



MEETING NOTICE

Agenda

Parks, Recreation, and Forestry Committee

Thursday, May 8th, 2014 - 6:00 p.m.

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

- A. **Call to order** – Ed Englehart, Parks & Recreation Director.
- B. **Introduction of new member** – Rich Reinart.
- C. **Election of Officers.**
- D. **Approval of Minutes of April 10th, 2014 Parks, Recreation, and Forestry Committee meeting.**
- E. **Public Comments** - At this time, the Director will recognize members of the public who have indicated a desire to address the Committee.
- F. **Set date, time, and location for the June meeting.**
Recommended Action: Set next meeting at 6:00 p.m. on Thursday, June 12th.
- G. **Information Items.**
 - 1. Monthly Reports – Staff
 - 2. Recreation Programs and Aquatics - Kelly Cassidy
 - 3. Park Maintenance & Zoo Operations – Ben Steinbach
 - 4. Project Updates – CORP update, Ludwig Building Floor, Wildwood-McMillan Connector Trail, Hewitt-Marshfield Connector Trail, Fairground Projects (Round Barn Roof, Knoll Barn Siding/Windows, Pat's Barn Windows) - Staff
 - 5. Zoological Society Report – Kristy Palmer
 - 6. Volunteer Recognition – Rotary Club at Wildwood Park, Target Store Employees at Braem Park, and Marshfield Area Friends of the Trails trail cleanup.
 - 7. Other- Request to sell ice cream products in parks from mobile unit.
- H. **Committee Member Questions, Comments, Ideas, and Suggestions.**
- I. **Future Agenda Items.**
- J. **Communications.**
- K. **Adjournment.**

Posted this 5th of May, 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 April 10th, 2014

Meeting called to order by Jim Wein, Chairperson, at 6:55 p.m. in the Council Chambers in City Hall Plaza, 630 S. Central Avenue.

Present: Jim Wein, John White, Jane Yaeger, Ali Luedtke, Kristy Palmer, and Alderman Tom Buttke

Excused: Chris Viegut

Absent:

Also Present: Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy Parks & Recreation Supervisor; and Jeff Bahling and Rebecca Ramirez, Rettler Corporation.

PR14-08 Motion by Buttke, seconded by Luedtke to approve the minutes of the March 13, 2014 meeting.

Motion Carried 6-0

Public Comments: None

The committee set Thursday, May 8, 2014 at 6:00 p.m. as the date and time of their next meeting.

Englehart presented a plaque to Jim Wein for his 27 years of service as a member of the Parks, Recreation and Forestry Committee, with over 23 years as the chairman of the committee. Jim has informed the Mayor that he is not interested in serving another term. Chris Viegut has indicated to the Mayor that he would be willing to serve another term and the Mayor has indicated to Chris that he is planning to reappoint him.

Jeff Bahling from Rettler Corporation reviewed the Comprehensive Outdoor Recreation Plan Open House information that took place prior to the meeting and updated the committee on the next steps in the process of updating the Comprehensive Outdoor Recreation Plan. Information and comments collected at this evening's Open House and the information from the on-line survey will be used to establish the draft plan that Rettler Corporation will present to the committee at their June meeting. Preliminary information will be shared with the committee members in May as it is developed.

Englehart informed the committee that the Common Council adopted the 2015-2019 Capital Improvement Program without making any changes from what was recommended by the C.I.P. Committee. Discussion followed regarding the ability to modify projects in the future. Englehart explained that each year presents an opportunity to modify the projects and funding requests that are submitted for consideration by the C.I.P. Committee.

Information Items: Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Buttke and Palmer shared information on the Zoological Society store at the zoo, the upcoming Zoo Education week program, and activities scheduled at the zoo in the coming weeks.

Committee Member Questions, Comments, and Suggestions: Jim Wein commented that the water area under the park bench in the southeast corner of Braem Park needs to be corrected. It is ponding under the bench. Tom Buttke commented on the Wisconsin Municipal Zoo meeting that was hosted by the Parks and Recreation Department and held in the Wildwood Station building earlier today. He was impressed with the knowledge shared by the zoo representatives at the meeting. It was beneficial to both department staff and the Zoological Society officers.

