



MEETING NOTICE

Agenda

Parks, Recreation, and Forestry Committee

Thursday, February 13th, 2014 - 6:00 p.m.

City Hall Ground Floor Conference Room #108 - City Hall Plaza
630 S. Central Avenue

- A. **Call to order – Jim Wein, Chairperson.**
- B. **Approval of Minutes of December 12th, 2013 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 March meeting.**
Recommended Action: Set next meeting at 6:00 p.m. Thursday, March 13th
- E. **Consideration request from Wildwood Zoological Society to establish a Zoo Store in the garage area of the Ludwig Building for 2014.**
Presented by: Tom Buttke, Zoological Society President
Recommended Action: Approve a one-year trial with all use of the building, and any modifications to the building, being approved in advance by the Parks and Recreation Maintenance Supervisor.
- F. **Consider request from Special Olympics to waive fees for use of the Oak Avenue Community Center on May 29, 30, and 31, 2014 for a fundraiser.**
Presented by: Jean Multerer, Co-chair Special Olympics Fundraiser
Recommended Action: Consider other options to assist their activity versus a waiving of fee.
- G. **Parks and Recreation Department 2015-2019 Capital Improvement Project Listing.**
Presented by: Ed Englehart, Parks and Recreation Director
Recommended Action: No action required – provide input regarding listed projects and any others not included.
- H. **Update on Connor Park Snow Removal Procedures.**
Presented by: Ben Steinbach, Parks and Recreation Maintenance Supervisor
Recommended Action: Information only, no action necessary – provide comments and additions.
- I. **Wildwood Park Upper Pond Road Signage and Area Designations.**
Presented by: Ed Englehart, Parks and Recreation Director
Recommended Action: Information only.

J. Information Items.

1. Monthly Reports – Staff
2. Recreation Programs and Aquatics - Kelly Cassidy
3. Park Maintenance & Zoo Operations – Ben Steinbach
4. Project Updates – Wildwood-McMillan Connector Trail, Hewitt-Marshfield Connector Trail, Comprehensive Plan (CORP) Update, Ludwig Building Evaluation - Staff
5. Zoological Society Minutes/Report – Kristy Palmer
6. Marshfield Area Friends of the Trails minutes
7. Volunteer Recognition – Dan Umhoefer, 2013 Weber Park Forestry Report
8. Other – 2013 Outfield Ad Sign Report, 2014 Parks and Recreation Department Budget overview, City Operational Review Report, Marshfield Collaborative Business Plan Update.

K. Committee Member Questions, Comments, Ideas, and Suggestions.

L. Future Agenda Items.

M. Communications.

N. Adjournment.

Posted this 10th of February, 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.



City of Marshfield GIS

Ludwig Building Core Zoo

Printed: Feb 10, 2014





Ludwig Building Review Meeting Notes –

Date: February 5, 2014

Present: Dick Pokorny, Building Inspector; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Steve Burns; Zookeeper; and Ed Englehart, Parks and Recreation Director

