



CITY OF MARSHFIELD

MEETING NOTICE

Agenda

Parks, Recreation, and Forestry Committee

Thursday, August 14th, 2014 - 5:30 p.m.

Please Note: 5:30 p.m. start time and meeting location change

City Hall Council Chambers – Basement Level - City Hall Plaza
630 S. Central Avenue

- A. **Call to order – John White Jr., Chairperson.**
- B. **Approval of Minutes of July 10th, 2014 Parks, Recreation, and Forestry Committee meeting.**
- C. **Public Comments** - At this time, the chairperson will recognize members of the public who have indicated a desire to address the Committee.
- D. **Set date, time, and location for the September meeting.**
Recommended Action: Set next meeting at 5:30 p.m. on Thursday, September 11th, 2014
- E. **Consideration of extending the term of the use agreement with Rotary Winter Wonderland in consideration for their financial participation in the renovation of the Ludwig Building at Wildwood Zoo.**
Presented by: Ed Englehart, Parks and Recreation Director
Recommended Action: Approve extending the term of the use agreement from 2018 to 2024 with the additional language regarding use of the renovated space.
- F. **Review and Discuss Proposed Comprehensive Outdoor Recreation Plan.**
Presented by: Ed Englehart, Parks and Recreation Director
Recommended Action: Provide recommended changes and additions and direct staff to forward the CORP to the Board of Public Works, Plan Commission, and Common Council for their consideration and approval.
- G. **Information Items.**
 - 1. Monthly Reports – Staff
 - 2. Recreation Programs and Aquatics - Kelly Cassidy
 - 3. Park Maintenance & Zoo Operations – Ben Steinbach
 - 4. Project Updates – Ludwig Building Renovations, Wildwood-McMillan Connector Trail, Hewitt-Marshfield Connector Trail, Wildwood Station Trail surface maintenance - Staff
 - 5. Zoological Society Report – Kristy Palmer
 - 6. Volunteer Recognition – Summer Youth Baseball Coaches and Fall Soccer Coaches
 - 7. Other- 2015 Parks and Recreation Department budget request.

- H. **Committee Member Questions, Comments, Ideas, and Suggestions.**
- I. **Future Agenda Items.**
- J. **Communications.**
- K. **Adjournment.**

Posted this 11th of August, 2014 at 4:00 p.m. by Ed Englehart, Parks and Recreation Director.

NOTICE

It is possible that members, and possibly a quorum, of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; any governmental body specifically referred to above in this notice will take no action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Ed Englehart, Director of Parks & Recreation, at 630 S. Central Ave., Floor 2R, City Hall Plaza, or by calling (715) 384-4642.

Parks, Recreation, and Forestry Committee Minutes of July 10th, 2014

Meeting called to order by John White Jr., at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

Present: John White Jr., Jane Yaeger, Ali Luedtke, Rich Reinart and Alderman Tom Buttke

Excused: Chris Viegut, Kristy Palmer

Absent:

Also Present: Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks & Recreation Supervisor; and Alderperson Char Smith.

PR14-19 Motion by Buttke, seconded by Yaeger to approve the minutes of the June 12, 2014 meeting.

Motion Carried 5-0

Public Comments: None

The committee set Thursday, August 14th, 2014 at 5:30 p.m. as the date and time of their next meeting.

Englehart distributed a cooperative facility use agreement with the Marshfield Convention and Visitor's Bureau and the Parks and Recreation Department. The agreement represents the current cooperation between the two organizations and reaffirms the need to work together to attract multiday events to Marshfield. It also indicates the desire to work together to improve our local facilities to enhance our visitor experience and provide top quality recreational facilities for our residents. The two organizations have always worked together for the annual Fall Fest event and national events held at the Marshfield Fairgrounds Park. However, this year the Convention and Visitor Bureau worked closely with the Parks and Recreation Department and the Small Town Baseball organization to retain their State Small Town Baseball Tournament in Marshfield, and hold the first ever Small Town Baseball World Series in Marshfield, July 16-18. Teams will be coming from a number of Midwest states to play in the World Series. Englehart also distributed information from the Convention and Visitor's Bureau regarding economic impacts and room tax estimates for these events.

PR14-20 Motion by Leudtke, seconded by Yaeger to approve the cooperative facility use agreement as presented.

Discussion – White commented that he understood the competitive nature of securing these types of events and concurred with the benefits to our community. Englehart commented that the new CVB Director, Matt McLean, has begun to focus on bringing youth and adult athletic events to Marshfield, and had recently attended a convention in Oklahoma where he secured a new event for Marshfield. Matt also recognizes we already have existing visitor attractions and multiday sports events that he would like to partner with to help market and promote. In addition, we have discussed facility improvements that the CVB and other local organizations might partner to make needed improvements that would enhance our ability to attract events and visitors.