Future Agenda Items: Comprehensive Outdoor Recreation Plan update, Upper Pond improvements.

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

Jim Wein thanked staff and committee members for all their support and efforts over the years and said he would truly miss serving on the Parks, Recreation and Forestry Committee.

PR14-09 Motion by Wein, seconded by Palmer to adjourn the meeting.

Motion Carried 6-0 Meeting adjourned at 8:15 p.m.

Ed Englehart, Parks & Recreation Director

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

ADMINISTRATION

Continued to work with the Zoological Society Bear Exhibit fundraising group to secure donations for a new Grizzly Bear exhibit at the Wildwood Zoo. The City Attorney has reconsidered his original approval of the Zoological Society constructing the new exhibit and conveying it to the city. Following additional information from the League of Municipalities, it is now understood that the construction of the new Grizzly Bear exhibit will need to be a city project using traditional city policies and procedures for construction of a public building. The majority of the funding will still come from the Zoological Society through their fund at the Marshfield Area Community Foundation. City staff will begin to lay out a schedule for various city approvals to allow for a completion of the project in 2015.

Department supervisory staff attended performance appraisal training. Performance appraisals for all fulltime staff are required to be completed by June 1.

Director and Maintenance Supervisor continue to participate in planning for the 2014 Festival Foods 4th of July activities at the Marshfield Fairgrounds Park. It is intended to continue the event similar to last year with activities and food available beginning at 4:00 p.m. until the firework show at 10:00 p.m. The Marshfield Clinic and Marshfield Area Chamber of Commerce are assisting with the event.

Director met with Central Wisconsin State Fair Association Manager, Heidi Born-Smith, who has announced her resignation from the position to take another job. She will be leaving in April, but will stay on to assist with the operations of the Fair Association until a replacement is hired. At this time, we are reaffirming various facility rentals and events that the Fair Association is coordinating for 2014 to make sure that we have a good understanding of both the CWSFA and Parks and Recreation Department responsibilities and expectations for these events.

Director, Maintenance Supervisor, and Zookeeper met with Rotary Winter Wonderland volunteers to review concerns from Parks and Recreation staff during this year's event. The majority of issues were a reaffirmation of issues that require better oversight of the event volunteers by the Winter Wonderland leadership. The major concern from 2013 was the turning off of electric panels by volunteers while closing for the evening. Rotary will take extra precautions in the 2014 operation to ensure this doesn't occur.

Administrative Assistant and Parks and Recreation Supervisor worked with I.T. staff to develop and implement an on-line survey for both the general public and high school students to gain their input for the Comprehensive Outdoor Recreation Plan. Both surveys closed to the public on May 1st and the information will be compiled for review by staff and Rettler Corporation. Administrative Assistant also worked with school staff to implement a survey for a portion of 5th grade students to gain input on their thoughts. An open house for the CORP was hosted at City Hall by Rettler Corporation on April 10th. Approximately 35 individuals attended, including a number of Council members. Questionnaires were provided to the attendees along with a number of display boards showing locations and services of the department. Rettler Corporation staff and Parks and Recreation Department staff were available to meet with individuals to discuss ideas and questions.

Director attended a presentation from a fundraising consulting firm regarding what services they could provide for the YMCA collaborative project. The firm will soon begin an initial canvassing of key community individuals to share the concept with them and attempt to gauge the support for the project and ability to raise private funds to assist with completing the project.

Director and Maintenance Supervisor attended the Wisconsin Parks and Recreation Association's Region One meeting held in Black River Falls. The main discussion of the meeting was the relationship departments have with the room tax collected in their communities.

Director worked with Building Services Supervisor to complete the bid forms and specifications for the Round Barn roof replacement project being funded by the Fair Commission. The bid information was posted on the city web site on April 30th and bids will be opened at the May 21st meeting of the Fair Commission.

Director met with the City's new 6th district alderperson, Char Smith; and new Parks, Recreation and Forestry Committee member Rich Reinart, to give them an overview of the Parks and Recreation Department operations, major projects the department is currently undertaking, and other general challenges and issues the department has identified.

