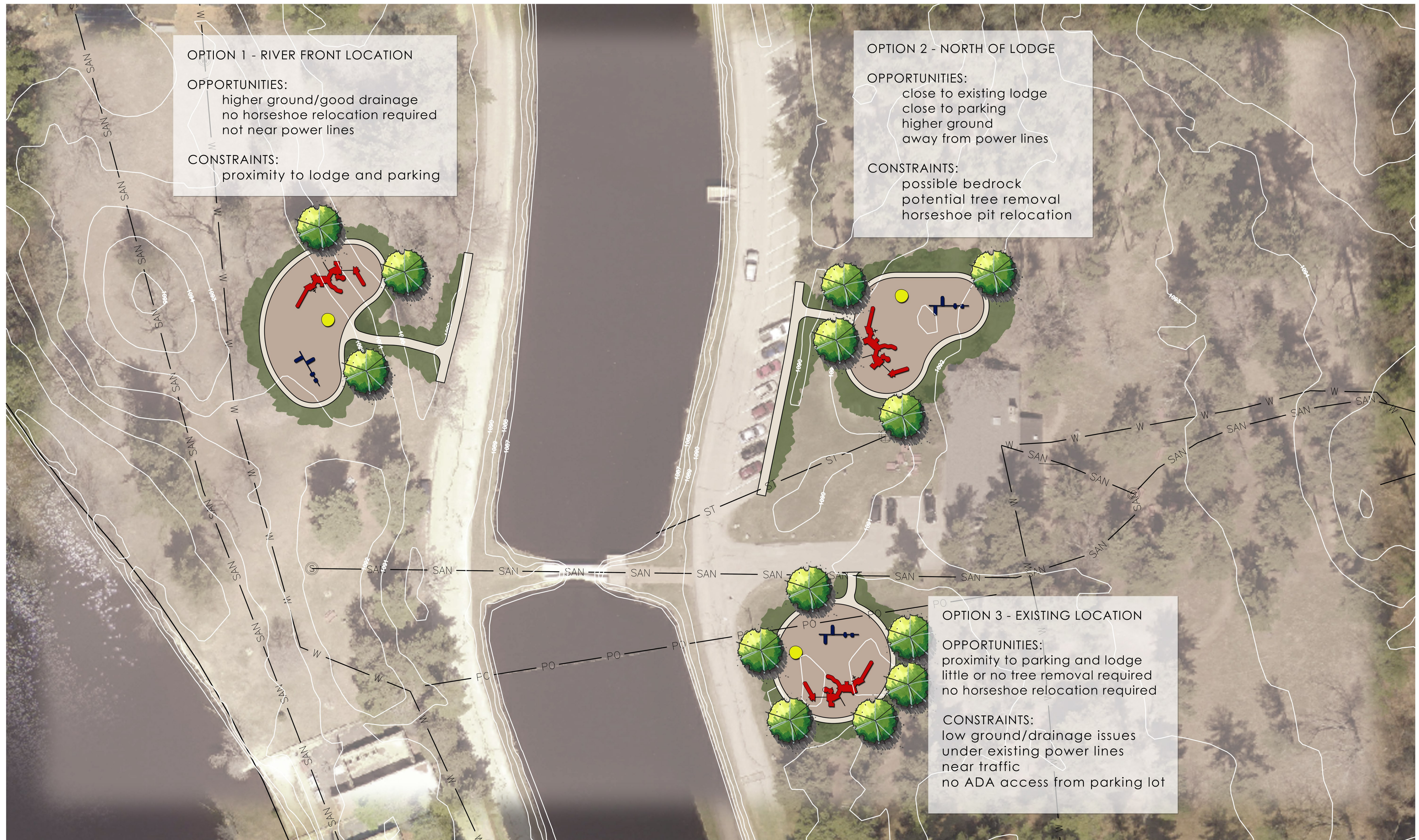


CITY OF STEVENS POINT

GOERKE PARK TENNIS COURT RESURFACING PROJECT ■ COLOR OPTIONS
1100 MINNESOTA AVE, STEVENS POINT, WI 54481

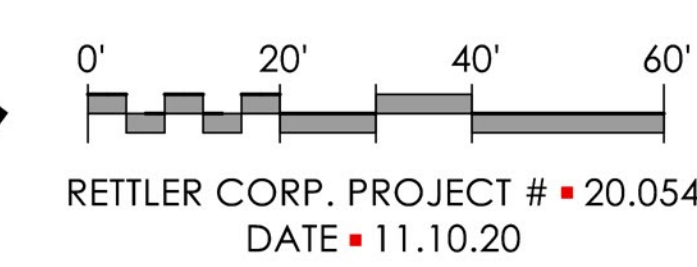
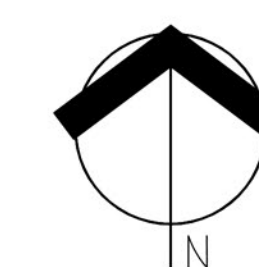


• 3317 BUSINESS PARK DRIVE, STEVENS POINT, WI 54482
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• EMAIL • INFO@RETTLER.COM, WEBSITE • WWW.RETTLER.COM



CITY OF STEVENS POINT

BUKOLT PARK PLAYGROUND RENOVATION PROJECT ■ OPTIONS
 3433 MINNESOTA AVE, STEVENS POINT, WI 54481



3317 BUSINESS PARK DRIVE, STEVENS POINT, WI 54482
 TELEPHONE 715-341-2633, FAX 715-341-0431
 EMAIL INFO@RETTLER.COM, WEBSITE WWW.RETTLER.COM









To: Parks, Recreation and Forestry Commission and Personnel Committee

Date: November 24, 2020

Subject: Reclassification of Positions

Each fall the City of Stevens Point performs annual evaluations of all City employees to determine eligibility for pay step increases. When that process begins each year, the Human Resource Department provides the Performance Evaluation document which outlines a 5-step process to complete the evaluation correctly. Steps #1 of that process is to review the job description, update it and submit it to the Human Resources Department.

During the review process this year, I met with the Park Maintenance Supervisor, City Forester and City Facilities Supervisor I to review their job descriptions and perform updates. Upon review and completion of the updates, I submitted the updated job descriptions to Human Resource Manager, Lisa Jakusz. Manager Jakusz and I discussed the level of the updates and whether the current pay plan classifications were adequate. Manager Jakusz stated