Motion Carried 5-0

Englehart introduced the next agenda item regarding use of parks and recreation department facilities. He had received an email from Alderperson Char Smith expressing her concern that when she was driving by the Steve J. Miller Recreation Area tennis courts, she observed a man giving a private tennis lesson. She questioned whether or not he had rented the court from the Parks and Recreation Department since he gains financially from giving lessons. Englehart explained that the department no longer reserves the outdoor tennis courts for individuals; however, it does still reserve courts for schools and Marshfield Tennis Association activities. With the development of the new Boson Tennis Courts at the Senior High, there is not as much demand on the Parks and Recreation Department tennis courts. Smith presented her comments to the Committee. She indicated that the Marshfield School District has such a policy and feels that it would be appropriate to charge a nominal fee. She also stated that Stevens Point has a policy that charges a fee for individuals using their tennis courts for tennis instruction.

Englehart commented that he is aware of a number of situations where individuals use Parks and Recreation facilities to give private instructions such as swim lessons at Hefko Pool, during Parks and Recreation open swim at Senior High pool, and private lessons take place at the indoor tennis court at City Hall. Those facilities have use fees already connected to them, so as long as the fee has been paid we do not charge any additional fee since the person is also collecting an instructor fee. Englehart went on to comment that although he wasn't specifically aware of any situations, he would assume there are times that individuals use the batting cages, ball diamonds, soccer fields and park areas for private instruction or fitness coaching. It is difficult to monitor and effectively administer many of these situations. Another consideration is the efficiencies of collecting a nominal fee. It can be costly and time consuming to collect and safeguard public monies. Englehart stated that if facilities were being dominated by individuals collecting fees for instructional classes, that would be another concern to address, but at this point none have been brought to his attention. He had contacted officials from the Marshfield School District; however, had not received any response from them. He will contact Stevens Point and Wisconsin Rapids Parks and Recreation Department and find out how they are addressing this situation. White commented that he felt we needed to be careful not to deter future growth and interest in sports and recreational activities by creating obstacles for individuals to acquire the

necessary skills to participate in the activities. It was agreed that Englehart should gain additional information from the Marshfield School District, Stevens Point and Wisconsin Rapids and to place the item on a future agenda.

Smith left the meeting at 6:00 p.m.

Information Items: Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Buttke shared information on the Zoological Society activities and commented that the new zoo store has been very successful. Englehart confirmed that the city had recently received confirmation from the Wisconsin Department of Transportation that the Wildwood-McMillan Connector Trail funding was reaffirmed. Englehart shared two versions of financial reports that could be prepared and presented to the committee for their information. It was agreed that the less detailed version that showed the expenditures and revenue by the various areas within the department was preferred.

Committee Member Questions, Comments, and Suggestions: Buttke commented that he had received a concern from a resident that there should be a fence along Peach Avenue at the fairgrounds where the soccer fields are located to prevent children and balls from going into the street. White commented that he received a request from the Vox Concert people that the Parks and Recreation Department consider installing a wider beam light on the rear of the Wildwood Station Building to assist in the loading and unloading of equipment. He also noted that the old wooden sign at the exit of the large animal drive directing people to "Highway 13" needs to be replaced since it is in poor condition and it is no longer Highway 13.

Future Agenda Items: Use of Parks and Recreation Facilities for personal gain, Vox Concert series fees for use of Wildwood Station Building, Comprehensive Outdoor Recreation Plan approval, and Upper Pond fishing improvements.

Communications: Staff shared information they had received from the public regarding facilities and programs since the last meeting.

PR14-21 Motion by Buttke, seconded by Yaeger to adjourn the meeting.

Motion Carried 5-0 Meeting adjourned at 6:31 p.m.

Ed Englehart, Parks & Recreation Director



City of
Marshfield
Memorandum

July 31, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works and Ed Englehart, Parks & Recreation
Director

SUBJECT: Revised Rotary Winter Wonderland Use Agreement

BACKGROUND

Since 2006, the Marshfield Rotary Clubs have held an annual Rotary Winter Wonderland (RWW) event at the Wildwood Park Zoo. The event has evolved into a great success story, not only generating excitement and family entertainment over the holiday season, but more importantly providing a significant service to the community by collecting canned goods and funds for local food pantries.