Director, Maintenance Supervisor and Parks & Recreation Supervisor attended Training on Tuesday, April 1st for SMART Goals Mentoring.

Administrative Assistant attended Working Women's Wednesday at the Hotel Marshfield on Wednesday, April 23rd.

The department worked with the Buyers' Guide to put together the 2014 Summer Program brochure, which was released to the public on Friday, April 4th.

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:

- ◆ Performed snow and ice removal on park roads, parking lots, trails and sidewalks as needed.
- ◆ Prepared baseball/softball fields as needed.
- ◆ Worked on refurbishing the wooden trail signs for Hamus Park.
- ◆ Removed winter covers from Columbia Band Shell and Braem Shelter.
- ◆ Performed playground safety checks and installed swings.
- ◆ Installed outdoor tennis nets.
- ◆ Moved goals, installed soccer nets and painted lines on soccer fields.
- ◆ Prepared all restrooms for seasonal opening.
- ◆ Installed new Sharps containers at the Fairgrounds.
- ◆ Assisted with several run/walks, including placement of barricades and barrels at Wildwood Park.
- ◆ Built storage/transportation racks for white fencing.
- ◆ Miscellaneous work including; cleaning of park grounds from winter litter and debris, performed park checks, and emptied 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.
- ◆ Coordinated winter storage removal and assisted with several early and late winter storage removals.
- ◆ Continued to meet with the Bear Design/Fundraising Committee.
- ◆ Met with Innovative Services, went over issues and signed contract for the 2014 Park Check Services.
- ◆ Helped coordinate group volunteer clean up days with the Rotary Club and Target employee groups. Both days were very successful, Target Group cleaned at Braem Park and Rotary cleaned at Wildwood Park.
- ◆ Attended WPRA Region 1 meeting.
- ◆ Met with Dairyfest event coordinators and 4th of July event coordinators.

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.
- ◆ Repaired floor drain in Cat House.
- ◆ Installed several "Adopt an Animal" displays.
- ◆ Held in-house emergency procedure plan meeting.
- ◆ Hosted the Wisconsin Municipal Zoo Association meeting.
- ◆ As of April 30th 2014, Rotary Winter Wonderland Lights have completed clean-up. We are done celebrating Christmas at the Zoo!

OLDER ADULTS

Brunch was held on Friday, April 11th with Tom Drendel being the presenter on the Civil War. There were 26 people that attended this brunch.

The AARP Homestead, Federal and State tax program went really well at the new location of the United Way Office. The programs final day was April 9th. The large area worked very well for the group to be able to keep their equipment set-up for the service.

The Senior Center had a couple music events. The first event was a band on Tuesday, April 15th at 10:30 am before the Spring Dinner. The other event was an accordion player on Tuesday, April 22nd at 11:00 am before the potluck. Both events were well received by the participants.

The Spring Dinner was held on Tuesday, April 8th. There were 60 people who attended the dinner. The meal was catered by Moms & Me Catering from Arpin.

Eight students were able to take computer lessons at the center. A volunteer has been found that is willing to teach on a limited basis. During the month of May, the instructor will be working with individuals that have computer experience and are looking to expand their knowledge.

TENNIS/RACQUETBALL CENTER

Youth tennis lessons for the winter session conclude March 13th. The spring session began March 25th.

Contracted tennis and racquetball times will conclude the week of May 5th. Summer hours for the courts will begin on May 10th. The keyless entry system will be used for evening and weekend 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 so far proven to work very nicely for both customers and department staff.

Parks & Recreation Supervisor participated in webinar with USTA for the 10 & under workshop. We will be hosting on June 1st at Boson Courts to work with tennis instructors to teach younger children the game of tennis.

YOUTH PROGRAMS

The Bronco League meeting was held on Wednesday, April 9th with 10 communities at the meeting. As the league gets formed, there will be a younger and older division, which is the same as last year. At this time, there are 12 teams in the younger league and 4 teams in the older league. Marshfield will again be putting in at least two teams.