that Administrative Policy 2.05 would be what was necessary for any positions to be considered/reviewed for reclassification. Following our conversation, I submitted all required documentation for Administrative Policy 2.05 for reclassification review of these three positions.

The updated position descriptions, organization chart, recommended pay grade, indication of other positions performing similar comparable work and a completed Classification Review Request Form were provided to the Human Resource Manager for submittal to the salary plan consultant. The consultant determined the appropriate rating of the positions to be as follows:

Park Maintenance Supervisor

- Recommended for grade Q (Currently grade O)
- The difference between the current employee's salary (\$76,981) and the step 5 in grade Q (\$77,605) is \$624

City Forester

- Recommended for Grade P (Currently grade O)

- The difference between the current employee's (\$76,981) and step 8 in grade P (\$77,293) is \$312.

Facilities Supervisor I

- Recommended for Grade O (Currently grade N)
- The difference between the current employee's salary (\$63,419) and step 3 in grade O (\$63,669) is \$250.

Total - \$1,186

The updated job descriptions included proposed title changes for all three positions. The title changes proposed for the positions are as follows:

1. Park Maintenance Supervisor to Parks and Public Land Superintendent
2. City Forester to Forestry and Landscape Operations Superintendent
3. Facilities Supervisor I to Facilities and Programs Supervisor

The pay plan consultant's recommendation for the job title changes stated "The job titles seem to be appropriate; however, those changes are up to the City".

