



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**Agenda**  
**Parks, Recreation, and Forestry Committee**

Thursday, November 13<sup>th</sup>, 2014 - 5:30 p.m.

**Please Note: 5:30 p.m. start time**

City Hall – Room 108 - City Hall Plaza  
630 S. Central Avenue

- A. **Call to order – John White Jr., Chairperson.**
- B. **Approval of Minutes of October 16<sup>th</sup>, 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 December meeting.**  
Recommended Action: Set next meeting at 5:30 p.m. on Thursday, December 11<sup>th</sup>, 2014.
- E. **Consideration of Marshfield Youth Soccer Association's request to install player shelters on Figi and Wienfurtner Soccer Fields at Griese Park.**  
Presented by: Tara Mannigel and Tammy Simon, Marshfield Youth Soccer Association  
Recommended Action: To be presented at meeting by staff, pending additional planning session.
- F. **Consideration of donated construction advisor services for Grizzly Bear Exhibit.**  
Presented by: Ed Englehart, Parks and Recreation Director  
Recommended Action: Approve recommendation and forward to the Board of Public Works for their consideration.
- G. **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, Grizzly Bear Exhibit - Staff
  - 5. Zoological Society Report – Kristy Palmer
  - 6. Volunteer Recognition - Staff
  - 7. Other- 2015 Budget Update – Ed Englehart
- H. **Committee Member Questions, Comments, Ideas, and Suggestions.**

**I. Future Agenda Items.**

**J. Communications.**

**K. Adjournment.**

Posted this 10<sup>th</sup> of November, 2014 at 4:00 p.m. by Ed Englehart, Parks and Recreation Director.

**NOTICE**

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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.  
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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 October 16, 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; Rich Reinart; and Alderman Tom Buttke

**Excused:** Chris Viegut; Ali Luedtke; and Kristy Palmer

**Absent:** None

**Also Present:** Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks & Recreation Supervisor; Noah Taylor, Steve Taylor, Steve Coy, and Jean Coy.

**PR14-30** Motion by Buttke, seconded by Reinart to approve the minutes of the September 11, 2014 meeting.

**Motion Carried 4-0**

**Public Comments:** None

The committee set Thursday, November 13, 2014 at 5:30 p.m. in room 108 for the date and time of their next meeting.

Noah Taylor and his father, Steve, presented Noah's request to construct and install player equipment cubicles for the six dugouts on the two G.P. Olson and Reeths baseball fields at Steve J. Miller Recreation Area as his Eagle Scout project. They will be approximately 13 feet long and 13 inches deep. Noah distributed his project manual to the committee members and displayed an actual example of what he will be building and installing at the fields. He is estimating the total cost will be \$3,000. Marshfield Area Baseball has agreed to cover the material costs. The project has been reviewed with Parks and Recreation Department staff. Noah would like to complete the project yet this fall.

**PR14-31** Motion by Yaeger, seconded by Reinart to approve the project with final design and coordination of installation to be approved by the Parks and Recreation Maintenance Supervisor.

**Motion Carried 4-0**

White presented information to the committee regarding the selection of the Parks and Recreation 2014 Volunteer of the Year. The selection committee is recommending that Jim Wein be recognized as the 2014 Parks and Recreation Volunteer of the Year for his many years of service as a volunteer on the Parks, Recreation and Forestry Committee, and his assistance in a variety of other volunteer efforts to support the Parks and Recreation Department.

**PR14-32** Motion by Yaeger, seconded by Buttke to approve Jim Wein as the 2014 Parks and Recreation Department Volunteer of the Year, and to make the presentation of the plaque to Jim at an upcoming Common Council meeting.

**Motion Carried 4-0**

White shared opened discussion on the Comprehensive Outdoor Recreation Plan and the review meetings with the Board of Public Works and the Plan Commission. Both meetings went well and there was good discussion and comments at both meetings. Both groups approved the document to be presented to the Common Council for adoption. The revised language regarding Hefko Swimming Pool was previously sent to the Parks, Recreation and Forestry Committee members and only two minor corrections were noted. Englehart noted that he will be meeting with the consultant next week to review the final revisions; however, they do not plan to print the final documents until following the adoption by the Common Council at their October 28<sup>th</sup> meeting.

**PR14-33** Motion by Buttke, seconded by Reinart to approve the final changes and additions and direct staff to forward the CORP to the Common Council for their consideration and approval.