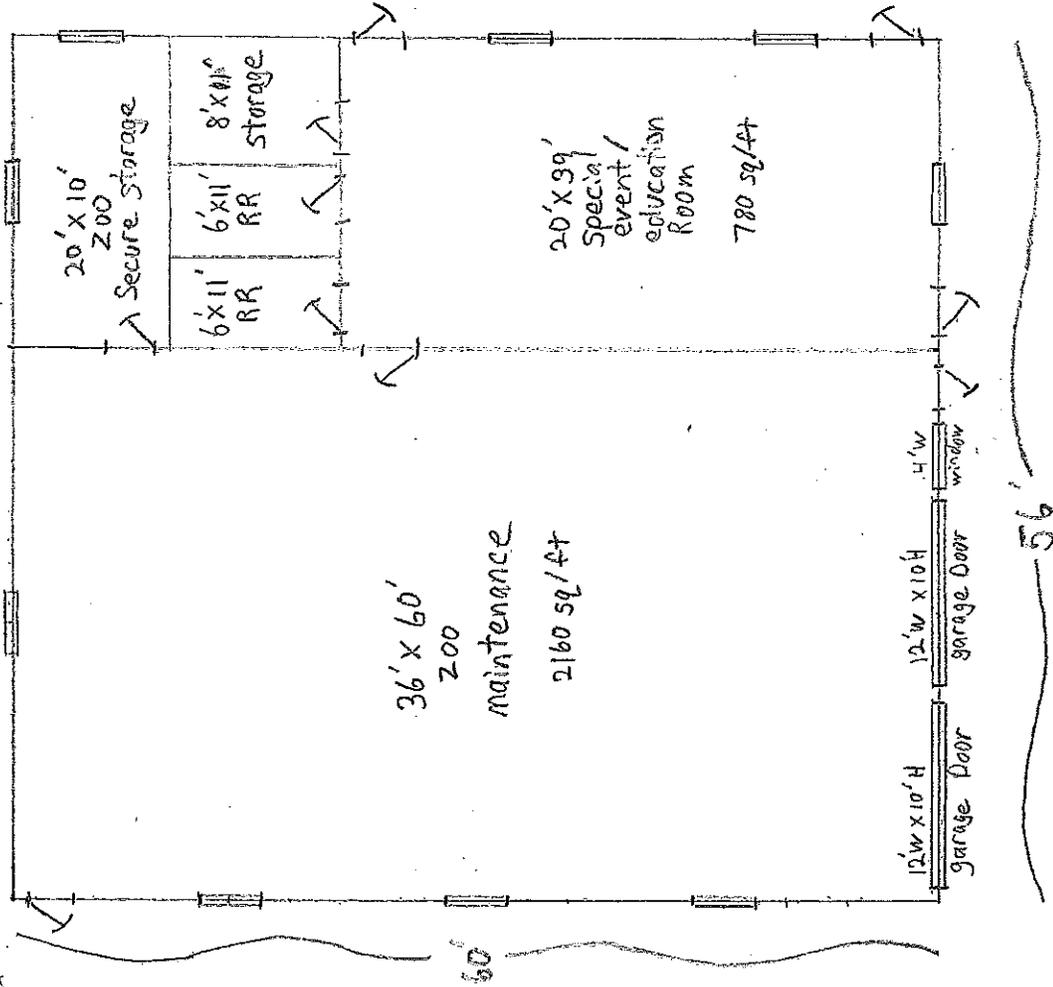
Propose of the meeting – Observe current status of flooring in area of building with crawl space and provide direction regarding future use of space and identify alternatives and time line to address the problem.

1. Additional floor failures were very noticeable in the meeting room space. The crawl space had approximately a foot of water in it.
2. Due to the continued deterioration of the floor system, it was determined that the space should be closed immediately to any additional use or occupancy. The Parks and Recreation Department will relocate the remaining counters and items from the office and meeting room area as soon as possible.
3. The Zoo maintenance operations will be relocated from the garage area within thirty days and the zoo staff will begin using the restrooms at the Bear Exhibit. Discussions need to occur immediately with the Zoological Society.
4. Dick is requesting that procedures be put in place to initiate the demolition of the portion of the building with the crawl space as soon as possible. This should take place no later than the end of May and earlier if possible. Bids or quotes will need to be secured and contractor approved by the Board of Public Works. It is estimated to cost \$15,000 to demolish this space and secure the north wall and roof section of the garage space to allow for future use of this space by the Zoological Society and Rotary Winter Wonderland. Funding for this work remains to be identified. The Parks and Recreation Department does have funding budgeted in the 2014 budget for the Ludwig Building and/or the planning/design of a new maintenance shop.
5. The Parks and Recreation Department plans call for the construction of a new maintenance shop to the west of this location in 2015, although the necessary funding for the proposed structure is not budgeted. Current plans call for the new maintenance shop to have an area approximately 40'x 20' for special event use in addition to access to men's and women's restroom. With the construction of the new building the entire Ludwig Building would be removed. It may prove more cost effective to have the entire building demolished at this time since the zoo operations will no longer be using this space. See attached rough sketch of the proposed maintenance building.
6. With the understanding that the decision to demolish the Ludwig Building impacts both the Zoological Societies plans to use the garage space as a Zoo store and the Rotary Winter Wonderland Lights operations October – December. It was agreed to allow time for these groups to discuss options that they would like the City to consider.
7. Should it be determined by these groups to either;
 - Retain the garage portion of the structure only
 - Retain the garage and reconstruct the north portion of the building

