



CITY OF MARSHFIELD

MEETING NOTICE

Agenda

Parks, Recreation & Forestry Committee

5:30PM Thursday, October 8, 2015

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

- I. **CALL TO ORDER:** John White, Jr., Chairperson
- II. **APPROVAL OF MINUTES:** September 10, 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. Braem Park
 2. Columbia Park
 - B. Bounce House Rental Policy & Procedures
- V. **NEW BUSINESS:**
 - A. Volunteer of the Year
- VI. **REPORTS:**
 - A. Chairperson
 - B. Zoological Society
 - C. Recreation
 - D. Parks & Zoo
 - E. Director
- VII. **NEXT MEETING:** 5:30PM Thursday, November 12, 2015
- 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
September 10, 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; Zoological Society Representative Tom Buttke; Members: Ali Luedtke. Absent: Alderpersons Rich Reinart & Nick Faber.

Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor II; Phil Hiller from Hillers True Value

- III. **APPROVAL OF MINUTES:** PR15-19 Motion by Buttke, seconded by Luedtke to approve the August 13, 2015 Parks, Recreation, and Forestry Committee meeting minutes with following changes: "change Tom Butke 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 Benedict Park. He explained the biggest need at Benedict Park was the need for a new basketball court. There is some concern with the basketball court close proximately to one of the homes adjoining the park.
2. **Forest Ridge Park** – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Forest Ridge Park. He noted the playground surfacing needs to be addressed, the backstop needs repairs, and possible soccer goals to be added. The Committee asked about additional fencing around the perimeter to avoid lost balls in the bushes. The Committee asked about improving the road access off of Onstad Drive.
3. **Bounce House Rental Policy & Procedures:**
Casperson explained the Department's various bounce house rental policy options & asked the committee for feedback. Phil Hiller from Hillers True Value expressed his concerns in regard to the requirement of staking the bounce houses, people having to call in utility locates, renters having to be charged an additional fee and the requirement of insurance. The Committee had a lengthy discussion on the merits of each option. The Committee asked the Department come back with a possible policy based on the items discussed.

VI. **NEW BUSINESS:**

A. **None.**

VII. **REPORTS:**

A. **Chairperson:** None

B. **Zoological Society:**

Buttke noted Fall Fest is coming up September 19th and that Boo at the Zoo is coming up October 10th. Buttke stated there was record participation in Wild Wednesdays this year and the Society's desire to expand the program. He explained the Society's desire to end Zoo Education Week because the presenter is not returning for 2016, and the amount of work is demanding.

C. **Recreation:**

1. **Hefko Pool** – Hefko had a cool August. There were seven days that free swim was not held and nine days that we didn't open the pool at all due to cool temps/rain which, in turn, brought attendance down for the month of August. We closed the pool on Friday, August 28th for the season due to staffing issues with college students returning to school. This did not create any issues for our department. We will bring a pool report to the next meeting.
2. **Library/Community Center Project** – On September 3rd, bids were received and opened for the 3rd time. After significant work by the construction manager (Boson) in conjunction with the architect (Zimmerman) and City staff to revise the plans/specifications, the effort paid off,

as the overall project package has been brought within budget (under \$7 million for Phase 1 alone; under \$7.32 million including the Phase 2 work authorized by the Council as part of Phase 1). The item will go in front of the Common Council at Monday, September 14th special to seek your approval to move forward with the project.

3. Fall Programs – Tennis/Racquetball center started fall hours on Tuesday, September 8th. Tennis Lessons will begin Monday, September 14th. The fall soccer league comprising of 38 teams and 450 children is in full swing and has four weeks left. This weekend we will start a soccer program for children 3-5 years of age on Sunday afternoons. Adult Volleyball league meeting was held last night. Leagues will begin the week of October 12th. Open Gym & Swim will start at the Sr. High on Monday, September 21st. Senior Health Fair will be held at the Jr. Fair Expo Building at the Fairgrounds on Friday, October 2nd from 9:30 a.m. to Noon.

D. Parks & Zoo:

1. CWSFA – Fair Time began on August 19th and ends September 21st. Total Electric was hired to make electrical repairs to the grounds before the fair began. Repairs still need to be coordinated at the Grand Stand roof and Jer Lang Show Palace alarm system.
2. Athletic Fields – All fall soccer programs have begun. All fields at Griese and UW have been prepped and ready for play. Player shelters on Figi are near complete; a few touch-up items still need to be finalized. They have been used for both Senior High and Columbus events.
3. Herbicide Treatments – Fall Herbicide applications of general park areas are taking place this week. Had one phone call from a concerned citizen asking that we eliminate the spraying of herbicide in the park areas.
4. Wildwood Park – Cross Country race events were held on September 5th and 8th. Both events were a success. Parks maintenance staff assists in the set-up and take-down of the events. Cross Country Team donated approximately 15 yards of material that park staff spread and compacted on a portion of the trails in Wildwood Park.
5. Zoo Exhibit – The wolf exhibit maintenance repairs are complete. Steve Burns is coordinating the arrival of three wolves this fall.
6. Parks Employee – The process of filling the Parks Technician III open position is still in process. Hope to have all positions filled in October.