Over the years RWW, has invested in small improvements in the zoo area, including new sidewalks and walkways, and other items. Now RWW is prepared to make a significant contribution to the Ludwig Building Renovation project, as that building space is critical to their operations. In exchange, RWW is asking for an extension of the Use Agreement and new language in the agreement that would allow them exclusive use of the north half of the Ludwig Building during the RWW event. Throughout the remainder of the year, this renovated space would be available for other uses.

ANALYSIS

A redlined version of the revised agreement is attached. The two changes of note are to extend the term of the agreement to 2024 and to formalize RWW's use of the north half of the building in exchange for their contribution to the Ludwig Building project. The Parks, Recreation & Forestry Committee has not acted on this request yet, but will do so at their meeting on August 14, 2014.

RECOMMENDATION

I recommend approval the revised Rotary Winter Wonderland Use Agreement, subject to a favorable recommendation by the Parks, Recreation and Forestry Committee.

Concurrence: *Steve Barg*
Steve Barg, City Administrator

Parks, Recreation, and Forestry Committee Minutes of July 10th, 2014

Meeting called to order by John White Jr., at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

Present: John White Jr., Jane Yaeger, Ali Luedtke, Rich Reinart and Alderman Tom Buttke

Excused: Chris Viegut, Kristy Palmer

Absent:

Also Present: Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks & Recreation Supervisor; and Alderperson Char Smith.

PR14-19 Motion by Buttke, seconded by Yaeger to approve the minutes of the June 12, 2014 meeting.

Motion Carried 5-0

Public Comments: None

The committee set Thursday, August 14th, 2014 at 5:30 p.m. as the date and time of their next meeting.

Englehart distributed a cooperative facility use agreement with the Marshfield Convention and Visitor's Bureau and the Parks and Recreation Department. The agreement represents the current cooperation between the two organizations and reaffirms the need to work together to attract multiday events to Marshfield. It also indicates the desire to work together to improve our local facilities to enhance our visitor experience and provide top quality recreational facilities for our residents. The two organizations have always worked together for the annual Fall Fest event and national events held at the Marshfield Fairgrounds Park. However, this year the Convention and Visitor Bureau worked closely with the Parks and Recreation Department and the Small Town Baseball organization to retain their State Small Town Baseball Tournament in Marshfield, and hold the first ever Small Town Baseball World Series in Marshfield, July 16-18. Teams will be coming from a number of Midwest states to play in the World Series. Englehart also distributed information from the Convention and Visitor's Bureau regarding economic impacts and room tax estimates for these events.

PR14-20 Motion by Leudtke, seconded by Yaeger to approve the cooperative facility use agreement as presented.

Discussion – White commented that he understood the competitive nature of securing these types of events and concurred with the benefits to our community. Englehart commented that the new CVB Director, Matt McLean, has begun to focus on bringing youth and adult athletic events to Marshfield, and had recently attended a convention in Oklahoma where he secured a new event for Marshfield. Matt also recognizes we already have existing visitor attractions and multiday sports events that he would like to partner with to help market and promote. In addition, we have discussed facility improvements that the CVB and other local organizations might partner to make needed improvements that would enhance our ability to attract events and visitors.

Motion Carried 5-0

Englehart introduced the next agenda item regarding use of parks and recreation department facilities. He had received an email from Alderperson Char Smith expressing her concern that when she was driving by the Steve J. Miller Recreation Area tennis courts, she observed a man giving a private tennis lesson. She questioned whether or not he had rented the court from the Parks and Recreation Department since he gains financially from giving lessons. Englehart explained that the department no longer reserves the outdoor tennis courts for individuals; however, it does still reserve courts for schools and Marshfield Tennis Association activities. With the development of the new Boson Tennis Courts at the Senior High, there is not as much demand on the Parks and Recreation Department tennis courts. Smith presented her comments to the Committee. She indicated that the Marshfield School District has such a policy and feels that it would be appropriate to charge a nominal fee. She also stated that Stevens Point has a policy that charges a fee for individuals using their tennis courts for tennis instruction.