Either of these options could be supported by Parks and Recreation Department staff as long as the following considerations are included in the planning.

- Addition would not be any larger than the current building foot print
- Majority of the cost would be covered by the proposed user group
- Plans would include provisions to allow for future maintenance building connections to existing sewer and water services.
- Final plans would be approved by City staff
- Building would remain City property
- Building construction, use and maintenance agreement be established and entered into prior to construction
- Construction would take place prior to August 1 or at an agreed upon date as soon as possible.

Wildwood Zoo Maintenance Building 56' x 60'



- (2) 12' wide x 10' high garage doors
- (10) 4' wide windows
- (9) exterior man doors steel with light panel
- (2) exterior man doors steel solid
- (3) interior man doors wood solid
- (2) interior man doors steel solid
- entire building heated
- water to Zoo maintenance / RR's / education room
- steel building
- steel stud interior walls
- interior walls insulated for sound
- 8' Drop ceiling in education / RR's / storage rooms
- trench drains in Zoo maintenance room
- keep profile of building as low as possible with 10' high garage doors
- would like flexibility/options for exterior esthetic enhancement

I am writing this to request for the use of the community Building on Oak Street. I'm requesting this building for a fund raiser from May 29, 30, 31. This is for Special Olympics. Special Olympics is all kinds of sports. We open this to anyone who is develop. mentally disabile from Age 8 yrs on no cut off date. Our oldest athlete is in his 60's. I am asking you to waver the fee to rent this building. Everything we make from here goes toward our expense to operate Special Olympics. Every one who works on anything to do with special Olympic is volunteering. NO money is paid to anyone. Our expenses run about \$8,000.00 a year. I am hoping you can grant this to us for special Olympics. I wait to hear from you.

Thank You

Jean Mutterer

co chair

Special Olympics Fundraiser.

8600 Cty Rd V

Chili 421 54420

715-676-2342

JEAN Mutterer

715-676-2342

City of Marshfield, Wisconsin
 Capital Improvement Program
 2015 thru 2019

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Parks & Recreation								
Wildwood-McMillan Connector Trail	PR-L-1647	1	443,508					443,508
<i>Donations/Private Funds</i>			107,900					107,900
<i>Operating Funds</i>			335,608					335,608
Wildwood Park Pond Improvements	PR-L-2800	2					60,000	60,000
<i>Room Tax</i>							60,000	60,000
Playground Development/Renovation	PR-L-2804	2			50,000		50,000	100,000
<i>Room Tax</i>					50,000		50,000	100,000
Fairgrounds softball field Improvements	PR-L-2808	2			20,000			20,000
<i>Room Tax</i>					20,000			20,000
Hefko Pool	PR-L-2811	2			500,000			500,000
<i>Borrowed - Nonrecurring Projects</i>					500,000			500,000
Wildwood Zoo Storage/Maintenance Building	PR-L-2824	2	355,000					355,000
<i>Operating Funds</i>			215,000					215,000
<i>Room Tax</i>			140,000					140,000
Braem Park parking lot maintenance	PR-L-2827	2		100,000				100,000
<i>Room Tax</i>				100,000				100,000
Parks and Recreation Asphalt Surface Maintenance	PR-L-2854	2			30,000		30,000	60,000
<i>Room Tax</i>					30,000		30,000	60,000
Park Forestry Improvement Program	PR-L-2855	2		20,000	20,000			40,000
<i>Room Tax</i>				20,000	20,000			40,000
Braem Park Tennis Court Renovation Project	PR-L-2857	2				140,000		140,000
<i>Room Tax</i>						140,000		140,000
ADA Park Facility Access Improvements	PR-L-2860	1	0	20,000	20,000			40,000
<i>Room Tax</i>			0	20,000	20,000			40,000
Hewitt Connector Trail	PR-L-2861	2	121,000					121,000
<i>Borrowed - Taxes on Incremental Value</i>			20,000					20,000
<i>Donations/Private Funds</i>			9,000					9,000
<i>Non-Local Revenue</i>			92,000					92,000
Parks & Recreation Total			919,508	140,000	640,000	140,000	140,000	1,979,508
GRAND TOTAL			919,508	140,000	640,000	140,000	140,000	1,979,508