Parks & Recreation Supervisor attended the Children's Festival on Saturday, April 5th. There were over 250 brochures that were handed out to families at this event. It is a great event to promote the department.

Parks & Recreation Supervisor attended training on Safety City, a program we will be running in cooperation with Safe Kids and the Marshfield Fire Department. The training took place on Tuesday, April 15th at St. Joseph's Hospital.

AQUATICS

Early Bird Lap concluded on Friday, April 4th. Early Bird Lap Swim will resume on Tuesday, May 6th along with the Aquacise class for the summer.

Parks & Recreation Supervisor attended the lifeguard training class on April 12th – 14th at the Marshfield YMCA.

ADULT ACTIVITIES

Volleyball leagues concluded the week of April 21st. Due to the winter weather this year, leagues went much longer then past years.

Golf lessons for Adults 50+ started on Wednesday, April 9th at the Jr. Fair Expo building. There are 12 students taking lessons.

MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: May 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.
- Submit grant application to Security Health Plan for the phase 2 construction of the Wildwood-Hewitt Connector Trail.
- Continue to work with the Zoological Society Bear Exhibit Fundraising Committee to finalize fundraising materials and schedule of fundraising activities for 2014.
- Continue Comprehensive Outdoor Recreation Plan process.
- Meet with staff and complete performance appraisal and submit to HR by June 1st.

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.
- Work on acquisition of infield groomer replacement.
- Work on acquisition of new scoreboards for softball complex.

ZOO

- Continue animal care and maintenance of management areas.
- Continue to maintain zoo buildings, grounds, and exhibits.
- Work on raptor acquisitions.
- Prep for spring season; remove winter covers from Cat House windows, clean exhibits and grounds.

AQUATICS

- Advertise for summer employees for pool activities.
- Hold staff training which includes CPR, Lifeguard skills re-certification, drills, general rules and training for staff at the facility.
- Prepare for Hefko Pool to open on June 7th.

YOUTH ACTIVITIES

- Continue to advertise for summer program sign up.
- Continue to work on program offerings for the summer season, hire staff, set training for employees and order equipment.
- Put together Bronco League schedule, prepare for National and American Lg. skills evaluation.
- Set staff trainings for all programs and order supplies for summer programs.

TENNIS/RACQUETBALL CENTER

- Supervise staff and monitor usage.
- Contracts for the facility conclude on Thursday, May 8th.
- Summer key code entry begins Friday, May 9th.

OLDER ADULT ACTIVITIES

- Attend MSCCA board meeting on Friday, May 2nd.
- Brunch will be held on Friday, May 9th.
- Work on Library/Senior Center project.

WildWood Park Zoological Society
7:00pm March 20th 2014
City Plaza Building Room 108

Present: Buttke, Morrow, Oettiker, Baer, M. Weidner, Frankwick, Bluhm, Sullenger

Excused: Shaw, Leonhardt, Palmer, Gerrits, R. Weidner, Tim Buttke, Burns, Reed

Unexcused:

Guest/ Honorary Members: Floreine Kurtzweil, Charlotte Kruse, Kristina Sherman

Meeting was called to order at 7:00pm and Roll Call taken.

February 27th, 2014- Meeting Minutes

Motion to approve minutes by Frankwick

Seconded by M. Weidner

Motion carried

Treasurer's Report-

We did spend for new Paragon Falcon.

Motion to approve Treasurer's Report by Morrow

Seconded by Sullenger

Motion carried

Bear Exhibit-

Fund raising is underway!