Englehart commented that he is aware of a number of situations where individuals use Parks and Recreation facilities to give private instructions such as swim lessons at Hefko Pool, during Parks and Recreation open swim at Senior High pool, and private lessons take place at the indoor tennis court at City Hall. Those facilities have use fees already connected to them, so as long as the fee has been paid we do not charge any additional fee since the person is also collecting an instructor fee. Englehart went on to comment that although he wasn't specifically aware of any situations, he would assume there are times that individuals use the batting cages, ball diamonds, soccer fields and park areas for private instruction or fitness coaching. It is difficult to monitor and effectively administer many of these situations. Another consideration is the efficiencies of collecting a nominal fee. It can be costly and time consuming to collect and safeguard public monies. Englehart stated that if facilities were being dominated by individuals collecting fees for instructional classes, that would be another concern to address, but at this point none have been brought to his attention. He had contacted officials from the Marshfield School District; however, had not received any response from them. He will contact Stevens Point and Wisconsin Rapids Parks and Recreation Department and find out how they are addressing this situation. White commented that he felt we needed to be careful not to deter future growth and interest in sports and recreational activities by creating obstacles for individuals to acquire the

necessary skills to participate in the activities. It was agreed that Englehart should gain additional information from the Marshfield School District, Stevens Point and Wisconsin Rapids and to place the item on a future agenda.

Smith left the meeting at 6:00 p.m.

Information Items: Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Buttke shared information on the Zoological Society activities and commented that the new zoo store has been very successful. Englehart confirmed that the city had recently received confirmation from the Wisconsin Department of Transportation that the Wildwood-McMillan Connector Trail funding was reaffirmed. Englehart shared two versions of financial reports that could be prepared and presented to the committee for their information. It was agreed that the less detailed version that showed the expenditures and revenue by the various areas within the department was preferred.

Committee Member Questions, Comments, and Suggestions: Buttke commented that he had received a concern from a resident that there should be a fence along Peach Avenue at the fairgrounds where the soccer fields are located to prevent children and balls from going into the street. White commented that he received a request from the Vox Concert people that the Parks and Recreation Department consider installing a wider beam light on the rear of the Wildwood Station Building to assist in the loading and unloading of equipment. He also noted that the old wooden sign at the exit of the large animal drive directing people to "Highway 13" needs to be replaced since it is in poor condition and it is no longer Highway 13.

Future Agenda Items: Use of Parks and Recreation Facilities for personal gain, Vox Concert series fees for use of Wildwood Station Building, Comprehensive Outdoor Recreation Plan approval, and Upper Pond fishing improvements.

Communications: Staff shared information they had received from the public regarding facilities and programs since the last meeting.

PR14-21 Motion by Buttke, seconded by Yaeger to adjourn the meeting.

Motion Carried 5-0 Meeting adjourned at 6:31 p.m.

Ed Englehart, Parks & Recreation Director

USE AGREEMENT

This Use Agreement (hereinafter "Agreement") is made between the City of Marshfield, Wisconsin, a Municipal corporation, by and through Parks and Recreation Department (hereinafter "Lessor) and Marshfield Rotary Club, Marshfield, Wisconsin (hereinafter "Lessee").

RECITALS

WHEREAS, Lessee desires to conduct a festival known as Rotary Winter Wonderland; and

WHEREAS, Rotary Winter Wonderland will be held, with the permission of Lessor, in Wildwood Park.

NOW, THEREFORE, in consideration of the foregoing and the promises contained herein, the Parties agree as follows:

1. LEASED PREMISES.

Subject to Lessor's absolute right to conduct animal day care duties and responsibilities, Lessor hereby permits Lessee to use that portion of Wildwood Park as identified on the operational display map which is attached hereto as Exhibit "A" and fully incorporated herein solely for the purpose of presenting the Rotary Winter Wonderland program. If, in the sole and absolute judgment of Lessors' personnel, the Rotary Winter Wonderland program becomes unreasonably disruptive to any zoo animals, then Lessor shall have the right to require Lessee to implement changes in any facet of the program as deemed reasonably necessary for proper care of zoo animals. The

Leased Premises shall not include access to or use of any animal exhibits, animal habitats or animal care areas except upon prior written authorization from either the Parks and Recreation Maintenance Supervisor or the Director of Parks and Recreation Department.

Lessor and Lessee have collaborated to undertake renovations to the Ludwig Building which is a key facility for Rotary Winter Wonderland operations. Rotary Winter Wonderland will be granted exclusive use of the meeting room space in the Ludwig Building, approximately 780 square feet, during the annual event, including those days necessary for setup and removal.

2. **TERM.**

The term of this Agreement shall be for the period commencing October 1, ~~2012~~ 2014 and ending March 31, ~~2018~~ 2024. The specific dates for use of Leased Premises shall be limited to the dates during that period when Rotary Winter Wonderland is actually being presented, including those days necessary for set up and removal of the program accessories and equipment. Access for set up and operations shall be scheduled in advance with either the Parks and Recreation Maintenance Supervisor or the Director of Parks and Recreation Department.