City of Marshfield GIS

Connor Park

Printed: Feb 10, 2014



Monthly Report for Parks and Recreation Department
SUMMARY OF MAJOR WORK PROJECTS/ACCOMPLISHMENTS: December 2013

ADMINISTRATION

Parks & Recreation Staff compiled information for the Buyers' Guide to put together our 2014 Winter/Spring Program brochure, which was made available to the public on Friday, December 5th.

Department administrative staff met with Rettler Corporation staff to discuss CORP process.

Director participated in the Collaborative Design Team business plan meetings held in December. The group is investigating opportunities for an expansion project at the YMCA that would allow for a number of organizations to be housed at the expanded facility and share both space, and existing and new recreational facilities. A final business plan is expected in January.

John Christenson was awarded the 2013 Parks and Recreation Department Volunteer of the Year, which was awarded at the December 17th Common Council meeting. John received the award for his volunteer efforts improving the exhibits at the Wildwood Zoo.

Director and Maintenance Supervisor met with members of the Altmann family to discuss ideas they have for improvements in Veteran's Park. They have an annual fundraising run in memory of Joe Altmann and would like to work with the Parks and Recreation Department to use some of those funds to improve Veteran's Park.

Director and Park Maintenance Supervisor are working with the Fair Commission, Central Wisconsin State Fair Association and Market Sale Animal Committee to complete a renovation project on the Brown Barn at the Fairgrounds Park. The project will cost approximately \$35,000 and will be funded by the Fair Association and the Market Sale Animal Committee. A substantial portion of the renovations will be funded by a donation from the Jerry Knoll family. The barn will be named the Knoll Barn. It will include all new metal siding and ventilation windows like those currently on Pat's Barn. Work will be performed by Marawood Construction and be completed in April.

Individuals involved in completing the connector trail link between the Hewitt Trail system and the Marshfield Trail system met at the site to walk the route, review options to complete the trail design, and discussed preparations for a phase one construction in the summer of 2014. The level of funding that has been secured for the project is estimated to be able to complete a stone base link with completion of an asphalt surface the following year, pending funding. Wood County Highway engineers will be assisting with the trail design. Funding requests to the Wisconsin Department of Natural Resources and Security Health Plan will be submitted for funds to complete the project in 2015.

Department staff met with consulting team completing the City Hall facility study. The report is expected to be provided to the Common Council in early 2014.

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, such as a disc golf tournament and Rotary Winter Light Display.

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

- ◆ Repaired and maintained ice at Pickle Pond and Show Palace rinks.
- ◆ Performed snow and ice removal on park roads, parking lots, trails and sidewalks as needed.
- ◆ Began painting the men's restroom at the fair office building.
- ◆ Worked on refurbishing the wooden trail signs for Hamus Park.

- ♦ Miscellaneous work including repairing picnic tables and park benches, cleaning and organizing the maintenance shop, performing park checks and emptying trash cans.

Park Maintenance Supervisor:

- ♦ Continued to coordinate with all contractors, including snow removal; electrical, heating and cooling; tree service; plumbing; and others as needed.
- ♦ Continued to meet with the Bear Design/Fundraising Committee.
- ♦ Attended WPRA Park Section meeting.
- ♦ Coordinated discussions on the future of the Ludwig Building.

