



CITY OF MARSHFIELD
MEETING NOTICE

Agenda
Parks, Recreation, and Forestry Committee
Thursday, September 11th, 2014 - 5:30 p.m.

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

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

- A. **Call to order – John White Jr., Chairperson.**
- B. **Approval of Minutes of August 14th, 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 August meeting.**
Recommended Action: Set next meeting at 5:30 p.m. on Thursday, October 9th, 2014
- E. **Consideration of request from the Friends of the Marshfield Public Library (FOMPL) to place a “Little Free Library” in Wildwood Park.**
Presented by: Ali Luedtke
Recommended Action: Approve request with location to be confirmed with Parks and Recreation Maintenance Supervisor and draft a letter of understanding that clarifies ownership and responsibilities of each organization.
- F. **Review and Discuss 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. **New Grizzly Bear Exhibit Project Update**
Presented by: Ed Englehart, Parks and Recreation Director
Recommended Action: No action necessary – information only.

H. 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, - Staff
5. Zoological Society Report – Kristy Palmer
6. Volunteer Recognition – 2014 Volunteer of the Year Nominations
7. Other-

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

J. Future Agenda Items.

K. Communications.

L. Adjournment.

Posted this 8th of September, 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 August 14th, 2014

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

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

Excused: Kristy Palmer

Absent: None

Also Present: Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks & Recreation Supervisor; Dan Knoeck, Public Works Director and Rotary Winter Wonderland Co-Chair; Alderperson Char Smith; Jeff Bahling and Rebecca Ramirez, Rettler Corporation; and Tom Barg (arrived at 6:50 p.m.).

PR14-22 Motion by Buttke, seconded by Luedtke to approve the minutes of the July 10, 2014 meeting.

Motion Carried 5-0

Public Comments: None

Chris Viegut arrived.

The committee set Thursday, September 11th, 2014 at 5:30 p.m. in room 108 for the date and time of their next meeting.

Englehart introduced the Rotary Winter Wonderland use agreement extension request and explained that the Board of Public Works at a recent meeting had considered this item and approved the use agreement changes that are being considered this evening.

PR14-23 Motion by Buttke, seconded by Yaeger to approve extending the term of the use agreement with the Rotary Winter Wonderland from 2018 to 2024 with the additional language regarding use of the renovated space, and to thank Rotary Winter Wonderland for their efforts in providing this activity. Discussion followed.

Motion Carried 6-0

Smith left the meeting.

Englehart made initial comments regarding the Comprehensive Outdoor Recreation Plan process and the next steps in having the plan adopted by the City. He introduced consultants Jeff Bahling and Rebecca Ramirez from Rettler Corporation. They presented a power point presentation with highlights from the CORP and led discussion. Buttke commented that he agreed the Committee members needed to embrace the plan and keep focused on its implementation. White questioned whether or not the term "renovation" should be attached to the Hefko swimming pool situation, and whether or not the level of funding estimated to address the issue should be increased. Viegut commented that the City does need to address the Hefko swimming pool issue in the short term. Luedtke requested clarification on a fully accessible playground that was listed as a barrier-free playground. Buttke asked that it would be nice if staff could provide some examples of what a barrier-free playground would look like. Englehart noted that he has requested comments on the CORP to be provided to him via email prior to the end of August and he will share all comments with Rettler Corporation and the Parks, Recreation and Forestry Committee, and any changes to the current document should be agreed to by the Committee members. The plan has also been made available to the public on the City website, and a hard copy document at the public library and at the Parks and Recreation Department.

PR14-24 Motion by Buttke, seconded by Yaeger to direct staff to forward the plan to the Board of Public Works, Plan Commission, and Common Council for their consideration and approval.

Motion Carried 6-0

Englehart distributed information with the financial totals for the 2012 and 2013 actual department expenditures and revenues, and the 2014 budgeted and 2015 requested amounts.

Information Items: Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly reports. Englehart noted that the trail surface repairs are being made by Fahrner Asphalt and they should be completed by this weekend and the trail reopened for use. It was also commented that the fundraising for the new grizzly bear exhibit has gone very well, and that a public announcement on the project and a general fund drive will be made at the zoo during the Maple Fall Fest on September 13th. Buttke shared information on the Zoological Society activities and commented that the new zoo store continues to be very successful.

