CITY OF MARSHFIELD

MEETING NOTICE

Agenda
Parks, Recreation & Forestry Committee
5:30 p.m. Thursday, November 12, 2015

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

I. **CALL TO ORDER:** John White, Jr., Chairperson

II. **APPROVAL OF MINUTES:** October 8, 2015

III. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. At this time, the chairperson will recognize members of the public who have indicated a desire to address the Committee. Be advised that there may be limited discussion on the information received; however, no action can be taken under public comment.

IV. **OLD BUSINESS:**
- A. CORP Review
  1. Griese Park
  2. Weber Park

V. **NEW BUSINESS:**
- A. Run/Walk/Bike Events in City Parks

VI. **REPORTS:**
- A. Chairperson
- B. Zoological Society
- C. Recreation
- D. Parks & Zoo
- E. Director

VII. **NEXT MEETING:** Thursday, December 9, 2015 at 5:30 p.m.

VIII. **FUTURE AGENDA ITEMS:**

IX. **ADJOURNMENT:**

UPON REASONABLE 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 Parks & Recreation Department (715) 384-4642 at least 2 days prior to the meeting.

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
October 8, 2015 Meeting Minutes

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

II. **ROLL CALL:** Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Rich Reinart; Zoological Society Representative, Tom Buttke; Members: Ali Luedtke, Chris Viegut; Nick Faber; Absent: None.

Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor.

III. **APPROVAL OF MINUTES:** Motion by Buttke, seconded by Luedtke to approve the August 13, 2015 Parks, Recreation, and Forestry Committee meeting minutes with following changes: "change Tom Buttke title from Alderperson to Zoological Society Representative & change Nick Faber from absent to present." Motion Carried Unanimously.

IV. **PUBLIC COMMENT:** None

V. **OLD BUSINESS:**

A. **CORP Review:**

1. Benedict Park – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Braem Park. He explained the biggest needs at Braem Park were the parking lot, tennis courts and shelter. There is some concern with creek stabilization, horseshoe pit fencing, and skatepark's pergola. The Committee discussed their concern with the amount of litter surrounding the skatepark and the park itself.
2. Columbia Park – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Columbia Park. He noted the band shell weather panels need to be replaced in the next few years. The Committee expressed some desire to improve the band shell wood walls and restrooms.

B. **Bounce House Rental Policy & Procedures:**
Casperson explained the Department's bounce house policy as: (1) Inflatable structures are allowed in parks; (2) No pounding or driving of stakes into the ground; (3) Inflatable structures that require staking must contact the Parks and Recreation Department office two-weeks in advance, pay a $33.00 fee and call for utility locates. Motion by White, seconded by Buttke to approve the presented bounce house policy, motion carried unanimously.

VI. **NEW BUSINESS:**

A. **Volunteer of the Year:** Motion by Yaeger, Seconded by Reinhart to approve Jan Altmann and family as the Parks, Recreation & Forestry Committee Volunteer of the Year.

VII. **REPORTS:**

A. **Chairperson:** None

B. **Zoological Society:**
Buttke noted the Zoological Society will be holding its election of officers on Thursday, October 15. They no longer have a banquet because of waning attendance. The Trick-or-Treating in the Zoo will be held on Saturday, October 10.

C. **Recreation:**
Hefko Pool - No pool report this month as all bills are not in for the season. We will have one next month.
Library/Community Center Project - We are going to begin to look at layout and options for the community center with Zimmermann.
Fall Programs - Tennis/Racquetball center started fall hours on Tuesday, September 8. Tennis Lessons for the first fall session began on Monday, September 14. Fall Soccer program wrapped up on Sunday, October 4. We were able to hold the program every Sunday for the seven weeks. Adult Volleyball league will begin the week of October 12th. There will only be leagues on Monday, Wednesday & Thursday this year. Pickleball will be switching to Tuesday nights from 6:00 to 8:00 p.m. and Thursday afternoons from 1:00 to 3:00 p.m.