Parks and Rec- None

Zoo Report- None

Committee Updates-

- a. Grounds/Animal Acquisitions- Sheep/ Goats possible- received Screech Owls and Paragon Falcon. Painting was done last year and Ann is waiting for the snow to melt more to look at the South Entrance.
- b. Zoofest/Camping- Cub Scouts to help- Firepit/Blocks?- 11:00 to start Zoofest- Looking at different gate prices- T-Shirts- Angela Steevens helping Cory this year- Bounce Houses- Concession Stand- Hayrides- Primal Safari-
Motion to approve T-Shirts for Camping not to exceed cost of \$7.00 by Bluhm
Seconded by Tom O
Motion Carried
- c. Tunes in the Zoo- Set up with VOX Series- Possible to have Fetival's Wine and Cheese tasting at this event. Sponsorships being set up-levels- 10,247 hits on facebook and 95 actions.
Motion not to exceed \$20.00 for Garrett to plug for more impressions of Father's Day Weekend event, Garrett's vote excluded by Sullenger
Seconded by Bluhm
Motion Carried
- d. Trick or Treating- None
- e. Wall for Wildlife- None
- f. Annual Banquet- picking up signage- Ann is going to do Corn Beef and Cabbage, kind of like an October Fest spread.
Motion to approve annual banquet cost not to exceed \$500.00 by M. Weidner
Seconded by Oettiker
Motion Carried
- g. Zoo Crew- None
- h. Wild Wednesdays- presenters scheduled, UW SP is helping, and Virgil Voight

Motion to approve Natures Niche for 1 week \$90.00 by Morrow

Seconded by Garrett

Motion Carried

- i. Spring Ed- Starting April 28th
- j. Special Event Fundraisers- Movies in the Zoo

Old Business- Zoo trailer to be worked on

New Business- Looking at VCB Grants-Zoo Store and items to go into the store and
Volunteers for the summer to run the store-Shirts and Jackets for Zoo Board Members

Adjourned @ 9:10pm-Garrett

Marshfield Area Friends of the Trails

Minutes of the meeting of April 2, 2014, at the Senior Center recorded by Sandy Egstad

Attending: Greg Hesch, Kent Mueller, Dan Lewis, LeRoy Egstad, Sandy Egstad, Leandra Titel, Ed Englehart

President Greg Hesch called the meeting to order at 7:00 p.m.

Lee moved and Kent seconded to approve the minutes of March 5, 2014. Motion passed.

Treasurer's Report

Presented by Kent Mueller. Total bank accounts: 23,185.23; Liability accounts for restricted donations for signs and Weber Park: \$200.00 and \$2964.49 respectively for a total Liability accounts of \$3164.49, for an overall balance of \$20,020.74 as of March 31, 2014. End of year donations were received from Terry and Barb Gillespie, Shari Stangl, LeRoy and Sandy Egstad, John and Susan Harrington, Ken and Jean Swenson, Dennis Buehler, Bill Joleka and Mary Lipinski, Ed and Deb Englehart, Thomas Umhoefer, and Lois Umhoefer.

Administrative Report

Thank you letters will be sent to those who donated.

Events Discussed

Trail clean-up will be held on the first Saturday of May, May 3. We will meet at the Oak Avenue Community Center at 9:00am to get assignments. Bags, vests and plastic gloves will be provided .

Trails Update/Trail Report

Ed reported that an open house will be held to hear citizen comments about the city's recreation plan on April 10. He provided us with updated city trail maps. The McMillan connector trail is coming along. The plat is approved and it will move into real estate acquisition program. It is expected that the Hewitt connector will get a stone base this summer and new funding will be sought to finish the trail with blacktop. Sandy moved, Kent seconded, that new letters of support be provided if needed for application for new grants. Motion carried.

Leandra will provide us with a list of upcoming events.

Other

It was decided that our email list will not be used for events not connected to the trails or parks.

Lee moved to adjourn; Kent seconded; motion passed.

Our next meeting will be May 7, 2014.

UPCOMING EVENTS

This is a link to the Sports Den Events page: <http://www.thesportsden.net/events/>

This is website for three bike tours across WI <http://www.bikewisconsin.com/index.html>

There is a bicycle discount program going on from June 1st to August 31st. This is the link from last year: <https://www.marshfieldclinic.org/news/news-articles/bicycle-discount-program>

This is just a good website to have. The bike fed post events occasionally: <http://wisconsinbikefed.org/>

Dualthon June 26th: <https://www.marshfieldclinic.org/giving/running-cycling-events/hub-city-duathlon-ride-run>

Cranberry Century Tour: <https://www.facebook.com/pages/Marshfield-Cranberry-Century-Bike-Tour/100247193409998>