3. **COST REIMBURSEMENT.**

Lessee shall reimburse Lessor for all costs and expenses incurred by Lessor directly related to the Rotary Winter Wonderland program including, but not limited to, utilities, snow and ice removal, and law enforcement and emergency personnel. Lessor shall submit to Lessee a detailed invoice(s) of all costs incurred by Lessor for said program not later than April 30th immediately following end of each Term. Lessee shall pay the balance due to Lessor within thirty (30) days after receipt of said invoice(s).

4. **REPAIRS AND MAINTENANCE.**

Lessee shall reimburse Lessor for all costs of refurbishing the grounds and permanent structures of Leased Premises to their pre-Rotary Winter Wonderland condition, normal wear and tear excepted, within thirty (30) days after receipt of invoice(s) therefore or at a later date determined by the Parks and Recreation Department staff to allow for suitable weather and ground conditions.

Lessee further agrees to remove any and all structures, materials or equipment utilized by Lessee no later than March 31st. If Lessee does not remove any or all structures, materials or equipment within said time, Lessor may remove the same and Lessee shall be responsible for the cost of removal thereof.

Lessee shall not make any alterations to Lessor's buildings or property without the prior written consent of Lessor.

5. **INSURANCE AND INDEMNIFICATION.**

Lessee covenants and agrees that it will defend, indemnify and hold Lessor, its agents, officers and employees, harmless from and against any and all damages, claims, penalties, costs and obligations (including attorney fees) which Lessor shall or may sustain or incur by reason of or in consequence of the Lessee's use of Leased Premises; provided, however, Lessee shall not be obligated to defend, indemnify or hold harmless Lessor, its agents, officers and employees from and against any and all damages, claims, penalties, costs and obligations which Lessor shall or may sustain or incur due to the negligent acts or omissions of Lessor, its agents, officers and employees. Lessee shall submit a completed incident report form to Lessor within a reasonable

amount of time following the occurrence of any reportable injury, accident or other incident during the term hereof.

Lessee shall, at its sole expense, provide public liability insurance issued by a company licensed to do business in the state of Wisconsin with single aggregate limits of at least \$1,000,000.00 for personal injury or death per occurrence and property damage coverage. Said policy or policies of insurance shall name the City of Marshfield and its officers and employees as an additional insured. A certificate of insurance providing proof of the same shall be filed with the Lessor and the Finance Director on or before October 13th of the Lease Term.

6. TERMINATION.

If either party to this Agreement should breach any material obligation hereunder, the injured Party may give written notice of the breach to the defaulting Party. If such breach is not remedied within fifteen (15) days after the receipt of the written notice, the complaining Party may terminate this Agreement by providing written notice to the defaulting Party.

7. RENEWAL.

This Agreement may be renewed upon mutually agreeable terms and conditions by the written consent of the Parties, provided Lessee requests renewal of this Agreement on or before May 1st of each succeeding year.

8. CODE COMPLIANCE.

Lessee agrees to comply with all applicable federal, state and local laws pertaining to the use of the Leased Premises, including, but not limited to, the electrical

code and shall pay all fines and forfeitures should the same not be used in compliance with said regulations.

9. **ASSIGNMENT.**

Lessee shall not assign this Agreement or sublet the Leased Premises without the prior written consent of Lessor, Any attempted assignment without the prior written consent of Lessor is void.

10. **ADDITIONAL PROVISIONS.**

Lessee shall provide a post event summary report to the Parks, Recreation, and Forestry Committee that includes participation information, expense and revenue information and suggested changes or modifications to the event.

Any notice required or permitted to be given by either Party to the other Party shall be in writing and addressed as follows:

FOR LESSORS:

Ed Englehart, Parks & Recreation Director or
City Administrator
City of Marshfield
630 S. Central Avenue
Marshfield, WI 54449

FOR LESSEE:

~~Heather Holden~~, **Roberta DeVetter**, President Marshfield Noon Rotary Club
P.O. Box 463
Marshfield, WI 54449

~~Erik Borreson~~, **Roxanne Wetterau**, President Marshfield Sunrise Rotary Club
P.O. Box 331
Marshfield, WI 54449

Notice shall be deemed to be received, if sent by U.S. Mail, on the date of mailing. For all other forms of transmission, notice shall be deemed received upon the actual date of receipt.

This Agreement shall be governed by and interpreted solely in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this _____ day of _____, 2014, by their authorized representatives.