E. Director

1. Bear Exhibit – The project is approximately 40 days from completion. Private donations are still coming in. Final plans are being worked out for the mural, donor plaques, landscaping, maintenance road improvements & pathway construction. No arrival date has been picked for the bears. The bear exhibit grand opening will be 1:00 p.m. October 24th.
2. 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.
3. Marshfield/Hewitt Connector Trail – The project has substantial completion. The only remaining items that remain are painting & a few additional signs.
4. 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.
5. Forestry Presentation – The Street Division and Parks Division will be doing a presentation on its current urban forestry program to the Common Council on September 22nd. The presentation will educate the Common Council and residents on its operation and challenges looking forward.

VIII. NEXT MEETING: October 8, 2015.

IX. FUTURE AGENDA ITEMS: None suggested.

X. ADJOURNMENT: PR15-20: Motion by Yaeger, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:28 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director



City of Marshfield Memorandum

MEETING DATE: October 8, 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 two of our more popular parks: Braem & Columbia. Braem is home to our 18-hole disc golf course, skate park, horseshoe pits, shelter and softball field. Columbia is our oldest park and located in the heart of the City. Columbia features an historic band shell that is still used on a regular basis. 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

Marshfield Neighborhood Parks:

Benedict Park (2.20 acres) is located adjacent to Heide Lane and Waushara Drive. This site serves the surrounding residential area and contains:

- open play space
- picnic tables
- grills
- play equipment
- basketball
- picnic shelter



Forest Ridge Park (3.13 acres) is located between Blodgett Street and Fairview Drive. This site serves a residential area and contains:

- open play space
- picnic tables
- play equipment
- a sandlot backstop
- a basketball court



Marshfield Community Parks:

Braem Park (33.34 acres) is essentially a large 40 acre parcel framed by Ives Street, Peach Avenue, Grant Street, and Cedar Avenue. This site contains:

- picnic tables
- grills
- play equipment
- nature area
- biking/walking trails
- horseshoes
- disc golf
- softball
- tennis
- skateboard area
- restrooms
- drinking fountain
- picnic shelter
- off-street parking



Section VII: Recommendations



RETTLER
CONSULTANTS

3017 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PROJECT #: 13/056
DATE: 3-10-2014

CITY OF MARSHFIELD
BRAEM PARK
WOOD COUNTY, WISCONSIN

Braem Park

Community Park – 33.34 acres

Braem Park is essentially a large 40 acre parcel framed by Ives Street, Peach Avenue, Grant Street, and Cedar Avenue. This site contains picnic tables, grills, play equipment, nature area, biking/walking trails, horseshoes, disc golf, softball, tennis, skateboard area, restrooms, drinking water, and a picnic shelter. See Map SM-6 in the References section.

- Install energy efficient site lighting
- Parking lot improvements: resurface parking lot (pulverize, add base course, fine grade, and overlay new bituminous paving)
- Tennis court redevelopment: redevelop tennis courts (pulverize, add base course, fine grade, and overlay new bituminous paving), add youth court and pickleball lining, and replace tennis lighting
- Softball field improvements: remove warning track, improve/replace backstop and fencing, add LED scoreboard, upgrade lighting, and improve skinned infield
- Remove or replace mature landscape beds
- Add lighting to flag pole, refinish or replace the pole
- Skate park allowance
- Shelter renovation with restrooms
- Horseshoes improvements: perimeter fencing and lighting
- Provide perimeter walk with drainage at play area
- Replace play equipment and provide poured-in-place surface in play area (about 3,000 S.F.)
- Create ADA accessible route to play equipment
- Forestry Plan Allowance
- Upgrade Granite Trails
- Develop Master Plan for the park
- Invasive species monitoring & removal

Section VII: Recommendations

Site Name	Proposed Development	Development Cost	Priority
Braem Park	Accessible Route to Play Equipment	\$4,700.00	Short
	Energy Efficient Site Lighting	\$5,000.00	Short
	Forestry Allowance	\$15,750.00	Short
	Granite Trails upgrade (2" overlay)	\$10,000.00	Short
	Horseshoes: lighting	\$5,000.00	Short
	Horseshoes: perimeter fencing	\$10,000.00	Short
	Master Plan	\$17,500.00	Short
	Parking Lot Improvements	\$100,000.00	Short
	Tennis Court Lighting	\$75,000.00	Short
	Tennis Court Redevelopment to include Pickle Ball Courts	\$215,000.00	Short
	Flag Pole and Lighting	\$6,500.00	Medium
	Invasive species Monitoring & Removal	\$20,000.00	Medium
	Play Equipment	\$35,000.00	Medium
	Poured-in-Place Play Surface	\$25,000.00	Medium
	Skate Park Improvements	\$50,000.00	Medium
	Softball Field Improvements	\$210,000.00	Medium
	Landscape Bed Improvements	\$25,000.00	Long Term
	Shelter Replacement	\$205,000.00	Long Term
	Total	\$1,034,450.00	