Senior Health Fair - The Fair was held at the Jr. Fair Expo Building at the Fairgrounds on Friday, October 2nd from 9:30 a.m. to Noon with an attendance of about 264 participants. There were 80 flu shots and 50 pneumonia shots given, with 37 vendors present.
Indoor open skate – The Indoor open skate will be held on Monday, October 19th from 1:00 to 3:15 p.m.

C. Parks & Zoo:

Soccer Player Shelters - Player Shelters were completed on Figi Field. Thank you to Marshfield Youth Soccer Association for their efforts in the project. Tammy Simon, Tara Mannigel & Greg Urban were the lead individuals for the project.
Cross Country Meets - Columbus and Marshfield High Schools held their annual Cross Country events on September 5th and 8th. These are large events that bring 1000+ athletes and spectators to Wildwood Park.
Fundraisers - There were several walk/run fundraisers held at Wildwood Park throughout the month of September and early October. The K.E.E.P. event was held at Marshfield Fairgrounds Park October 3rd.
Fairgrounds - CWSF continues their work on cleaning the Fairgrounds Park from fair use. Hopefully the grounds will be restored shortly. Parks staff has begun the process of winterizing facilities. Irrigation lines have been blown out, water meters and lines of been shut down at several unheated locations.
Vacant Position - The Parks Pool Technician position has been filled. We are currently advertising for the open Building Technician position.

D. Director:

Bear Exhibit - The project is approximately seven days from completion. Private donations are still coming in. No arrival date has been picked for the bears. The bear exhibit grand opening will be held at 1:00 p.m. on October 24th.
Wildwood/McMillian Connector Trail - Final details and plans are being completed. The plan is being bid out for the project in late 2015 or early 2016 with completion by the end of 2016.
2016 Budget - The 2016 budget preparation is in full swing. Our Department has submitted operations budgets to the Finance Department. The first public meeting is scheduled for October 6th and final approval by November 24th.

VIII. NEXT MEETING: November 12, 2015.

IX. FUTURE AGENDA ITEMS: Casperson suggested the Committee discuss options in regard to run/walk/bike events in City Parks. Viegut explained his concern with the Zoological Society's store at its current location, and the store being displaced by special events that visit the zoo. Viegut wants to set a precedence that the Zoologicial Society store trumps all of other events or activities that take place at the zoo.

X. ADJOURNMENT: Motion by Yaeger, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:16 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director

City of Marshfield
Memorandum

MEETING DATE: November 12, 2015
TO: Parks, Recreation & Forestry Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Comprehensive Outdoor Recreation Plan (CORP) review

Background:
The Department completed their CORP in 2014. It is the Committee's intent to review the plan at each meeting.

At this meeting, we will be discussing parks: Griese and Weber. Griese Park is located in the south east section of the City. It is home to many of the Community's soccer activities including the Marshfield School District High School Teams and Columbus Catholic Schools teams. There is a large community-built play structure, basketball court and concession/restroom building. Weber Park is located in the west section of the City. It is a 37-acre nature park with both grass and asphalt paved trails. Weber Park also contains a shelter/restroom facility.

If you get a chance, please visit the parks and bring back your opinions and thoughts. If you have any questions prior to the meeting, feel free to contact me.

Recommendation:
This is a discussion item only, no recommendation is required.

Attachments:
Park Maps & CORP analysis

Griese Park (27.92 acres) is located on 29th Street. This site contains:

- open play space
- picnic tables
- biking/walking trails
- play equipment
- soccer fields
- electronic scoreboards
- concession area
- basketball courts
- restrooms
- drinking fountain
- picnic shelter
- off-street parking

Marshfield Fairgrounds Park (47.91 acres) is located (and intersected) by several roads, most prominently 14th Street and Peach Avenue. The home of the Central Wisconsin State Fair and the World's largest Round Barn, this site also contains:

- open play space
- picnic tables
- play equipment
- softball diamonds
- press box
- electronic scoreboards
- concession area
- batting cages
- event areas
- restrooms
- educational garden display and gazebo
- drinking fountain
- off-street parking
- picnic shelters
- exhibition buildings
- animal wash racks
- sanitary dump station for travel trailers and campers
- sheltered arena/show palace
- grandstand

Griese Park
Community Park – 27.92 acres

Griese Park is located 29th Street. This site contains open play space, picnic tables, biking/walking trails, play equipment, soccer fields, basketball courts, restrooms, drinking water, and a picnic shelter. See Map SM-7 in the References section.