CITY OF MARSHFIELD

MARSHFIELD ROTARY CLUB

By: Chris Meyer, Mayor

By: ~~Heather Holden,~~
Roberta DeVetter, President
Marshfield Noon Rotary Club

Attest: Deb M. Hall, City Clerk

By: ~~Erik Borreson,~~
Roxanne Wetterau, President
Marshfield Sunrise Rotary Club

Monthly Report for Parks and Recreation Department
SUMMARY OF MAJOR WORK PROJECTS/ACCOMPLISHMENTS: July, 2014

ADMINISTRATION

Continued work with Rettler Corporation on the Comprehensive Outdoor Recreation Plan update. The schedule is to complete the plan for presentation and review by City committees in August with final adoption by the Common Council in late August or September.

Worked with a number of groups for larger special events held in Marshfield in July. Small Town Baseball State Tournament and World Series, Festival Foods 4th of July Celebration, and the Parrish Pull tractor pull event at the Marshfield Fairgrounds Park.

Continued communications with Fahrner Asphalt Sealers for repairs to the asphalt sealer failure on the Wildwood Station Trail. Fahrner will be crack-filling and re-sealing the trail in August. They will be using a different material on the portion of the trail with the tree canopy and another material on the section of trail that was never sealed that runs parallel to Lincoln Avenue.

Continued communications and conveyance of information between Steigerwaldt Land Services and Director of Public Works regarding right-of-way acquisition services for the Wildwood-McMillan Connector Trail.

Worked with Bob Lewerson, Bestimate LLC, for the development of the plans and specifications for new concrete in the Round Barn and a new storage building at Jack Hackman Field.

Staff met with Paul McGinley, from UW-Stevens Point/UW Extension, regarding how to improve fishing in the ponds at Wildwood Park. An additional meeting has been scheduled in August to meet with Jennifer Bergman, DNR Fish Biologist, to review the ponds and begin to establish a plan to improve fishing at Wildwood Park. Staff also met with the representatives from Aquatic Biologists regarding the aeration needs for the upper and lower ponds.

Staff met with Dr. Hocking from the Library and Community Center Fund Raising Committee to discuss thoughts and ideas regarding the Community Center portion of the project.

Staff made a presentation to the Marshfield Kiwanis Club regarding the Marshfield Parks and Recreation Department operations and services.

Staff submitted the Parks and Recreation Department 2015 budget request to the Finance Department. The Finance Department will review the submittals and then the City Administrator will prepare his recommended budget for consideration by the Common Council in October.

Met with Floyd Hamus and Marshfield Utility staff to review options to address storm water damage during large rain events at Hamus Nature Preserve and Recreation Area. It was agreed the diversion ditch created a few years ago needed to be cleaned and possibly an additional ditch to the west of the park on neighboring property would help. Floyd made contact with the neighbor and arranged for the ditch to be cleaned and improved. No substantial rain events have occurred since the improvements were made to gauge their effectiveness.

Met with Rick Westfall, Small Town Baseball, and Matt McLean, Convention Visitors Bureau, to review this year's Small Town Baseball State Tournament and the first ever World Series, and make plans for the events to again be held in Marshfield at Steve J. Miller Recreation Area in 2015.

PARKS

Park staff continues daily seasonal operations at all parks, including emptying trash, inspecting facilities, picking up litter and debris, and addressing miscellaneous repair issues, such as those involving signs, plumbing, electrical, and vandalism.

Park staff continues to perform maintenance at Oak Avenue Community Center, Wildwood Station, Junior Fair Expo Building, John C. Lang 4-H Building, and the Senior Community Center.

Park Staff continues to assist with special events; including 4th of July celebration, (2) Small Town Baseball tournaments, Hot Time in the City and Hub City Days,

Staff continued to perform maintenance on "as-needed" items on playgrounds, buildings, trails, and parks that are supervised by the Parks Department:

- ◆ Prepared baseball/softball/soccer fields as needed.
- ◆ Performed seasonal maintenance at soccer field complex; coring, over seeding, sodding, top dressing, watering as needed.
- ◆ Top dressed, seeded and performed finishing work around the Wildwood Station Building sidewalks.
- ◆ Performed repairs on the overlook tower at the Upper Pond.
- ◆ Installed a cricket pitch field at the UW for a Wednesday evening league.
- ◆ Miscellaneous work including cleaning of park grounds from litter and debris, performing park checks, emptying trash cans, weeding and mulching landscape beds.

Park Maintenance Supervisor:

- ◆ Continued to coordinate with all contractors, including grass mowing; electrical, heating and cooling; tree service; plumbing; and others as needed.
- ◆ Continued to meet with the Bear Design/Fundraising Committee.
- ◆ Continue to meet with contractors and committee on cougar expansion project.
- ◆ Met with Rettler to review C.O.R.P. information.
- ◆ Met with Bob Lewerson for planning of concrete replacement in the Round Barn and the construction of a storage building at SJ Miller Park.
- ◆ Coordinated new sidewalk and landscaping at Wildwood Station.
- ◆ Coordinated the replacement of the outer fence line of the crane exhibit.
- ◆ Coordinated the purchasing and delivery of our new infield groomer.