Committee Member Questions, Comments, and Suggestions: Viegut noted some concerns regarding the large cracks in the asphalt on the trail just east of the wolf exhibit in Wildwood Park, in addition to invasive plant concerns on park land and the need, when possible, for the maintenance staff or volunteers to remove before it goes to seed.

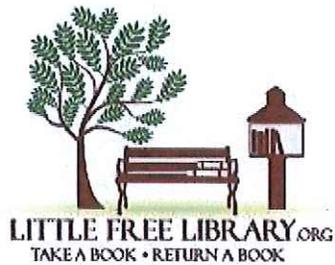
Future Agenda Items: No specific items were noted.

Communications: Englehart shared a few of the areas that the department had received citizen/program participant comments and communications.

PR14-25 Motion by Leudtke, seconded by Yaeger to adjourn the meeting.

Motion Carried 6-0 Meeting adjourned at 7:15 p.m.

Ed Englehart, Parks & Recreation Director



Friends of Marshfield Public Library (FOMPL) would like to be the Steward (s) for a Little Free Library (LFL) at Wildwood Park!

Location: We would like to place the LFL on the west side of Large Playground, to the north side of the green bench that is south of the sidewalk that leads to the bathrooms.

What will it look like?: We are working with Trudeau Construction and Marshfield High School Construction Capstone Class to build a library that will replicate the New Public Library. The project will hopefully get started late winter or early spring of 2015 at the High School.

The way Little Free Libraries work is simple:

- FOMPL initially stock the LFL with a variety of good quality books that we hope will interest our neighbors/community
- Anyone can stop by and take whatever catches their fancy
- They return and bring books to contribute when they can
- LFL books are always a gift - never for sale!

FOMPL would be responsible for maintenance and upkeep of the LFL

Because of communities like ours, the Little Free Library movement has rapidly grown. Many Libraries have been installed and thousands of books shared around the country as well as around the world. Little Free Library's mission is to:

- **Promote literacy and the love of reading** by building free book exchanges worldwide.
- **To build a sense of community** as we share skills, creativity and wisdom across generations.

Check out the LFL story at www.littlefreelibrary.org.





Wildwood Park Zoological Society

Grizzly Bear Exhibit

You Can Help Put an Exclamation Point on Wildwood Zoo!

Donate @ WildwoodZoo.org/BearExhibit.html



view to north



overall site plan



view to west

GROWTH IN NEED

Visitors, the City of Marshfield and the Society expect the well-being of zoo animals to be the top priority and to see animals in the most natural environment possible.

This plan involved an internal and external study of the animal needs and priorities, as well as the needs of visitors. The exhibit will be a premier example of the course that the Zoo hopes to take into the future and will be an example to other facilities in what the new standard of animal care is.

SOLUTION

- Home for two grizzly bears
- Expand existing 1,200 square foot primary outdoor exhibit with additional 4,600 square feet of groomed space
- New "Bear Woods" consisting of almost one acre of bear enrichment grounds in existing wooded area
- Connect "Bear Woods" to the primary exhibit with new enclosed bridge spanning 65 feet
- Remodel existing den building with state-of-the-art animal containment and care facilities
- Additional pools with recirculating water
- Install a 15 feet wide, glass viewing window into exhibit providing shade and shelter for visitors in addition to potential up-close bear encounters
- Create a natural environment for the bears, with diverse opportunities for enrichment

YOUR GIFT

Your gift could help us reach and exceed our goal! All gifts will be recognized. Gifts of \$500+ will have permanent recognition at the exhibit.

Grizzly Bear Exhibit Donation Form

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Email: _____
 Gift Amount: \$ _____ Date: _____

Donated funds will be used for the Grizzly Bear Exhibit; any unexpended funds will be used for other zoo capital improvement projects.



Please make all checks payable to:
 Marshfield Area Community Foundation
 PO Box 456
 Marshfield, WI 54449



For more information or questions, please contact Marshfield Parks & Recreation Department Phone: 715-384-4642

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

ADMINISTRATION

Worked with city staff, Fair Commission chair, and Bob Lewerenz to complete specifications for the Round Barn concrete replacement project. Also worked with Josh Miller, City Planner, to complete the required "Existing Conditions" document for the State Historical Society office for their consideration of the project.

Held meetings with representatives from a local construction firm who has agreed to provide construction manager services for the new bear exhibit project at no cost to the city. Also met with representative of the architect for the project in preparation of the project agreement and the construction manager services. Board of Public Works approved the agreement with HGA architects for the project plans and specifications. Numerous meetings with various members of the Bear Exhibit fundraising group and local media sources to discuss the project and prepare for a community fund raising campaign.