**Motion Carried 4-0**

**Information Items:** Buttke updated the committee on the Zoo Society's recent, very successful Halloween event that was held at the Wildwood Zoo. Over 1,500 people participated. He also commented that the zoo store has closed for the season and it was very successful, and that they plan to have it again next year.

Buttke left the meeting at 5:58 p.m. to attend the Zoological Society Annual meeting. It was noted that with Buttke leaving the meeting that a quorum did not exist, so no further action could be taken.

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report. Cassidy presented the 2014 Hefko Swimming Pool report and commented it was a relatively cool summer and it was reflected in the total attendance. Englehart updated the committee on the Ludwig building renovations, the two trail projects and the new Grizzly Bear exhibit. He also mentioned that he has been assisting the Fair Commission with the improvement projects for the Round Barn. It was noted that the following groups had performed volunteer work in the parks in the past month. Wipfil, LLP staff picked up trash and litter in Braem and Wildwood Parks, the School to Work students also assisted with trash and litter pick up in the parks, and the Marshfield Area Friends of the Trails removed buckthorn from along a section of the Wildwood Station Trail.

**Committee Member Questions, Comments, and Suggestions:** Cassidy shared a question that Ali Luedtke had emailed to her regarding use of the Tennis and Racquetball Center with the reduced fees that were implemented earlier this year. Cassidy plans to prepare a more complete report to present to the committee in December. White inquired if there are some other ways to get the word out about the Tennis and Racquetball Center and the reduced fees.

**Future Agenda Items:** None were identified

Meeting adjourned by White at 6:30 p.m.

Ed Englehart, Parks & Recreation Director



**staab**  
construction

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Mr. Ed Englehart  
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630 South Central Avenue, Suite 201 R  
Marshfield, WI 54449

Date: 10/21/14

Phone: 715-384-4642 Fax: 715-384-7831 Email: ed@ci.marshfield.wi.us

RE: Wildwood Zoo Bear Exhibit

As per our previous discussions, Staab Construction would like to contribute to the Wildwood Zoo Bear Exhibit project by providing Construction Management Services (as an agent for the owner) during the project. The following is a scope of the services that we are offering to provide at no-cost to the owner:

**Pre-Construction Phase:**

1. Based on schematic designs and other design criteria prepared by HGA, prepare preliminary estimate of construction costs. As the preparation of the construction documents progress, update the estimate for HGA and the Owner's review. Following the Owner's approval of the construction documents, update the estimate for final review and approval.
2. Prepare and periodically update a project schedule for HGA's review and the Owner's acceptance. The project schedule will include critical and long-lead-time items.
3. Consult with the Owner and HGA regarding the construction documents and make recommendations whenever design details adversely affect constructability, cost, and/or schedules. Provide recommendations and information to the Owner and HGA regarding the assignment of responsibilities for temporary project facilities and equipment, materials and services for common use of the contractors.
4. Advise on the division of the project into individual contracts for various categories of work, including the method to be used for selecting contractors and awarding contracts. If multiple contracts are to be awarded, review the construction documents and make recommendations as required to provide that all requirements for the project have been assigned to the appropriate contract, the likelihood of **contractual scope of work** disputes has been minimized, and proper coordination has been provided for phased construction.
5. During the bidding stage, help develop bidder's interest in the project and prepare a list of prospective bidders for HGA's review and the Owner's approval. With the assistance of HGA, issue bidding documents to bidders, establish bidding schedules, and conduct prebid conferences with prospective bidders. Assist HGA with regard to questions from bidders and with the issuance of addenda. Receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of contracts or rejection of bids.
6. Assist the Owner in preparing construction contracts and advise the Owner on the acceptability of subcontractors and material suppliers proposed by contractors. Help expedite and coordinate the ordering and delivery of materials requiring long lead time.
7. Assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the project.

**Construction Phase - Administration of Construction Activities:**



GENERAL & PROCESS MECHANICAL CONTRACTORS - Municipal • Industrial - WATER & WASTEWATER FACILITIES