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.
- ♦ Performed snow and ice removal as needed.

OLDER ADULTS

Brunch was held on Friday, December 13th with Mike Brehm as the presenter on his trip to Canada. There were 16 people at this event.

A holiday meal was held at the Center on Tuesday, December 17th at a cost of \$8.00 per meal. There was also live music provided for the event. Everyone enjoyed the meal and music. There were 63 participants at this event.

YOUTH PROGRAMS

The fall gymnastics programs concluded on December 16th. We offered a winter session in our brochure, but there will only be two days that the program is held due to gym space.

We are offering a new program at the OACC for boys and girls in 5th & 6th grade for volleyball. It will start January 21st – February 13th on Tuesdays and Thursdays at 4:00 p.m.

TENNIS/RACQUETBALL CENTER

Youth tennis lessons concluded for the fall in mid-December. A winter session of lessons will begin January 14th.

The deadline for contracted tennis time forms was Wednesday, December 11th. There are eight tennis contracts for 1.5 hours each and two racquetball contracts for the winter session. These contracts will begin on Monday, Jan. 6th.

A student discount was offered over the holiday break for students; the non-resident fee was waived and the court cost was \$12.00 for tennis and \$6.00 for racquetball per hour.

AQUATICS

Early Bird Lap Swim concluded for the fall on December 21st. Senior Aquacise concluded on December 13th for the second fall session, and Open Gym & Swim concluded on December 11th. All activities are held at the Senior High. The winter session for these programs will start on January 2nd for Lap Swim, January 7th for Aquacise, and January 6th for Open Swim & Gym.

ICE RINKS

Indoor Open Skate at the Marshfield Youth Ice & Recreation Center was open in December on the 23rd, 24th, 26th, 27th, 30th & 31st. It will be open on scheduled no school and early release days until the end of February. This is a cooperative program offered with the Marshfield Hockey Association.

The outdoor ice rink opened December 18th, which is early, due to the colder weather. We always try to have the rink open prior to the school break.

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

ADMINISTRATION

- Continue planning efforts with other city staff and Strand Associates for the Wildwood-McMillan Connector Trail project.
- Provide department policy information for placement on the city website.
- Continue to work with the Zoological Society Bear Exhibit Fundraising Committee to finalize fundraising materials and schedule of fundraising activities for 2014.
- Continue participation in the Marshfield Collaborative Design group meetings.
- Continue development of specifications and seek bids for the Round Barn roof replacement.
- Continue Comprehensive Outdoor Recreation Plan process by touring all park facilities with consultant team.
- Review and evaluation of 2013 department budgets (expenditures and revenues) as final data is provided by Finance Department to identify any areas of concern.
- Send flyer to the schools with the winter/spring programs offered.
- Submit Parks and Recreation Department and Fair Commission 2015-2019 Capital Improvement Program request.

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 fields and courts for play.
- Work with service providers – grass mowing, snow removal services, dumpster services, and others as needed.
- Work with contactors as needed – electrical, plumbing, heating and cooling, utilities, and others as needed.
- Perform hazardous tree and brush removal.
- Perform snow and ice removal as needed.
- Maintain Pickle Pond and Outdoor Hockey Rink ice.

ZOO

- Continue animal care and maintenance of management areas.
- Continue to maintain zoo buildings, grounds, and exhibits.
- Perform snow and ice removal as needed.
- Work on raptor acquisitions.
- Hire/fill the Zoo Education and Special Events Coordinator position.

AQUATICS

- Monitor staff for the winter/spring hours at Senior High Pool.
- Advertise for the winter/spring pool activities.

YOUTH ACTIVITIES

- Supervise staff for Open Gym.
- Advertise for winter/spring session of junior volleyball clinic and gymnastics.
- Begin to organize for summer program activities.

OLDER ADULT ACTIVITIES

- Attend MSCC board meeting on Friday, January 3rd.
- Work with Don Zais & United Way to prepare everything for Tax Assistance to begin in February. It will be held at the United Way Office this year.