Recommendation

I believe the determination of our pay plan consultant is an accurate one and I recommend approval of the consultant's recommendation for reclassification for all three positions with new titles as presented.

Please feel free to reach out to me ahead of the meeting if there are any questions or concerns you would like to discuss prior to the meeting.

Dan Kremer
Director of Parks, Recreation, Forestry

POSITION DESCRIPTION
CITY OF STEVENS POINT

TITLE: Parks and Public Lands Superintendent

DEPARTMENT: Parks, Recreation and Forestry

REPORTS TO: Director of Parks & Recreation & Forestry

SALARY GRADE: Q

SECTION A
DISTINGUISHING FEATURES OF THE CLASS

Under the general direction of the Parks, Recreation and Forestry Director, the Parks and Public Land Superintendent develops, implements, supervises and evaluates major components of the comprehensive community-wide Recreation and Park program utilizing various community resources and facilities. Directly responsible for supervising, planning, and coordinating the maintenance, and construction projects for the parks, athletic fields, public lands, parks water and sewer systems, outdoor ice rinks, Winter Sports Area, park lodges, bandshell, cemeteries and other associated facilities. Performs all logistical coordination of city-wide special events held within the park system.

SECTION B
ESSENTIAL KNOWLEDGE AND SKILLS

Requires thorough knowledge of the principles, practices and theories of Municipal Parks and Recreation delivery systems; strong public relations, marketing and communications skills; ability to demonstrate enthusiasm, motivation and creativity in planning, directing and supervising Parks, Recreation and Cemetery Programs.

Under minimal supervision, represent Director and Parks Department on all assigned parks jobs, to oversee construction to include new facility construction, new green space construction, reconstruction upgrades to facilities and park spaces, and public property and public facility improvements and to ensure that procedures and materials comply with plans and specifications and required rules and regulations.

Superintendent is expected to exercise independent judgement in solving field related problems and make adjustments to ensure correct procedures are followed, all rules and regulations are enforced, any plan mistakes are corrected.

- Recruits, hires, trains, supervises and evaluates all personnel with the Parks Division.
- Skill in evaluating the productivity of staff, developing work schedules and making

- assignments and decisions.
- Ability to instruct staff in proper job procedures and methods. Ability to convey job performance expectations to employees.
- Ability to deal effectively with the public, maintain appropriate records and follow oral and written instructions.
- Knowledge of the operation, repair, and use of trucks, tractors and other equipment used for parks and public property maintenance. Skill in the operation and use of pertinent tools and equipment.
- Working knowledge of occupational hazards and safe work practices.
- Ability to instruct others in the use of equipment.
- Ability to plan, organize and supervise the work of others and to establish and maintain effective working relationships with others and the public.
- Ability to train others in executing new programs and in facilitating the professional development of employees.
- Develops or secures Requests for Proposals (RFPs), coordinates any related contractual arrangements, obtains price quotes and estimates, and develops requisite specifications in order to successfully implement a project, repair, improvement or service.
- Obtains price estimates and specifications to assist Director in creation of annual capital budget request. Assists in creation of project specifications to competitively bid capital projects annually.
- Ability to prepare reports and formal recommendations.
- Ability to order, audit and maintain inventory of parts and related equipment as approved.
- Ability to use electronic devices including cell phone, computer, Microsoft products and online reservation and registration software for programs and activities.
- Working knowledge of GIS and GPS equipment and computer programs.

SECTION C

SPECIAL QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in Recreation Management, Horticulture, Turf Science, Forestry, Landscape Architecture, Natural Resources, Construction, or equivalent experience required. Three to five years of related experience with management and supervisory related duties required. Certified Parks and Recreation Professional (CPRP) desired.

Possession of a valid motor vehicle operator's license issued by the State of Wisconsin.

SECTION D

TASKS ROUTINELY PERFORMED

- Supervises and directs parks maintenance staff. Prepares, prioritizes and assigns daily work schedules. Reviews work and evaluates employee work performance.
- Plans, prioritizes, and coordinates maintenance programs and development projects.