- Install energy efficient site lighting
- Provide perimeter walk with drainage at play area
- Replace upgraded play equipment and provide poured-in-place surface in play area (about 16,575 SF)
- Create ADA accessible route to play equipment
- Improve site furnishings
- Grind and repave trails
- Connect park trails to Pecan Parkway
- Build open shelter/shade structure with electrical
- Widen two bridges on existing structures
- Develop Master Plan for the park
- Improve basketball court with new surface overlay and basketball standards
- Convert scoreboards to LED lighting
- Irrigation improvements to two fields
- Forestry Plan Allowance

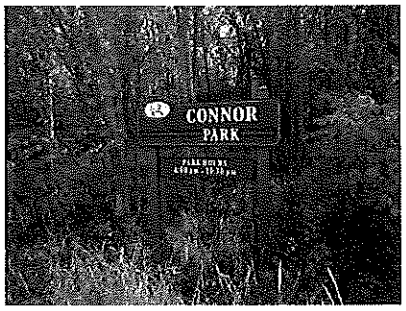
Site Name	Proposed Development	Development Cost	Priority
Griese Park	Energy Efficient Site Lighting	$7,500.00	Short
	Irrigation Improvements (2 fields)	$60,000.00	Short
	LED Scoreboard Upgrades	$45,000.00	Short
	Basketball Court Improvements	$25,000.00	Medium
	Grind and Repave Trails	$40,000.00	Medium
	Open Park Shelter	$50,000.00	Medium
	Play Equipment Upgrade	$100,000.00	Medium
	Poured-in-Place play Surface	$50,000.00	Medium
	Widen Bridge on Existing Structure (2)	$12,500.00	Medium
	Forestry Allowance	$8,500.00	Long Term
	Park Trails to Pecan Parkway	$65,000.00	Long Term
	Park Master Plan	$16,500.00	Long Term
	Site Furnishings	$5,500.00	Long Term
	Total	**$485,500.00**	

NEW TRAIL CONNECTION
TO PECAN PARKWAY
NEW OPEN
SHELTER
GRIND & REPAVE
EXISTING TRAILS
IRRIGATION
IMPROVEMENTS
WIDEN BRIDGE
STRUCTURE
WIDEN BRIDGE
STRUCTURE
IRRIGATION
IMPROVEMENTS
NEW PLAYGROUND EQUIPMENT, POURED IN
PLACE SURFACE WITH PERIMETER WALK
AND ADA ACCESS
PECAN PARKWAY
N
0'
250'
500'
CITY OF MARSHFIELD
GRIESE PARK
WOOD COUNTY, WISCONSIN
RETTLER
corporation
3317 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PROJECT #: 13.058
DATE: 3-10-2014
SM - 07

Marshfield Nature Areas:

Connor Park (5.6 acres) is located on Blodgett Street on the east end of Marshfield and contains:

- picnic table
- biking/walking trail



Joe and Bernadine Weber's Nature Park (37.11 acres) is located on the far western part of the city off 5th Street. This site contains:

- picnic tables
- grills
- biking/walking trails
- restrooms
- off-street parking
- picnic shelter

Hamus Nature Preserve and Recreation Area (27.94 acres) is located on the northern boundary of Marshfield on Hamus drive. This site contains:

- picnic tables
- grills
- biking/walking trails
- prairie grass area
- large landscape bed
- fishing areas
- restrooms
- drinking fountain
- picnic shelters
- off-street parking

Connor Park
Nature Area – 5.60 acres

Connor Park is located on Blodgett Street on the east end of Marshfield and contains picnic tables, biking/walking trails, and a nature area. See Map SM-11 in the References section.