TENNIS/RACQUETBALL CENTER

- Continue coordination of facility usage and monitor staff.
- Advertise for winter/spring tennis lessons and youth hitting clinic.
- Send out information to adult tennis league participants for a winter session.

ADULT ACTIVITIES

- Monitor volleyball referee and basketball scorekeepers.
- Prepare schedules for Women's A-1 & A-2.

ICE RINK

- Monitor the indoor and outdoor ice rink staff and usage.

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

ADMINISTRATION

Held meeting with Rick Westfall, Small Town Baseball, and Matt McLean, Marshfield Convention and Visitors Bureau to discuss plans for the 2014 Small Town Baseball State Tournament, and first ever Small Town Baseball World Series that will be held at the Steve J. Miller baseball diamonds on two weekends in July. Small Town Baseball has held their State Tournament at the Steve Miller Recreation Area the past two summers. The World Series will have teams from Indiana, Wisconsin, Iowa and other mid-western states; they will also be using the two diamonds at the Fairground Park for the World Series.

Department staff attended the Wisconsin Parks and Recreation Association Region One meeting held in Eau Claire on January 29th. Supervisor and Administrative Assistant were able to work with Eau Claire Parks and Recreation Department office staff on how they work with ActiveNet program and facility software.

Completed and submitted the 2015-2019 Parks and Recreation Department's Capital Improvement Project information for consideration by the City Capital Improvement Program Committee.

Zoological Society's Bear Exhibit Fundraising Committee met to update the group of current status of contributions and revisions to fundraising materials.

Finalized draft of the Park Services Matrix with Rettler Corporation staff for the CORP update.

Working with David Buehler, GIS Coordinator, to update the existing bicycle and pedestrian trail map and the Bike Transportation Plan map.

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.

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

- ◆ Maintained ice at Pickle Pond and Show Palace rinks.
- ◆ Performed snow and ice removal on park roads, parking lots, trails and sidewalks as needed.
- ◆ Began painting the men's restroom at the fair office building.
- ◆ Worked on refurbishing the wooden trail signs for Hamus Park.
- ◆ Miscellaneous work including; repairing picnic tables and park benches, cleaned and organized the maintenance shop, performed park checks and emptied trash cans.

Park Maintenance Supervisor:

- ◆ Continued to coordinate with all contractors, including lawn mowing; soccer field lining; electrical, heating and cooling; tree service; plumbing; and others as needed.
- ◆ Continued to meet with the Bear Design/Fundraising Committee.
- ◆ Coordinated the hiring of the Zoo Education Coordinator.
- ◆ Purchased new floor scrubber for the Wildwood Station Building.
- ◆ Worked on acquisition material for the purchase of a Mini Wheel Loader.
- ◆ Attended WPRA Park Section and WPRA region 1 meetings.

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.
- ◆ Performed snow and ice removal as needed.
- ◆ Began cleaning and organizing the Cougar, Bear and Ludwig Buildings. Set the goal to have all Parks and Recreation staff operations out of the Ludwig Building by spring.
- ◆ Zoo staff attended Wisconsin Municipal Zoo Association meeting.

OLDER ADULTS

No update.

YOUTH PROGRAMS

Jr. Volleyball Clinic for 5th & 6th graders started in January

TENNIS/RACQUETBALL CENTER

No update.

AQUATICS

Early Bird Lap Swim is held Tuesdays, Thursdays, and Fridays; Aquacise is held Tuesday and Thursday mornings; and Open Swim on Monday and Wednesday evenings. All activities are held at the Senior High Pool.

Open Gym and Swim is running on Monday and Wednesday evenings from 5:30 – 8:00 p.m. Youth admission is free, adult residents pay a fee of \$2.50 and adult non-residents pay \$3.75.

ADULT ACTIVITIES

Adult Volleyball and Basketball leagues are running for the season. The season for both leagues will run until the end of March and/or beginning of April. Leagues need to be monitored. Volleyball is held Monday – Thursday evenings at the Oak Ave. Community Center and Basketball is held on Thursday evening.