ZOO

Staff continues to perform daily operations such as cleaning exhibits, preparing and feeding diets, maintaining equipment, and cleaning buildings and grounds.

- ◆ Athens Veterinary Service completed monthly animal care checks at the zoo.
- ◆ Worked on planning for the cougar exhibit expansion.
- ◆ Performed grass mowing and other exhibit maintenance as needed.
- ◆ Renovated the education kiosk.
- ◆ Stained several buildings.
- ◆ Started working on the renovation of the Deer Feed Building and (2) Nelson water bowl installations.
- ◆ Finished Raptor Row improvements.
- ◆ Created/repared the circulating pond in the Crane Exhibit.

OLDER ADULTS

Brunch was held on Friday, July 11th. Mary Adler from the library was scheduled to talk to the group about the bird display in the basement of the library, but the participants at the brunch did not want to walk over to the library. There were 21 people who attended.

Summer picnic was held on July 8th at the Senior Center. There were 60 participants that attended.

Registration information was sent to area organizations and business that work with the older adult population to participate in the Informational Fair on Friday, October 3rd from 9:30 – Noon.

YOUTH PROGRAMS

A second session of tennis lessons was held July 7th through July 24th. The classes met Monday through Thursday with 10:00 a.m., 1:00 p.m. and 2:00 p.m. classes. There were a total of 30 participants.

Skateboard Lessons started on July 28th. The class is held on Monday, Wednesday and Friday until August 6th. There were 9 participants in the program.

Golf Camp was offered at Marshfield County Club the week of July 28th. The program was held Tuesday – Friday with 14 participants.

Fall Soccer Program registration numbers are up by 67 participants from last year (2013-341, 2014-408). There have been 6 teams added to the leagues for this year. There will be a coaches meeting on Thursday, August 7th. The program will start on Sunday, August 17th.

ADULT ATHLETICS

Information for adult volleyball & basketball leagues went out to returning teams. The organizational meeting will be held on Wednesday, September 10th for both leagues.

TENNIS/RACQUETBALL CENTER

Summer hours for the Tennis/Racquetball Center remain in effect until September 3rd. The keyless entry system will be used for evening rentals. Staff gives tennis and racquetball players a code to enter using the touch pad on the door to gain access to the Center. Players are given a code only if their reserved court time is paid for in advance or with prepaid time (formerly known as punch cards). To avoid players entering the building without formally reserving and/or paying for the courts, the code is changed weekly. This has proven to work very nicely for both customers and department staff.

Contracted time letters were mailed to last year's fall or winter/spring contacts. The forms are due back in our office on Wednesday, August 13th.

AQUATICS

Early Bird Lap Swim is held Tuesdays, Thursdays, and Fridays and concluded for the summer on July 25th. Senior Aquacise is held Tuesdays and Thursdays at the Senior High Pool and concluded on July 24th for summer session. The fall season will begin Tuesday, August 5th for Lap Swim, and the fall Aquacise class will start September 2nd.

Hefko Pool has had a very steady month for July with the weather. Staff meetings are held every other Monday where staff reviews emergency procedures, back-boarding, C.P.R., and runs through drills. Hefko is open Monday through Saturday from 11:00 to 11:45 a.m. for Free Swim and from 1:00 to 6:45 p.m. daily for open swim, except on Tuesdays & Thursdays when the pool remains open until 7:45 p.m. If the pool closes early in the day, we attempt to reopen at 4:00 p.m.

MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: August, 2014

ADMINISTRATION

- Continue planning efforts with other city staff, Strand Associates, and others for the Wildwood-McMillan Connector Trail project, more specifically in securing all necessary easements and right-of-way.
- Continue to work with the Zoological Society Bear Exhibit Fundraising Committee to complete fundraising activities for 2014 and hold public project unveiling and announcement of public fund drive at Fall Fest.
- Finalize contracts for both new Bear Exhibit plans and specifications and construction manager services and take to Board of Public Works for approval.
- Make presentations of proposed Comprehensive Outdoor Recreation Plan to various city committees.
- Present Jack Hackman Storage Building project plans to Board of Public Works and seek bids to construct.
- Work with Steve Burns and Ben Steinbach to establish preliminary ideas and options for improvements of fishing in the ponds at Wildwood Park.
- Work with Kelly and Amy to establish duties and responsibilities of an office manager position.