Held meeting with local baseball and softball organization representatives to discuss tournament dates for 2015 and 2016 and facility improvements that are needed to host more and larger events. Matt McLean, CVB Director, attended and hosted the meeting at MACCI. It was a good meeting with a number of ideas being noted for further review and consideration.

Parks and Recreation Director, Parks and Recreation Maintenance Supervisor and Matt McLean, CVB Director met with staff from the UW Marshfield/Wood County to discuss future use and improvements of the UW athletic field area. This was a preliminary discussion to gauge the possible interest of the UW staff to pursue ideas and planning for improvements and increased use of this area.

Department staff and Tom Buttke met with Jennifer Bergman, DNR Fish Biologist, to discuss ideas to improve fishing in the ponds at Wildwood Park. A number of ideas were discussed. It was agreed that the Parks and Recreation Department would complete the planned improvements to the pond aerator systems, plus have the ponds surveyed by Aquatic Biologists to provide a more accurate mapping of the pond depths. DNR may be able to provide some surplus largemouth bass from the state fish hatchery this fall. Additional discussions need to follow.

Director and Parks and Recreation Maintenance Supervisor met with City Administrator and HR Manager to discuss the .25 cent per hour rate for fulltime staff when supervising seasonal staff. It was agreed that this would no longer be provided. It was discussed that it may be reconsidered at a later date should staff desire it to be reconsidered.

Department staff met with Tom Buttke and John Christenson to discuss the status of the Cougar Exhibit improvements and the need for a bridge design approved by a licensed engineer. It was agreed to consider investigating options to acquire the necessary engineered plans; however, the donated funding for the project may not be available if delays continue. It is still necessary to reaffirm the project costs and the funding sources and receive Board of Public Works approval prior to beginning the project.

Allie Ott began work with our department on August 18th to fill the position Peggy Lyle left July 25th. This is a clerical position that works directly with the customers on registration of programs, scheduling facilities and answering the phone.

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; MSA softball tournament, Fair and Columbus Cross Country race.

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/cricket fields as needed.
- ◆ Performed seasonal maintenance, edge, over seed, & top dress baseball and softball fields so they are ready for spring seasons.

- ♦ Installed two temporary outdoor pickleball courts at Braem Park.
- ♦ Removed tree planter pods at Fairgrounds Park.
- ♦ Mowed long grass and buckthorn at Braem Park.
- ♦ Prepared Fairgrounds Park for fair time; graded gravel, round up fence lines, repaired pot holes, string trimmed, weeded planters, etc.
- ♦ Added playground woodchips to several playground areas.
- ♦ Drained down and started Hefko Pool winterization.
- ♦ 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 sewer line clean-outs at the Fairgrounds.
- ♦ Coordinated fire extinguisher checks at Fairgrounds.
- ♦ Met with representatives from City and Fair to perform pre-fair inspections.
- ♦ Met with representatives from City and Fair to review Round Barn concrete and Hackman Storage Building projects.
- ♦ Met with local interest groups to discuss baseball and softball complex improvements.
- ♦ Met with DNR representative to discuss fishing opportunity improvements at the Wildwood Park ponds.
- ♦ Coordinated airline and pump improvements/replacements at Wildwood Park ponds.
- ♦ Coordinated playground woodchip delivery and placement.
- ♦ Met with planners for Maple Fall Fest.
- ♦ Coordinated the repair of the electrical line for the Education Pavilion at Wildwood Zoo.

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.
- ♦ Worked on the renovation of the Deer Feed Building and (2) Nelson water bowl installations.

OLDER ADULTS

Brunch was held on Friday, August 9th with guest speakers Butch Walsh & Willy Federwitz on the honor flight trip. Bingo followed the speaker. There were about 34 people present at the event.

Registration information was sent to area organizations and business that work with the senior adult population to participate in the Informational Fair at Wildwood Park on Friday, October 3rd from 9:30 a.m. to Noon.

Parks & Recreation Supervisor is working with the Committee on Aging to hold the 8th annual Senior Health Fair, which will be held at the Fairgrounds Friday, October 3rd from 9:30 a.m. to Noon. There will be an educational presentation held this year at 10 a.m. called Protecting Yourself from Scams.