- Upgrade/maintain trails
- Forestry Plan Allowance
- Invasive species monitoring & removal

Site Name	Proposed Development	Development Cost	Priority
Connor Park	Invasive Species Monitoring & Removal	To Be Determined	Short
	Upgrade/Maintain Trails	$10,000.00	Short
	Forestry Allowance	$10,000.00	Medium
	Total	**$20,000.00**	

Joe and Bernadine Weber's Nature Park
Nature Area – 37.11 acres

Joe and Bernadine Weber's Nature Park is located on the far western part of the city off 5th Street. This site contains many amenities such as picnic tables, grills, biking/walking areas, a nature area, restrooms, drinking water, off-street parking, and a picnic shelter. See Map SM-12 in the References section.

- Acquire approximately 0.7 acres between west property line and existing fence line
- Forestry Plan Allowance
- Invasive species monitoring & removal

Site Name	Proposed Development	Development Cost	Priority
Joe and Bernadine Weber's Nature Park	Forestry Allowance	$5,000.00	Short
	Invasive Species Monitoring & Removal	To Be Determined	Short
	Land Acquisition	To Be Determined	Medium
	Total	**$5,000.00**	

N

0' 250' 500'

RETTLER corporation

3317 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PROJECT #: 13.058
DATE: 3-10-2014

SM - 12

CITY OF MARSHFIELD

JOE AND BERNADINE WEBER'S NATURE PARK

WOOD COUNTY, WISCONSIN

City of Marshfield
Memorandum

MEETING DATE: November 12, 2015
TO: Parks, Recreation & Forestry Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Run/Walk/Bike Events in City Parks

Background:
The Department has noted an increase in the number of Run/Walk/Bike events being held in City Parks. The Department is seeking input from the Committee in regard to the treatment of Run/Walk/Bike events compared to the treatment of other smaller events taking place in the Parks. Currently the Department policy treats all Run/Walk/Bike events the same as smaller events (i.e. birthday parties, baby showers, family picnics, etc…). Should the Department charge the same rental fee for Run/Walk/Bike events as smaller events? Do the Run/Walk/Bike events impact other park users the same or different as the other smaller events? Should Run/Walk/Bike events take place in the core zoo area?

Recommendation:
This is a discussion item only, no recommendation is required.

Attachments:
2015 List of Run/Walk/Bike Events

2015 Run/Walk/Bike Events

#	Day	Date	Time	Event Name	Location	Facilities	Organizer
1	Sat.	11-Apr	7am-4pm	5k run/walk/bike	Wildwood	WW	Transitional Shelter
2	Sat.	18-Apr	6am-4pm	WCBC - Milky Miles 5k run/walk/bike	Wildwood	WW	Wood County Health Department
3	Fri	24-Apr	4:30pm-10:30pm	MS run/walk/bike	Wildwood	WW	MS-Wisconsin
	Sat.	25-Apr	8am-4pm	MS run/walk/bike	Wildwood	WW	MS-Wisconsin
4	Sat.	2-May	8am-4pm	Cystic Fibrosis Walk	Wildwood	WW	St Joseph's Hospital Ministry Health Care
5	Sat.	9-May	8am-4pm	Brittany Zimmerman Memorial 5K	Wildwood	WS I	MAPS
6	Sat.	16-May	8am-1pm	5K Salute a Soldier	Wildwood	WS I & LC	Jan Altmann
7	Sat.		8am	Dairyfest Cheese Chase	Streets/Trails	FG	YMCA
8	Sat.	20-Jun	8am-11am	Mike's Run	Streets/Trails	SJM	Mfld Clinic & Friends of Mike Hackman
9	Sat.	11-Jul	8am-4pm	United Way 5K	Griese/Streets/Trails	GP	Marshfield Area United Way
10	Mon.	24-Aug	4-6pm	Run		WP	School District of Marshfield
11	Fri.	2-Sep	4:30pm-10:30pm	High School Cross Country Race	Wildwood	WS II	Columbus Catholic Schools
	Sat.	3-Sep	6am-12pm	High School Cross Country Race	Wildwood	WW, WS I & II, LC, LB	Columbus Catholic Schools
12	Mon.	7-Sep	4pm-10:30pm	Run	Wildwood	WS II	School District of Marshfield
13	Tues.	8-Sep	3-7:30pm	High School Cross Country Race	Wildwood	WW, WS I & II, LC, LB	School District of Marshfield
14	Thus.	10-Sep	10am-10:30pm	Alzhimer's Walk	Wildwood	WW & LC	Alzheimer's Asso. Of Greater Wisconsin
15	Sat.	3-Oct	8am-4pm	ALS Walk/Run	Wildwood	WW	ALS of Wisconsin
16	Thur.	8-Oct	3pm-7:30pm	Middle School Race-Conference	Wildwood	LB	School District of Marshfield
17	Sat.	24-Oct	10am-4pm	HART-Haunted Horsey Hustle	Wildwood	SL	HART-Ashley Sauber
			10am	Hub City Days Duathlon	Wildwood	WW	Sports Den
			7am - 11am	Heart Walk	Wildwood	WW, WS I & II, LC, LB	American Heart Association
			10am - 12pm	Bike Tour	Wildwood	WW & LB	Ronald McDonald House
			6:30am - 4pm	Bike Tour	Wildwood	WW & LB	Ronald McDonald House
			2pm - 6pm	Elementary Fun Run	Wildwood	WW & LC	School District of Marshfield
			10am - 10:30pm	Race	Wildwood	BS	School District of Marshfield
		27-Sep	10am - 4pm	Crop Walk	Wildwood	CN	Crop Walk For Hunger
		26-Nov	8am	Festival Foods Turkey Trot	Streets/Trails		Festival Foods