1. Provide administrative, management and related services to coordinate activities and responsibilities of the contractors with each other and with those of the Owner and HGA to manage the project in accordance with the latest approved cost estimate, the project schedule and the contract documents.
2. Receive certificates of insurance from the contractors and forward them to the Owner with a copy to HGA.
3. In collaboration with HGA, establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals. Review all shop drawings, product data, samples and other submittals from the contractors.
4. Schedule and conduct meetings to discuss such matters as procedures, progress and scheduling. Prepare and promptly distribute minutes to the Owner, HGA and contractors.
5. Update the project construction schedule incorporating the activities of the contractors on the project, including activity sequences and durations, processing of shop drawings, and delivery of products requiring long lead time. Update and reissue the project construction schedule as required to show current conditions and recommend corrective action (if necessary) to the Owner and HGA.
6. Monitor and update the estimate of construction cost. Maintain accounting records to show actual costs for activities in progress and estimates for uncompleted activities. Develop cash flow reports and forecasts for the project and advise the Owner and HGA as to variances between actual and budgeted or estimated costs.
7. Develop and implement procedures for the review and processing of contractor's applications for progress and final payments. Review and recommend payment of the amounts due to the respective contractors based on the our observations and evaluations of the progress of their work. Prepare and submit a project application for payment to the Owner based on the contractor's applications for payment. Recommendation for payment shall constitute a representation to the Owner, that, to the best of our knowledge, the work has progressed to the point indicated and the quality of the work is in accordance with the contract documents. The issuance of an application for payment shall not be a representation that we have (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the work, (2) reviewed construction means, methods, techniques, sequences for the contractor's own work, or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the Owner to substantiate the contractor's right to payment or (4) ascertained how or for what purpose the contractor has used money previously paid on account of the contract sum.
8. Transmit to HGA requests for interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise. Review requests for changes, assist in negotiating contractors' proposals, submit recommendations to HGA and Owner, and, if they are accepted, prepare change orders and construction change directives which incorporate HGA's modifications to the documents. Assist HGA in the review, evaluation and documentation of claims.
9. Assist HGA in conducting inspections to determine whether the work or designated portion thereof is substantially complete.
10. Coordinate the correction and completion of the work. Following issuance of a certificate of substantial completion of the work or a designated portion thereof, evaluate the completion of the work of the contractors and make recommendations to HGA when work is ready for final inspection. Assist HGA in conducting final inspections.
11. Secure and transmit to HGA warranties and similar submittals required by the contract documents for delivery to the Owner and deliver all keys, manuals, record drawings and maintenance stocks to the Owner. Forward to HGA a final project application for payment upon compliance with the requirements of the contract documents.
12. **General site supervision and site management (see attached list of Division 1 Responsibilities).** Coordinate the sequence of construction and assignment of space in areas where the contractors are performing work. Monitor the progress of the contractors and try to obtain satisfactory performance, recommend courses of action to HGA and the Owner when requirements of a contract are not being fulfilled. Schedule and coordinate the sequence of construction in accordance with the contract documents and the latest approved project construction schedule.
13. **Determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the Owner against defects and**



deficiencies in the work. In consultation with HGA, reject work which does not conform to the requirements of the contract documents.

14. Record the progress of the project and submit written progress reports to the Owner and HGA including information on each contractor's work, as well as the entire project. Keep a daily log containing a record of weather, each contractor's work on the site, number of workers, identification of equipment, work accomplished, problems encountered, and other similar relevant data as the Owner may require.
15. Maintain at the project site for the Owner one record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked currently to record changes and selections made during construction, and in addition, approved shop drawings, product data, samples and similar required submittals.

**Miscellaneous Provisions:**

1. The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the project. The Owner, or such authorized representative, shall render decisions in a timely manner pertaining to documents submitted in order to avoid unreasonable delay in the orderly and sequential progress of our services.
2. The Owner shall retain HGA (Architect) and furnish us a copy of the terms & conditions. We shall not be responsible for actions taken by the HGA.
3. Evaluations of the Owner's project budget, preliminary cost estimates, and detailed cost estimates represent our best judgment as a person or entity familiar with the construction industry. It is recognized that neither Staab Construction nor the Owner have control over the cost of labor, materials or equipment, over contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant or represent that bids or negotiated prices will not vary from the project budget proposed, established or approved by the Owner, or from any cost estimate or evaluation that we prepared.
4. With respect to each contractor's own work, Staab Construction shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the contractors, since these are solely the contractor's responsibility under the contract for construction. We shall not be responsible for a contractor's failure to carry out the work in accordance with the respective contract documents. We shall not have control over or charge of acts or omissions of the contractors, subcontractors, or their agents or employees, or any other persons performing portions of the work not directly employed by Staab Construction.
5. Staab Construction will maintain insurance to protect us from claims which may arise out of or result from our operations for which we may be legally liable (including workers compensation, liability, and vehicle).
6. Staab Construction reserves the right to terminate or modify any and all obligations related to this proposal at anytime for any reason. **We will give written notice a minimum of 14 days before termination.**

Please review our proposal for the construction management services outlined and let us know if you have any questions and/or comments. Hopefully we can help you deliver a high quality project, on time and on budget, for the Marshfield community to enjoy. Let us know if our offer is acceptable. Thanks.