- Coordinates jobs, work and record keeping with the Forestry and Landscape Operations Superintendent, City Facilities Manager and Director.
- Participates in management meetings and makes recommendations regarding employee staffing and department expenditures.
- Prepares operating budgets for parks, athletic fields, parks and public land water and sewer systems, outdoor skating rinks, Winter Sports Area, park lodges, bandshell, cemeteries and other associated facilities. Reviews and approves invoices prior to payment. Assists in the preparation of grant applications and solicitation of other outside city revenue sources.
- Administers permit applications and managers compliance for park programs in which permitting is required from agencies such as the State of Wisconsin and Wisconsin Department of Natural Resources.
- Administers and manages the preparation, maintenance and cleaning regiment for rentable public facilities throughout the City.
- Coordinates, schedules and manages evening and weekend cleaning and refuse routes in preparation for evening and weekend athletic competitions and events.
- Administers and manages service contracts associated with the maintenance and operations of the parks, outdoor skating rinks, lodges and Winter Sports Area.
- Plans, prioritizes, and coordinates maintenance programs and development projects. Coordinates maintenance, construction, and repair activities with recreation programs, city-wide special events, sports organizations, schools and other facility users and events.
- Assists in the preparation of specifications for vehicle and equipment purchases, building repair, construction, landscaping, and associated improvements.
- Inspects and monitors facilities and equipment for public safety, maintenance, repair, and/or replacement needs.
- Performs the hiring, transferring, promotion, and discipline of personnel under the supervision of this position. Trains personnel on job related matters including job safety and specific job skills. Ensures the personnel comply with established safety requirements and work rules.
- Trains seasonal employees in skilled labor functions frequently with changing of the seasons.
- Administers and enforces city and departmental rules and regulations. Communicates and instructs personnel of appropriate rules, regulations, procedures and policies.
- Attends and participates in Park Commission meetings, Finance Committee, Common Council and other boards, committees and commission meetings as needed. Recommends Parks facility use policies.
- Serves as Department liaison for several volunteer youth sport organizations which utilize City athletic fields and facilities. Attends youth sport organization board meetings as needed.
- Prepares and maintains Park maintenance and Winter Sports Area records and reports.

- Develops and maintains effective public relations and communications with city staff and the general public.
- Supervises mowing, irrigation and propagation of lawn areas.
- Administers and manages installation, maintenance and removal of street boulevard irrigation systems along City streets.
- Supervises game condition preparation of all athletic fields (softball, little league, soccer, football).
- Schedules, supervises programs, promotes and supervises care and maintenance of winter sports area and outdoor skating rinks.
- Supervises snow removal crews at park facilities and city sidewalks adjacent to city owned land and parks.
- Attends and participates in conferences, seminars, workshops and conventions to improve knowledge and skills and to continue education and training.
- Other related duties as required.

SECTION E

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must be available to work day or night hours with minimal notice.
- Must be able to work in outdoor and indoor environmental conditions from extreme heat, rain, snow, humidity, to extreme cold.
- Frequent repetitive movements of arms and neck while speaking on the telephone, typing, working on the computer keyboard or using other equipment.
- Must be able to occasionally lift 50-100 pounds and 20 - 50 pounds continuously five days per week.
- Must be able to coordinate and accomplish service calls seven days a week.
- Must be able to perform the responsibilities of the position which require the use of both hands.
- Must be able to bend, twist, kneel, and squat for repair requirements.
- Performance of tasks may involve exposure to machinery and its moving parts as well as toxic gases, chemicals and exhaust.
- Must be able to sit to drive and operate continuously 6 - 8 hours per day.
- Must have no restrictions from continuous motion and vibration.
- Must be able to utilize hand controls continuously 6 - 8 hours per day.
- Must be able to work at heights above 12 feet.
- Must be able to use a seat belt.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