YOUTH PROGRAMS

Fall Soccer began for the season on Sunday, August 17th. The Marshfield Youth Soccer Association is again working with our department to help run this program. There are 16 teams in the K – 1st grade group (four more than last year), 12 teams in the 2nd & 3rd age group (two more than last year), and 8 teams in the 4th – 6th grade group. There are a total of 423 children registered in the program, which is up by 82 participants from last year. Games are held at Griese Park. Coach and referee training was held on Thursday, August 7th.

A trip to Green Bay to visit the New Zoo & Botanical Gardens was held on August 13th with 45 participants. It went well and everyone enjoyed the day.

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.

A lottery drawing was held to determine which applicants for contracted tennis and racquetball time received their desired times. There are six tennis contracts, which is up one from last year, and one racquetball contract. Contracted time will begin on Tuesday, September 2nd. Fall hours for the facility begin on September 2nd, with staff at the facility when it is reserved for play.

AQUATICS

Hefko Pool closed for the season on Tuesday, August 26th. The summer was a very cool season we did not have a 90 degree day. The pool report will be compiled for the October Parks, Recreation, and Forestry Committee meeting.

The fall session of Early Bird Lap Swim began on Tuesday, August 4th 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 will start Tuesday, September 2nd.

Fall Open Gym & Swim employee letters went out to the staff. There has not been a great response from summer staff wanting to work over the school year. The fall program will start Monday, September 22nd.

MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: September, 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.
- Complete post "Fair Time" review of fairgrounds with officials from Central Wisconsin State Fair Association.
- Solicit bids for the Jack Hackman storage building.
- Solicit bids for the Round Barn Roof project and finalize bid package for the Round Barn Concrete replacement project.
- Make presentations of proposed Comprehensive Outdoor Recreation Plan to various city committees.
- Continue to 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.
- Replace several pieces of playground equipment.
- Start winterization process.

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 with HGA on design of Grizzly Bear Exhibit.

AQUATICS

- Clean up and close all the Hefko Pool items.
- Hire additional staff for Sr. High Pool.
- Supervise staff for fall hours at Senior High Pool.
- Finalize staff schedule for the fall and hold staff training.

YOUTH ACTIVITIES

- Supervise staff for Open Gym.
- Continue to monitor fall soccer, which concludes October 5th.
- Wrap up all summer programs (collect equipment).
- Hire staff for gymnastics program which begins November 10th.

OLDER ADULT ACTIVITIES

- Attend MSCC board meetings on Friday, September 5th.
- Brunch will be held on Friday, September 12th.
- MSCC is preparing for the election of officers on Monday, October 6th.
- Senior Health Fair event is set for Friday, October 3rd at the Junior Fair Expo Building. Publicity for the event is being handled by the Committee on Aging.

TENNIS/RACQUETBALL CENTER

- Continue coordination of facility usage and monitor staff.
- Hire one staff person for the supervision of the facility.
- Look at organizing adult leagues for tennis & racquetball.

ADULT ACTIVITIES

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

Wildwood Park Zoological Society
7:00pm July 17th, 2014
City Plaza Building Room 108

Present: Tom B., Reed, Schirmer, Gerrits, Tim B., Morrow (conference call)

Excused: Shaw, Oettiker, Marsh, Leonhardt, Palmer, Frankwick, Burns, Sullenger, Bluhm

Unexcused: K. Ryan

Guest/ Honorary Members: Floreine Kurtzweil, John Christenson

Roll Call taken at 7:45pm

Approval of June 12th, 2014 Minutes:

Motion to approve minutes by Morrow

Seconded by Gerrits

Motion Carried

Treasurer's Report:

Tunes in the Zoo -\$2,681.00

Motion to approve Treasurer's Report by Gerrits

Seconded by Schirmer

Motion Carried

Insurance need to be renewed by 8/1/14; cost will be \$1,495.00 a \$22.00 increase from last year. This includes a \$299.00 liquor liability.

Motion to renew insurance with the removal of the liquor liability for a total of \$1,196.00 by Gerrits

Seconded by Morrow

Motion Carried

Our fiscal yearend is July 31, 2014. In the past, Hawkins Ash and Baptie has worked with the Treasurer to complete tax forms. Cost is \$950 + no more than \$750 for the zoo store paperwork.

Motion to approve Hawkins Ash and Baptie to complete tax forms and not to exceed \$1,700.00 fee which includes the \$950 the Society will pay and the additional charge will be paid by the zoo store made by Tim B.