Marshfield Special Use Parks:

Columbia Park (2.49 acres) is located in the block between Arnold Street, Blodgett Street, Chestnut Avenue, and Walnut Avenue. This contains:

- picnic tables
- grills
- band shell
- restrooms (open for events only)



Eighth and Hemlock Park (1.14 acres) A triangular park between Hemlock Avenue and 8th Street containing:

- open play space.



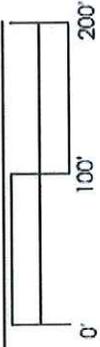
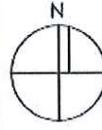
Praschak Wayside Park (6.78 acres) is located just east of Wildwood Park and Zoo between Central Avenue and Maple Avenue. It contains

- picnic tables
- nature area
- off-street parking

Strohman Park (0.18 acres) is a tiny park on the corner of Central Avenue and 6th Street. This park serves as a local firefighter memorial and contains:

- picnic tables
- landscape beds
- off-street parking





RETTLER
corporation

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

CITY OF MARSHFIELD
COLUMBIA PARK
WOOD COUNTY, WISCONSIN

SM 1-4

Hamus Nature Preserve and Recreation Area

Nature Area – 27.94 acres

Hamus Nature Preserve and Recreation Area is located on the northern boundary of Marshfield on Hamus drive. This site contains: picnic tables, grills, nature area, biking/walking trails, fishing areas, restrooms, drinking water, and shelters. See Map SM-13 in the References section.

- Additional accessible pier
- Erosion control and storm water management on trails
- Forestry Plan Allowance
- Invasive species monitoring & removal

Site Name	Proposed Development	Development Cost	Priority
Hamus Nature Preserve and Recreation Area	2 nd Accessible Fishing Pier	\$15,000.00	Short
	Erosion Control on Trails	\$20,000.00	Short
	Forestry Allowance	\$10,000.00	Short
	Invasive Species Monitoring & Removal	To Be Determined	Short
	Total	\$45,000.00	

Columbia Park

Special Use Area – 2.49 acres

Columbia Park is located in the block between Arnold Street, Blodgett Street, Chestnut Avenue, and Walnut Avenue. This contains picnic tables, grills, band shell, and restrooms. See Map SM-14 in the References section.

- Install energy efficient LED site lighting
- Replace winter cover for Band Shell
- Forestry Plan Allowance

Site Name	Proposed Development	Development Cost	Priority
Columbia Park	Band Shell Cover	\$3,000.00	Short
	Energy Efficient Site Lighting	\$8,500.00	Short
	Forestry Allowance	\$10,000.00	Short
	Total	\$21,500.00	



City of Marshfield

Memorandum

MTG DATE: October 8, 2015
TO: Parks, Recreation & Forestry Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Inflatable Structures (Bounce Houses) Policies & Procedures

Background:

The Department does not have any formal policies or procedures in regard to inflatable structures (bounce houses) on City Park property. The item has been discussed during the August & September committee meetings. Below are the revised options discussed at the September meeting.

Inflatable Structure (bounce houses) Policies and Procedures:

- Inflatable structures are allowed in parks;
- No pounding/driving of stakes into the ground;
- 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;

Recommendation:

As desired by PRF Committee.

Attachments:

None.

Wildwood Park Zoological Society
7:00pm August 20, 2015
City Plaza Building Room 108

Present: Tom B., Reed, Schirmer, Tim B., Morrow, Wilson, Shaw, Burns, Steinmetz(Special Meeting at 6:45pm)
7:00pm added Oettiker

Excused: Leonhardt, Palmier, Gerrits, Marsh, Frankwick, Bluhm

Unexcused: Ryan

Guest/ Honorary Members: Floreine Kurtzweil

First Roll Call taken at 6:45pm- Special Meeting to Remove Kenzia Ryan from the board due to no attendance and no communication of future intentions.