POSITION DESCRIPTION

CITY OF STEVENS POINT

TITLE:	Superintendent of Forestry and Landscape Operations
DEPARTMENT:	Parks, Recreation and Forestry
REPORTS TO:	Director of Parks, Recreation and Forestry
SALARY RANGE:	P

SECTION A

DISTINGUISHING FEATURES OF THE CLASS

Under the general direction of the Parks, Recreation and Forestry Director, the Superintendent of Forestry and Landscape Operations is responsible for the administrative and managerial work involving oversight of the daily operations of the Forestry Division of the Department, which serves in the capacity of City Forester and is responsible for the planting, removal and care of trees, shrubs, flowers, turf and landscape operations in the park system, and City rights-of-way. Responsible for the management of city tennis courts, track and playground equipment. Assists in coordinating City-wide special events.

Superintendent of Forestry and Landscape Operations assumes the responsibilities of the Director of Parks, Recreation and Forestry in his/her absence.

SECTION B

ESSENTIAL KNOWLEDGE AND SKILLS

Requires thorough knowledge of the principles, practices and theories of municipal urban forestry and horticulture including practices, equipment, tools, materials and supplies used in tree planting, maintenance, trimming and removal. Strong public relations, marketing and communication skills; ability to demonstrate enthusiasm, motivation and creativity in planning, directing and supervising the forestry, horticulture and landscape programs.

Under minimal supervision, represent Director of Parks, Recreation and Forestry and Department on all assigned forestry and landscape jobs, to oversee tree and landscape construction for new public facility construction, new green space construction, road and sidewalk construction and improvements, and public property and public facility improvements.

- Knowledge of sidewalk, roadway and utility construction as it relates to tree health and protection. Ability to read and interpret blue prints and construction documents.
- Maintains and manages City-wide street and park tree inventory and master plan for the City.
- Working knowledge of GIS and GPS equipment and computer programs.
- Read and interpret plans and specifications and analyze data.
- Attends Parks Commission, Finance Committee, Common Council and other meetings as needed regarding Tree Hearings, budgets, projects, etc. Recommends Forestry and Landscape policies and procedures.
- Knowledge of pest and disease control measures.
- Ability to prepare reports and formal recommendations. Ability to communicate effectively both orally and in writing.
- Knowledge of occupational hazards, including overhead electric power transmission lines and other various underground utility lines and pipes.
- Develops or secures Requests for Proposals (RFPs), coordinates any related contractual arrangements, obtains price quotes and estimates, and develops requisite specifications in order to successfully implement a project, repair, improvement or service.
- Obtains price estimates and specifications to assist Director in creation of annual capital budget request. Assists in creation of project specifications to competitively bid capital projects annually.
- Skill in evaluating the productivity of staff, developing work schedules and making assignments and decisions.
- Coordinates jobs, work and record keeping with the Parks and Public Land Superintendent, City Facilities Manager and Director.
- Recruits, hires, trains, supervises and evaluates all personnel with the Forestry Division.
- Ability to instruct staff in proper job procedures and methods. Ability to convey job performance expectation to employees.
- Ability to train others in executing new programs and in facilitating the professional development of employees.
- Ability to plan, organize and supervise the work of others and to establish and maintain effective working relationships with others and the public.
- Ability to deal effectively with the public and contractors under stressful circumstances. Maintain appropriate records and follow oral and written instructions.
- Ability to instruct others in the use of equipment.
- Knowledge of the operation, repair, and safe use of trucks, tractors and other equipment used for park and tree maintenance.
- Ability to use electronic devices including cell phone, computer, Microsoft products and online reservation and registration software for programs and activities.

SECTION C

SPECIAL QUALIFICATIONS AND EXPERIENCE

A Bachelor's degree in Forestry, Urban Forestry Arboriculture, landscape architecture or closely related field required. Three to five years of related experience with management and supervisory related duties required.