WW = Entire Wildwood Station
CN = Chicago Northwestern
SL = Soo Line
LB = Ludwig Building
WS I & II - Wildwood Shelter I & II
LC = Labor Council
FG = Fairgrounds Park
SJM = Steven J. Miller Park
GP = Greise Park
WP = Weber Park
BS = Bream Shelter

Wildwood Park Zoological Society
7:00pm October 15, 2015
City Plaza Building Room 108

Present: Tom B., Reed, Tim B., Morrow, Leonhardt, Wilson, Burns, Frankwick, Oettiker, Terri B,
Excused: Marsh, Shaw, Bluhm, Palmer, Steinmetz, Schirmer
Guest/ Honorary Members: Floreine Kurtzweil, Pam Nikolai, Angela Stevens, Don Gliesner

Roll Call taken at 7:00

Approval of October 2015 Minutes:

Motion to approve minutes by Leonhardt
Seconded by Tim B
Motion Carried

Treasurer's Report October 2015:

Motion to approve Treasurer's Report by Morrow
Seconded by Tom O
Motion Carried

Time Change for Monthly Meetings:

Motion to change the meeting times from 7:00pm to 5:30pm by Tim B
Seconded by Mary W
Motion Carried

Resignations:

Steven Burns as resigned but will do the Zoo Report and Animal Acquisitions
Ann Bluhm has resigned by email notification
Motion to approve resignations by Morrow
Seconded by Frankwick
Motion Carried

New Members:

Don Gleisner-Don has been helping in the Zoo Store and would like to join the board
Kelly and Bo Reed have purchased the last 2 years of Halloween costumes and has let the Zoo Society borrow them for Trick or Treating. Kelly and Bo would like to join the board
Motion to approve new Board Members by Wilson
Seconded by Tim B
Motion Carried

Elections:

PRESIDENT-
Tom Buttke nominated - no other nominees
Vote Closed by Frankwick
Seconded by Tim B
VICE-PRESIDENT-
Mary Wilson nominated
Tom Oettiker nominated
Any other nominees asked 3 times- no other nominees
Vote Closed by Tom B
Oettiker 1 Vote
Wilson 9 Votes- New Vice President
SECRETARY-
Jen Morrow- nominated- no other nominees
Vote Closed by Tim B
Seconded by Wilson
TREASURER-
Brandi Reed nominated- no other nominees
Vote Closed by Tim B
Seconded by Morrow

Old/New Business: Wolf cubs hopefully in 2 weeks

Adjourn: 7:45pm by Tim B and Seconded by Tom O