Respectfully Submitted By:  
**STAAB CONSTRUCTION CORPORATION**

Kevin Leick Vice-President

*The Contractor of Choice Improving Tomorrow's Environment*



GENERAL & PROCESS MECHANICAL CONTRACTORS – Municipal • Industrial – WATER & WASTEWATER FACILITIES



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

**ADMINISTRATION**

Comprehensive Outdoor Recreation Plan was presented to the Common Council at their October 28<sup>th</sup> meeting and adopted without any additional changes. Rettler Corporation will be printing 25 hard copies of the plan and providing the City with a final digital version.

Staff attended Common Council budget sessions in October. The Common Council set the public hearing date for the 2015 budget. No additional reductions beyond those made by the City Administrator were made to the Parks and Recreation Department budget.

Continued to work with Steigerwaldt Land Services and Public Works Director on securing of easements and right-of-way for the Wildwood-McMillan Connector Trail. Over 50% of the 19 parcels have been secured to-date with a number of meetings held with property owners in October to address questions. Representative from the D.O.T. has received the appraisal information regarding the railroad property needed for the trail and will begin negotiations with the railroad. Final construction document design plan changes are being completed by Strand Associates with assistance from Assistant City Engineer, Tim Cassidy.

Staff continues to work with HGA, MSA Professional Services and other material consultants to complete the design for the new Bear Exhibit. Also working with Kevin Leick, Staab Construction, to finalize donated services from Staab Construction to assist with the supervision and management of the project construction. A general contractor approach is now being planned to construct the exhibit versus a construction manager approach.

Director participated in the Leadership Marshfield Quality of Life Day at the Marshfield Airport. A presentation on area parks and recreation services was given, in addition to brief comments regarding the new Grizzly Bear exhibit and the two pedestrian/bicycle trail projects planned for 2015.

Staff met with two representatives from the Marshfield Youth Soccer Association to discuss the addition of player shelters on Figi and Weinfurtner soccer fields at Griese Park. A presentation will be made at the November Parks, Recreation and Forestry Committee November meeting.

Jennifer Bergman, Fish Biologist with the Department of Natural Resources, confirmed that they were able to stock bluegills and crappies into the ponds at Wildwood Park and still hoped to add largemouth bass. They did comment that we may need to purchase some forage fish to provide feed for the new fish. We are still awaiting additional information on the amount and where to purchase them from.

Began work on the Winter/Spring brochure, which will be ready Friday, December 5<sup>th</sup> for the public. The Buyers' Guide will again be type-setting and printing the brochure for us at no cost. This is a joint brochure with the YMCA

**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; Senior Health Fair, Kiwanis K.E.E.P., Skate Park Competition, Zoo Trick-or-Treating Event, Trick-or-Treating Event at Columbus High School, Rotary Winter Wonderland.

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

- ◆ Winterized all outdoor restroom facilities (Hamus, Weber, Columbia Band Shell, Braem, Wildwood, Greise, SJ Miller, & Reeths)
- ◆ Took down soccer nets, tennis nets and batting cage nets.
- ◆ Installed two new slabs for green web coat tables at Veterans Park.
- ◆ Removed brush between Hefko Pool and the Park Motel.
- ◆ Rolled and air-o-vated soccer fields at Griese Park.

- ◆ Inventoried athletic field and irrigation system supplies, ordered replacements as needed.
- ◆ 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.
- ◆ Coordinated 39 park tree plantings at Wildwood Park.
- ◆ Coordinated winter storage at Fairgrounds (\$18,134.03 revenue).
- ◆ Attended MAZA Conference and WMZA meeting.
- ◆ Updated tree inventory for 2014 tree plantings and removals.
- ◆ Attended WPRA Park Session meeting (on-line).
- ◆ Performed cross connection inspections on several of our facilities.

### 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.
- ◆ Continued to meet with the Bear Design/Fundraising Committee.
- ◆ Performed grass mowing and other exhibit maintenance as needed.
- ◆ Worked on Big Horn Ram / rock pile pasture & feed kiosk.

### OLDER ADULTS

Living Actively Longer – Senior Health Fair was held on Friday, October 3<sup>rd</sup> at the Jr. Fair Expo Building at the Fairgrounds. There were 35 area businesses and organizations with displays. The event is being offered by the Committee on Aging and Parks & Recreation Department. There was one topic presented at the health fair by Darren Larson from the Marshfield Police Department on scams. We had an attendance of about 208 people.