ISA Certified Arborist Certification and Certified Pesticide Applicator License required within 6 months of hire date. Certified Parks and Recreation Professional Certification desired. Possession of a valid motor vehicle operator's license issued by the State of Wisconsin.

SECTION D **TASKS ROUTINELY PERFORMED**

- Performs the hiring, transferring, promotion, and discipline of personnel under the supervision of this position. Trains personnel on job related matters including job safety and specific job skills. Ensures the personnel comply with established safety requirements and work rules.
- Supervises and trains landscape crews engaged in the maintenance of trees, shrubs, flowers and turf for city parks, planters, medians, parking lots, streets and other public property.
- Maintains city owned trees and shrubs by pruning, fertilizing, watering and prevention and treatment of insect and disease problems.
- Supervises planting, trimming, removal and chemical treatments of public trees by contractors.
- Plans and makes work assignments for landscape crews and inspects work upon completion.
- Instructs others in proper work techniques and procedures and in the operation and maintenance of equipment.
- Administers and enforces city and departmental rules and regulations. Communicates and instructs personnel of appropriate rules, regulations, procedures and policies.
- Administers and manages service contracts associated with the maintenance and operations of forestry and landscape operations. Including but not limited to annual tree treatments, tree removals, tree planting, tree pruning, and management of pests and diseases.
- Participates in management meetings and makes recommendations regarding employee staffing and department expenditures.
- Manages, directs and supervises all turf management plans for fertilizer, pesticide, broadleaf and weed control for City Park system and open public lands.
- Enforces City Forestry ordinances relating to tree care, diseases and controls. Manages disease and nuisance control for private and public trees. Inspects, manages and issues notices to remove dying, dead and diseased trees within the City.
- Purchases and maintains all equipment and tools.

- Surveys, records and manages urban tree canopy for diseased, damaged, hazardous and insect infestations. Develops treatment and abatement plans to mitigate and improve known malfunctions in urban tree canopy.
- Responds to emergencies that impact street, park and public right of way trees.
- Identifies, samples and marks diseased trees.
- Submits samples to the plant pathology laboratory.
- Assists in the supervision and/or develop work plans for other city departments to perform Forestry Department projects.
- Coordinates with multiple City departments to manage and oversee tree specifications and construction methods for City wide construction projects including streets, utilities, developments and construction within the right of way.
- Prepares plans for park landscaping and street beautification.
- Advises the public on selection for street tree planting.
- Provides the public with technical advice in all aspects of horticulture.
- Prepares operating budget for Forestry Department. Develops and recommends capital improvements, equipment acquisition, and other improvements. Reviews and approves invoices prior to payment. Assists in the preparation of grant applications and solicitation of other outside city revenue sources.
- Trains personnel on job related matters including job safety and specific job skills. Ensures the personnel comply with established safety requirements and work rules. Trains seasonal employees in skilled labor functions frequently with changing of the seasons.
- Serves as the Department liaison for several volunteer organizations which utilize City park space. Attends volunteer organization meetings as needed.
- Supervises turf condition preparation of all athletic fields (softball, little league, soccer, football), as well as open turf areas in parks.
- Schedules, supervises programs, inspects/maintains and promote the operation of tennis courts.
- Manages, directs and supervises installation, maintenance and safety standards for all City playground and play space facilities. Manages safety inspections and inspection records to maintain safety standard compliance.
- Manages, directs and supervises the maintenance and safety standards for Goerke Community Stadium athletic turf including grooming, grading and safety testing.
- Attends and participates in conferences, seminars, workshops and conventions to improve knowledge and skills and to continue education and training.
- Manages, inventories and supervises janitorial and Personal Protective Equipment supplies for Parks, Recreation and Forestry Department.
- Assists Parks and Public Lands Superintendent in supervision and administration of snow removal. Supervises snow removal routes for Forestry Personnel.
- Supervises and coordinates evening and weekend parks security operations.

- Administers and Coordinates community memorial tree program hosted by the Community Foundation
- Other related duties as required.