PARKS

- Successfully complete all department maintenance assistance for special events.
- Continue maintaining all parks and facilities for seasonal operations.
- Continue with seasonal maintenance projects in parks and fairgrounds buildings and grounds.
- Continue with Wildwood Station, Fairgrounds, Oak Avenue Community Center, and Senior Center operations.
- Continue to work with the Recreation Department and other facility users to prepare courts for play.
- Work with service providers – lawn mowing services, dumpster services, and others as needed.
- Work with contactors as needed – electrical, plumbing, heating and cooling, utilities, and others as needed.
- Mark out (2) Pickle Ball Courts at Braem Park.
- Order and install playground mulch.
- Replace several pieces of playground equipment.

ZOO

- Continue animal care and maintenance of management areas.
- Continue to maintain zoo buildings, grounds, and exhibits.
- Finish work on deer feed building improvements.
- Work on cost estimates for cougar expansion project.

AQUATICS

- Hold staff training at Hefko to review emergency procedures and employee manual on a bi-monthly basis.
- Close Hefko Pool for summer on Tuesday, August 26th.
- Finalize staff schedule for the fall and hold staff training.
- Schedule staff for Early Bird Lap Swim and Aquacise guarding and fall evening hours.

YOUTH ACTIVITIES

- Hire staff for fall programs.
- Prepare for Fall soccer – organize teams, hold coaches meeting, & schedule referees. Leagues begin on Sunday, August 17th and run for seven weeks, excluding August 31st.
- Wrap up all summer programs – collect equipment, hold post-season meeting.
- New Zoo & Botanical Gardens Trip will take place on Wednesday, August 13th.

OLDER ADULT ACTIVITIES

- Attend MSCC board meeting on Friday, August 1st.
- Brunch will be held on Friday, August 8th.
- Begin to organize vendors for the October Health Fair.

TENNIS/RACQUETBALL CENTER

- Continue coordination of facility usage, and provide summer key check-out.
- Clean facility twice a week during the summer.
- Hire and schedule staff for fall hours.

ADULT ACTIVITIES

- Organize adult volleyball and basketball league information meeting.
- Organize tennis & racquetball league.



City of
Marshfield

Memorandum

July 29, 2014

TO: Board of Public Works
FROM: Dan Knoeck, Director of Public Works
SUBJECT: Ludwig Building Renovation

BACKGROUND

In late 2012, it was discovered that the wooden floor structure in the north portion of the Ludwig Building was rotting and in need of repair. The original construction consisted of a wooden floor system over an undrained crawl space which has led to the rot and deterioration that we are seeing today. In 2013, several alternatives for repair were evaluated including an option to raze the north portion of the building. A Capital Improvement Project, PR-L-2862, in the amount of \$30,000 was approved in the 2014 – 2018 CIP to fund the repairs or demolition in 2014. A copy of the project sheet from the CIP manual is attached for reference. The project is funded in the 2014 Budget with \$30,000 of room tax.

ANALYSIS

The meeting space in this building has been used by numerous groups throughout the year but most heavily by the Rotary Winter Wonderland event which occurs from mid-October through early February every year. A new alternative was proposed by RWW and that is to remove the interior walls and floor system, fill in the crawl space and pour a new concrete floor. A new uni-sex toilet room would also be constructed in the northwest corner of the building. A copy of the plan is attached. This option was reviewed by the Building Inspector and he concurs that this is a viable approach.

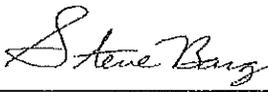
Quotations were solicited for the work and one was received from Don Nikolai Construction in the amount of \$30,530. RWW has committed \$10,000 toward the project in the form of donated material, volunteer labor and cash contribution. In exchange, RWW is asking for an extension of the Use Agreement with the City and exclusive use of the north portion of the building during their event. A revised use agreement has been drafted for your review as a separate agenda item.

Other repairs that are needed include shingle replacement and new rain gutters for an additional cost of \$5,500. This work will be done by Over the Top Roofing. The total

renovation cost is estimated \$36,030 with a City share of approximately \$26,000. Work is expected to begin in August and be completed by early October.

RECOMMENDATION

I recommend approval of the quotations by Don Nikolai Construction and Over the Top Roofing for renovation of the Ludwig Building. I further recommend that a Budget Resolution be drafted for Common Council consideration accepting the donation from Rotary Winter Wonderland and applying it toward the project.

Concurrence: 
Steve Barg, City Administrator