Brunch was held on Friday, October 10<sup>th</sup>; there were 22 people in attendance. The presentation was given by Chris Meyer and Dr. Hocking.

### YOUTH PROGRAMS

Fall soccer concluded on Sunday, October 5<sup>th</sup>. We were able to hold all seven weeks of the program, as the weather cooperated for the entire season.

Gymnastics instructors have been hired for the fall gymnastics programs which begin on November 10<sup>th</sup>. We will be offering classes on Monday evenings only.

### TENNIS/RACQUETBALL CENTER

The weekend use is just starting to pick up. The usage will continue to increase as the weather starts to get colder. We still have not seen and large number of users.

The first session of fall tennis lessons concluded on Tuesday, October 21<sup>st</sup>. A second session of fall tennis lessons will begin on Monday, November 3<sup>rd</sup>. All classes offered are being held on both Mondays and Tuesdays. John Harrington, retired professor from the UW, and Zach Ott, a UW Marshfield tennis player are teaching the lessons for us.

### AQUATICS

The fall session of Early Bird Lap Swim will continue to be held until December 12<sup>th</sup> at the Marshfield Senior High Pool. Lap swim is held on Tuesdays, Thursdays, and Fridays from 6:00 to 7:30 a.m.

Morning aquacise began a second session on Tuesday, October 21<sup>st</sup> with 17 participants in the class. This is the largest class we have ever had. The class meets on Tuesday and Thursday mornings from 6:30 – 7:30 a.m. through December 11<sup>th</sup>. This program shares the pool with Lap Swim.

Open Gym and Swim program is running on Monday and Wednesday evenings from 5:30 – 8:30 p.m. Hours for the gym will change in November when the high school starts practices for winter sports. Youth are free, adult resident pay a fee of \$2.50 and adult non-residents pay \$3.75.

### **ADULT ACTIVITIES**

Volleyball leagues began on Monday, October 20<sup>th</sup> for the season. This is one week early than last year due to the elections. There are 60 teams in our leagues this year, which is five teams down from last year.

Adult Basketball Leagues will begin on Thursday, Nov. 6<sup>th</sup> at the middle school gym.

## **MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: November, 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 meetings with design architect, finalize construction advisor agreement document and submit to Board of Public Works.
- Solicit bids for the Jack Hackman storage building.
- Work with Fair Commission to award bids for the Round Barn Concrete replacement project.
- Continue to work with Steve Burns and Ben Steinbach to establish and implement ideas and options for improvements of fishing in the ponds at Wildwood Park, including updating of aeration system and possible stocking program.
- Work with Kelly and Amy to establish duties and responsibilities of an office manager position and pursue the establishment of an office manager position.
- Hold meeting with Hewitt-Marshfield Connector Trail Committee members and Wood County staff to update current status of funding, design planning, and trail construction schedule.

### **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, dumpster services, and others as needed.
- Work with contactors as needed – electrical, plumbing, heating and cooling, utilities, and others as needed.

### **ZOO**

- Continue animal care and maintenance of management areas.
- Continue to maintain zoo buildings, grounds, and exhibits.
- Work with HGA on design of Grizzly Bear Exhibit.
- Work on Big Horn Sheep feed kiosk.
- Get all exhibits ready for winter season.

### **AQUATICS**

- Supervise staff for fall hours at Senior High Pool.
- Hold staff trainings for lifeguards.
- Hire additional lifeguards to cover open swim.

### **YOUTH ACTIVITIES**

- Supervise staff for Open Gym.
- Hire and hold staff training for gymnastics program.

### **OLDER ADULT ACTIVITIES**

- Bingo at the Library to be held on Tuesday, Nov. 4<sup>th</sup>.
- Holiday dinner to be held on December 2<sup>nd</sup>.
- Oversee the part-time employee at the Senior Center that was placed there through SCET.

- Continue to work with Don Zais & United Way to organize the Homestead & Federal/State Tax Assistance program that is offered at the Senior Center.

#### **TENNIS/RACQUETBALL CENTER**

- Continue coordination of facility usage and monitor staff.
- Advertise for winter sessions of tennis lessons.
- Send out information to adult tennis league participants.

#### **ADULT ACTIVITIES**

- Monitor volleyball referees and basketball scorekeeper.

#### **ICE RINK**

- Monitor staff for the indoor ice season which runs through February.
- Send out forms for available dates for the 2014-15 seasons to last year's outdoor ice rink employees.