SECTION E WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must be able to work day or night hours with minimal notice.
- Must be able to work in outdoor and indoor environmental conditions from extreme heat, rain, snow, humidity, to extreme cold.
- Frequent repetitive movements of arms and neck while speaking on the telephone, typing, working on the computer keyboard or using other equipment.
- Must be able to occasionally lift 50-100 lbs and 20-50 pounds continuously five days per week.
- Must be able to coordinate and accomplish service calls seven days a week.
- Must be able to perform the responsibilities of the position which require the use of both hands.
- Must be able to bend, twist, kneel, and squat for repair requirements.
- Performance of tasks may involve exposure to machinery and its moving parts as well as toxic gases, chemicals and exhaust.
- Must be able to sit to drive and operate equipment continuously 6 - 8 hours per day.
- Must have no restrictions from continuous motion and vibration.
- Must be able to utilize hand controls continuously 6 - 8 hours per day.
- Must be able to work at heights above 12 feet.
- Must be able to use a seat belt.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

POSITION DESCRIPTION
CITY OF STEVENS POINT

TITLE: Programs and Facilities Supervisor

DEPARTMENT: Parks, & Recreation and Forestry

REPORTS TO: Director of Parks, & Recreation, Forestry

Salary Range: O

SECTION A
DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for the complete operation, administration, maintenance and overall management of the K.B. Willett Arena, outdoor swimming pool, and community stadium. The Facilities and Programs Supervisor organizes and administers municipal recreation program offerings under the direction of the Director of Parks, Recreation and Forestry at the K.B. Willett Arena, outdoor swimming pool and community stadium. Assists in coordinating city-wide special events.

SECTION B
ESSENTIAL KNOWLEDGE AND SKILLS

Requires thorough knowledge of the principles, practices and theories of Municipal recreational facility management, activities and administration, to include but not limited to, indoor ice arenas, outdoor swimming pools, and multi-purpose athletic complexes. Strong public relations, marketing and communication skills; ability to demonstrate enthusiasm, motivation and creativity in planning, directing and supervising Parks and Recreation programs and activities.

- Ability to develop and administer a well-rounded program of recreational activities.
- Knowledge of the skills, terminology, tools and materials involved in facility maintenance, and custodial operations and recreation programming.
- Ability to plan, supervise and motivate the work of others.
- Ability to promote and market recreational facility use.
- Ability to cooperate with and interpret recreational philosophies to private groups, agencies and the general public.
- Ability to establish and maintain effective working relationships with others and promote and maintain high morale and enthusiasm.
- Skill in evaluating the productivity of staff, developing work schedules and making assignments and decisions.
- Ability to instruct others in the use of equipment.
- Ability to instruct staff in proper job procedures and methods. Ability to convey job performance expectations to employees
- Ability to plan and supervise the work of others and to establish and maintain effective working relationships with coworkers and the public.
- Ability to train others in executing new programs and in facilitating the professional development of employees.

- Ability to communicate effectively both orally and in writing.
- Knowledge of the operation, repair, and use of equipment as it relates to indoor ice arenas, city pools and athletic complexes.
- Ability to use electronic devices including cell phone, computer, Microsoft products and online reservation and registration software for programs and activities.
- Working knowledge of occupational hazards and safe work practices.
- Reviews and updates emergency action plans, building security plans, traffic control plans, and signage planning for K.B. Willett Arena, outdoor swimming pool and community stadium.
- Attends in-service training as well as outside training as necessary to stay current with recreation trends and specific professional skills.

SECTION C SPECIAL QUALIFICATIONS AND EXPERIENCE

A Bachelor's Degree in Recreation Management, Public Administration, Sports Management, Business Administration or related field. Two to three years work experience coupled with supervisory experience in Park and Recreation Programs or closely related area.

Possession of a valid motor vehicle operator's license issued by the State of Wisconsin and good driving record.

Possession of a valid State of Wisconsin Pool Operators license or obtain licensure within one year of employment.