Removal of Kenzie Ryan:

Motion to approve removal of Kenzia Ryan from the board by Shaw
Seconded by Wilson
Motion Carried

Motion to Adjourn the Special Meeting at 6:50pm by Reed
Seconded by Morrow

Roll Call taken at 7:00pm for regular meeting-

Approval of July 2015 Minutes:

Motion to approve minutes with an amendment to Wild Wednesdays number of people should be 630 instead of the 650 by Oettiker
Seconded by Wilson
Motion Carried

Treasurer's Report for July 2015:

\$448.27 Cougar/Sheep Donations
\$10,000.00 Zoo Store
Donation Containers in the Zoo up 52%

Motion to approve Treasurer's Report by Tim Buttke
Seconded by Shaw
Motion Carried

Bear Exhibit:

Completion is scheduled to October 15th 2015

Zoo Report:

Big Horn Sheep-
Motion to acquire pregnant female from Montana plus transportation not to exceed \$8500.00 by Morrow
Seconded by Wilson
Motion Carried

Grey Wolves-
Motion to acquire 2 male and 1 female grey wolves from Pennsylvania not to exceed \$2000.00 by Oettiker
Seconded by Shawn
Motion Carried

Parks & Rec:

None

Committee Updates:

Camping with the Critters went well. Ann Bluhm baked for this event. Thank you Ann for all your work! Seehafer donated milk and cheese curds.

Trick or Treating- October 10th 2015- We are in need of Volunteers 10AM to 2PM

Wild Wednesdays- 3500 total in attendance- We did have added costs due to new presenters

Spring Education- Tabled for September's meeting do we keep or incorporated something new, like evening shows starting at 5:30pm????

Zoo Crew- Tabled for September's meeting do we keep or take away???? Enrichments throughout the summer by our intern could take place of Zoo Crew and its FREE!

Adopt and Animal- All items can be picked up at Parks and Rec, also ID should be provided be just given.

Zoo Education Coordinator Position:

Re-Negotiations for the up and coming year to be discussed at September's Meeting

Adjournment:

Adjourn at 8:35PM

Motion by Morrow to Adjourn
Seconded by Oettiker

Wildwood Park Zoological Society
7:00pm September 17, 2015
City Plaza Building Room 108

Present: Tom B., Reed, Schirmer, Morrow, Wilson, Burns, Steinmetz, Frankwick, Bluhm, Oettiker, Gerrits, Leonhardt

Excused: Palmer, Marsh, Shaw, Tim Buttke

Unexcused:

Guest/ Honorary Members: Floreine Kurtzweil

7:00 Roll Call Attendance Confirmed as above Present etc....

Approval of August 2015 Minutes:

Motion to Approve Minutes by Bluhm
Seconded by Oettiker
Motion Carried

Treasurer's Report:

All CDs are moved to Bear Exhibit Account
July 31 end our Fiscal Year
Motion to Approve Treasurer's Report by Frankwick
Seconded by Gerrits
Motion Carried

Bear Exhibit:

Bridge is in and everything is on schedule. Ribbon cutting for end of October.

Parks and Rec:

Big discussion on the expansion of Rotary Lights

Zoo Report:

3 Grey Wolf Pups coming from Pennsylvania
Big Horn Sheep coming in Spring
2 Does coming within a week
At this time Steve is looking for proper transport cages for the Wolves

Spring Ed:

After a very lengthy discussion it has been Motioned to eliminate Spring Education for 2016 and add an extra evening or two to the Wild Wednesday's Program by Wilson
Seconded by Frankwick
Motion Carried

Wild Wednesdays:

New Dated for 2016 TBA

Zoo Crew:

Future TBA- May incorporate other ideas – Attendance very low

Zoofest:

June 18, 2016

Camping with the Critters:

2016 TBA

Trick or Treating:

October 8, 2016

Special Fundraisers:

Kris Leonhardt would like to do a bowling fundraiser
Don't forget about our Pizza Sale headed by Mary Wilson and Carol Berg November 7, 2015 at the American Legion.

Annie Steinmetz would like to do a Run/Walk on April 9, 2016
Motion to Approve Run/Walk by Bluhm
Seconded by Leonhardt
Motion Carried

Wall for Wildlife:

No Updated

Annual Banquet:

October 15, 2015 City Plaza Building Room 108- Pot Luck- Each Board Member bring a dish to pass.

Old/New Business:

Zoo Education Coordinator: Motion to keep position at 490 Hours by Morrow

Seconded by Wilson
Motion Carried

Mark Gerrits has announce his resignation from the board, but still wants to be involved with events and helping at the Zoo with new exhibits etc.....

We have two individual that would like to be on the Zoo Board:
Teri Buttke- helps at the Zoo Store and volunteers at our events
Sandra Hansen helps an Wild Wednesdays and would like to more
Motion to Approve both individuals to be members by Frankwick
Seconded by Leonhardt
Motion Carried

Appreciation Plaques going to Jack Hackman- Donation of Electric Scooters to the Zoo
Power Pac Donation of Gator for events
Alyssa- youth volunteer

Adjourn:

Motion to Adjourn at 9:10pm by Morrow
Seconded by Frankwick
Motion Carried.