Seconded by Gerrits

Motion Carried

Guest Speaker:

John Christenson showed plans for the expansion of the Cougar Exhibit. The Cougar Exhibit project will be paid for by the Kwanis Club, the Upper Michigan Kwanis, John Christenson, and the Zoo Society. John asked the Society to contribute \$10,000.00 toward the Cougar Exhibit. The Society would be using the \$10,000.00 in the same way we funded the Fox Exhibit by paying bills as they came to the Society.

Motion to approve funding the Cougar Exhibit not to exceed \$10,000.00 and for that money to be taken from the Time Federal Money Market made by Tim B.

Seconded by Gerrits

Motion Carried

Parks and Rec:

Report at next meeting.

Zoo Report:

Steve did email his report to the Society. Possible long-horned sheep to be added to the zoo in the empty exhibit with the rock pile; Steve would like to ask the Society to fund the purchase/transportation costs. The Society would like to wait till the next meeting for more information from Steve. Steve would like the Society to purchase an animal adoption for Liz Schlinsog. Liz provides supplements for Nelson.

Motion to approve the purchase of a wolf adoption for Liz Schlinsog for \$50 made by Tim B.

Seconded by Gerrits

Motion Carried

Committee Updates/2014 Event:

Zoofest/Camping- \$1,056 profit

Tunes in the Zoo- the plan is not to have Tunes in the Zoo next year

Trick or Treating- None

Wall for Wildlife- None

Annual Banquet- None

Zoo Crew- None

Wild Wednesdays' - None

Spring Ed- None

Special fundraisers- None

Old/New Business:

None

Motion to adjourn the meeting @ 8:22pm by Tim B.

Seconded by Gerrits

Memo

To: Parks, Recreation, and Forestry Committee Members

From: Ed Englehart, Parks and Recreation Director

Date: September 4, 2014

Re: 2014 Volunteer Recognition Award

Over the past thirteen years the Parks, Recreation and Forestry Committee has recognized an individual(s) for their volunteer service to the Parks and Recreation Department and the community. Following is a list of names of the individuals that have received the recognition.

John Leick - 2001 John Scheuer - 2002 Floyd Hamus - 2003 Harlan Rose - 2004

Dave Tiffany - 2005 Dan Umhoefer - 2006 Ron Dielmann - 2007

Jim and Sarah Krueger Family - 2008 Howard Hoffman - 2009

Wood County Master Gardeners – Joyce Fischer, Sally Sadowska, Kathy Poehnelt, and Margi Weister – 2010, Tom Buttke – 2011, Pam Nikolai – 2012, and John Christenson – 2013.

This is the time that we ask committee members and staff for names of individuals that they would like to see recognized for this honor. Please provide your recommendations to John White Jr., Jane Yaeger, or Ed Englehart within the next few weeks. The committee will present their recommendation to the Parks, Recreation and Forestry Committee at the October meeting.

Following are the procedures and guidelines that the committee uses for selecting the individual and making the award.

1. The selection will be made by a committee consisting of the Chairperson of the Parks, Recreation, and Forestry Committee, the Vice-Chairperson of the Parks, Recreation, and Forestry Committee and the Director of Parks and Recreation.
2. Suggestions and/or nominations for the award may be made by any member of the Parks, Recreation, and Forestry Committee or a member of the Parks and Recreation Department staff.
3. The selection will be submitted to the Parks, Recreation, and Forestry Committee for approval at their October meeting.
4. The criteria that shall guide the committee in their selection shall be;
 - a. The individual has performed the volunteer service(s) over a number of years.
 - b. The individual has performed his/her service without any financial payment or other consideration.
 - c. The program, facility, or activity(s) related to the individual's volunteer hours have impacted a relatively large number of people.
 - d. The individual served in a leadership role that influenced or guided additional volunteers to complete a specific project or program.
5. The individual will be awarded a plaque by either the Chairperson of the Parks, Recreation and Forestry Committee or the Parks and Recreation Director at a Common Council meeting.
6. The recognition plaque will be paid for by the Parks and Recreation Department. The plaque will be inscribed with the following.

Marshfield Parks and Recreation Department Citizen Volunteer Award
Is Presented To

In Recognition for Continuous Years of Volunteer Service and Dedication
To the Marshfield Parks and Recreation Department and the Citizens of Marshfield.
2014

7. A news release will be sent out by the department recognizing the individual and the award.
8. A plaque identifying those who have received the award will be placed in the Parks and Recreation Department office to further recognize the individuals.