Women's A-1 & A-2 received a new schedule for the second half of their league. It was decided at the organizational meeting that the bottom two teams in A-1 would move down to A-2 and play the remainder of the season in this league. Both leagues now have 8 teams.

January has been a really bad month for cancellations for the Monday and Tuesday night volleyball leagues. All matches have been rescheduled with teams deciding to play two games on some nights. The season for the Tuesday night league is ending on April 29th at this time. This is also due to the number of elections that are held in that building (Feb. 17 and April 1).

ICE RINKS

The Marshfield Senior High exercise science classes have been using pickle pond for classes.

The Indoor Open Skate at the Marshfield Youth Ice & Recreation Center was open in January 18th. It will be open on scheduled no school and early release days until the middle of February. This is a cooperative program offered with the Marshfield Hockey Association. There have been fewer days this year that we have been able to offer this due to the schools calendar.

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

ADMINISTRATION

- Continue planning efforts with other city staff and Strand Associates for the Wildwood-McMillan Connector Trail project.
- Complete department policy information updates and finalize for placement on the city website.
- Continue to work with the Zoological Society Bear Exhibit Fundraising Committee to finalize fundraising materials and schedule of fundraising activities for 2014.
- Continue participation in the Marshfield Collaborative Design group meetings.

- Continue development of specifications and seek bids for the Round Barn roof replacement.
- Continue Comprehensive Outdoor Recreation Plan process.
- Send flyer to the schools with the winter/spring programs offered.
- Attend City Capital Improvement Program Committee meeting and work with City staff to provide recommendations to the Committee.

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 – snow removal services, dumpster services, and others as needed.
- Work with contactors as needed – electrical, plumbing, heating and cooling, utilities, and others as needed.
- Perform snow and ice removal as needed.
- Hire/fill summer seasonal staff positions.

ZOO

- Continue animal care and maintenance of management areas.
- Continue to maintain zoo buildings, grounds, and exhibits.
- Perform snow and ice removal as needed.
- Work on raptor acquisitions.
- Hire/fill the Zookeeper Internship Position.
- Move staff operations out of the Ludwig Building.

AQUATICS

- Winter/spring pool activities will be concluding March 26th for the season.
- Plan to hold a lifeguard training class – look at partnering with the YMCA in April.

YOUTH ACTIVITIES

- Supervise staff for Open Gym.
- Wrap up junior volleyball clinic and gymnastics.
- Try to organize a second volleyball program at OACC.
- Continue to organize for summer program activities.

OLDER ADULT ACTIVITIES

- Candy to return from knee surgery.

TENNIS/RACQUETBALL CENTER

- Continue coordination of facility usage and monitor staff.
- Work with committee members to look at increasing use at the facility.
- Advertise for winter/spring tennis lessons second session.

ADULT ACTIVITIES

- Monitor volleyball referee and basketball scorekeepers.

ICE RINK

- Close outdoor ice rink for the season.

Weber Park Forestry Management Summary 2013

Prepared by: Dan Umhoefer

Transplanted Stock

- a) 100 Tamarack
- b) 140 Red Maple
- c) 80 Bur Oak, Black Walnut, Balsam Fir, Spruce

Seeded Stock:

- a) 20 Black Walnut
- b) 40 Red Oak

Transplanted Wildflowers:

- a) 50 Trillium
- b) 70 Marsh Marigold
- c) 25 Canadian Violet
- d) 40 Jack in the Pulpit

Buckthorn Control:

- a) Destruction of mature, seed bearing buckthorn completed on all but ¼ acre on its eastern boundary.
- b) Foliar spray of diluted Glyphosate was applied throughout the park; targeting buckthorn, Ribes, and Honey Suckle.
- c) One hundred fifty-two hours of labor were expended to apply 160 gallons of 1 ½ % (by volume) glyphosate spray.