SECTION D TASKS ROUTINELY PERFORMED

- Performs the hiring, transferring, promotion, and discipline of personnel under the supervision of this position. Trains personnel on job related matters including job safety and specific job skills. Ensures the personnel comply with established safety requirements and work rules.
- Schedules and supervises programs to promote the operation of the Multi-purpose building, stadium complex and swimming pools.
- Supervises and coordinates workers engaged in maintenance operations including grounds care, housekeeping, inspection and repair work at the multi-purpose building and swimming pools.
- Coordinates jobs, work and record keeping with the Forestry and Landscape Operations Superintendent, Parks and Public Lands Superintendent and Director
- Recruits, hires, trains, supervises and evaluates all personnel within the K.B. Willett, outdoor swimming pool and community stadium operations.
- Trains and assists staff as necessary.
- Plans work schedules for others.
- Maintains records of payroll, activity attendance and cash receipts for K.B. Willett Arena, swimming pool and community stadium.
- Prepares monthly and special reports for K.B. Willett Arena, swimming pool and community stadium.
- Assist in preparing plans for park development.

- Prepares operating budgets for Willett Arena, outdoor swimming pool, concessions and community stadium. Reviews and approves invoices prior to payment. Assists in the preparation of grant applications and solicitation of other outside city revenue sources.
- Obtains price estimates and specifications to assist Director in creation of annual capital budget request. Assists in creation of project specifications to competitively bid capital projects annually.
- Administers permit applications and managers compliance for pool and concession programs in which permitting is required from agencies such as the State of Wisconsin and Wisconsin Department of Natural Resources.
- Administers and enforces city and departmental rules and regulations. Communicates and instruct personnel of appropriate rules, regulations, procedures and policies.
- Attends Parks Commission, Finance Committee, Common Council and other meetings as needed regarding recreation programs and facilities, budgets, projects, etc. Recommends programs and facility policies and procedures.
- Develops or secures Requests for Proposals (RFPs), coordinates any related contractual arrangements, obtains price quotes and estimates, and develops requisite specifications in order to successfully implement a project, repair, improvement or service.
- Administers and manages service contracts associated with the maintenance and operations of the K.B. Willett Arena, outdoor swimming pool and community stadium.
- Assists in the preparation of specifications for vehicle and equipment purchases, building repair, construction, landscaping, and associated improvements.
- Trains seasonal employees in skilled labor functions frequently with changing of the seasons.
- Serves as Department liaison for several volunteer organizations which utilize the K.B. Willett Arena, outdoor pool and community stadium. Attends volunteer organization board meetings as needed.
- Solicits sponsorship, advertising and donations as alternative revenue sources for K.B. Willett Arena, outdoor swimming pool and community stadium.
- Orders and maintains an inventory of supplies for multi-purpose building and swimming pool.
- Operates the ice re-surfacing equipment in the absence of maintenance personnel and performs other labor functions as required.
- Other related duties as required.

SECTION E

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must be available to work day or night hours with minimal notice.
- Must be able to work in outdoor and indoor environmental conditions from extreme heat, rain, snow, humidity to extreme cold.
- Frequent repetitive movements of arms and neck while speaking on the telephone, typing, working on the computer keyboard or using other equipment.
- Must be able to occasional lift 50-100 pounds and 20 - 50 pounds continuously five days per week.
- Must be able to coordinate and accomplish service calls seven days a week.
- Must be able to perform the responsibility of the position which require the use of both hands.
- Must be able to bend, twist, kneel and squat for repair requirements.
- Performance of tasks may involve exposure to machinery and its moving parts as well as toxic gases, chemicals and exhaust.

- Must be able to sit and drive and operate equipment continuously 6 - 8 hours per day.
- Must have not restrictions from continuous motion and vibration.
- Must be able to utilize hand controls continuously 6 - 8 hours per day.
- Must be able to work at heights above 12 feet.
- Must be able to use a seat belt.

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