White Pine Pest Presence:

- a) No cases of white pine blister rust confirmed during 2013
- b) White pine tip weevil damage noted in three white pines (five year old plantings)

Annual Browse Deterrents:

- a) 200 tubes
- b) 1300 wire nettings
- c) 100 bud caps

Natural Regeneration:

- a) Limited natural reproduction of native species becoming prominent, typically 3 to 4 years after knockdown of the buckthorn
- b) Species noted include:
 - a. Trees:
 - i. Red Maple
 - ii. Spruce
 - iii. Ash

- iv. Aspen
 - v. Birch + 8 more
 - b. Shrubs:
 - i. Dogwood
 - ii. Elderberry
 - iii. Sumac + 3 more
 - c. Flowers (Meadow)
 - i. Joe Pye Weed
 - ii. Blue Vervain
 - iii. Sunflower
 - iv. Goldenrod
 - v. Wildrose + 4 more
 - d. Flower (Woodland)
 - i. Trout Lilly
 - ii. Jack in the Pulput
 - iii. Dutchman

2013 Outfield Advertising Sign Summary

Organization	Number of 2013 Advertising Signs	Fields Where Advertising Signs are located	Revenue	Expenditures	Balance	Field Rental Fees Paid in 2013	Net Balance
Gary Varsho Baseball League	36	GP W 11, GP E 10, Ree-15	\$9,000	\$600	\$8,400	\$1,704.37	\$6,696
American Legion Baseball	No Report	No Report	No Report	No Report	No Report	\$2,188.76	-\$2,188
Marshfield Baseball Assn. - Chaparrals	23	Hackman	\$5,750	\$150	\$5,600	\$1,180.76	\$4,419
Marshfield Softball Association	21	Lee - 11 & Rogers - 10	\$5,000	\$1,035	\$3,965	\$4,104.10	-\$139
Totals	80		\$19,750.00	\$1,785.00	\$17,965.00	\$9,177.99	\$8,787.77

Parks and Recreation. The 2012 Comprehensive Annual Financial Report for the City of Marshfield reports a total of 12.0 FTEs assigned to Parks and Recreation in 2003. In 2013, department staffing includes 9.0 FTEs as follows:

Position Title	FTEs
Classification II	3.0
Classification III	1.0
Park & Recreation Director	1.0
Parks & Recreation Maintenance Supervisor	1.0
Parks & Recreation Supervisor II	1.0
Administrative Assistant II	1.0
Zookeeper	1.0
Total	9.0

Based on staffing of 9.0 FTEs, Marshfield employs .47 FTEs per 1,000 population for its parks and recreation programs and services. Average staffing in the comparable cities is .47 FTEs per 1,000 population with Stevens Point having the highest staffing level at .56 FTEs per 1,000 and Superior the lowest staffing at .41 FTEs per 1,000. Wausau contracts with Marathon County for parks and recreation services. Because it does not have any staff allocated to this function, Wausau was not included in this calculation.

Parks and recreation departments rely heavily on temporary and seasonal employees and frequently contract with individuals providing certain recreation services. More importantly, the programs and services provided frequently vary. Together these factors make it difficult to compare staffing. Unlike other municipal functions, parks and recreation departments often use volunteers. While volunteers augment regular and temporary staff in many ways, they also require training and supervision similar to temporary employees. The greater the reliance on volunteers, the more the City will need to devote the time of a regular staff person to coordinate and oversee volunteers.

No staffing changes are recommended in Parks and Recreation. Later in this report we recommend making the Cemetery part of Parks Maintenance.

Cemetery. Since 2003, the Cemetery has had a staff of 2.0 FTEs as follows:

Cemetery Caretaker Assistant	1.0
Cemetery Coordinator/Caretaker	1.0
Total	2.0

Among the comparable cities, Marshfield is the only one to operate a cemetery. Technically, the Cemetery reports to the City Administrator. Based on customer service requirements and the specialized level of grounds maintenance expected at a cemetery, we suggest that this operation be assigned as a division under Parks and Recreation.

No staffing adjustments are recommended; however we do not believe the Cemetery should be a stand-alone department and recommend making it be part of the Parks and Recreation Department.