



CITY OF MARSHFIELD
MEETING NOTICE

Agenda
Parks, Recreation, and Forestry Committee

Thursday, June 18th, 2015 - 5:30 p.m.

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

- A. **Call to order – John White, Jr., Chairperson.**
- B. **Approval of Minutes of May 14th, 2015 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. **Introduction of new director – Justin Casperson.**
- E. **Set date, time, and location for the June meeting.**
Recommended Action: Set next meeting at 5:30 p.m. on Thursday, July 9th, 2015.
- F. **Griese Park Player Shelters.**
Presented by: Ben Steinbach, Parks Maintenance Supervisor
Recommended Action: No action necessary – information only.
- G. **Review & Discuss Comprehensive Outdoor Recreation Plan - Veteran's Park.**
Presented by: John White, Jr., Chairperson
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 – Wildwood-McMillan Connector Trail, Hewitt-Marshfield Connector Trail, Grizzly Bear Exhibit – Staff
 - 5. Library/Community Center Project Updates - Staff
 - 6. Zoological Society Report – Kristy Palmer
 - 7. Volunteer Recognition – Staff
- I. **Committee Member Questions, Comments, Ideas, and Suggestions.**
- J. **Future Agenda Items.**
- K. **Communications.**

L. Adjournment.

Posted this 15th of June, 2015 at 4:00 p.m. by Justin Casperson, 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 Ben Steinbach, Interim 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 May 14, 2015

Meeting called to order by Ben Steinbach at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.

Present: John White, Jr.; Jane Yaeger; Chris Viegut; Nick Faber and Kristy Palmer.

Excused: Rich Reinart and Ali Luedtke

Absent: None

Also Present: Ben Steinbach, Parks and Recreation Maintenance Supervisor and Interim Director; Kelly Cassidy, Parks and Recreation Supervisor; Alderman Tom Buttke

Steinbach introduced Nick Faber as the new member of the Parks, Recreation and Forestry Committee.

Steinbach requested nominations for chairperson. Yaeger nominated John White Jr. no other nominations were made.

PR15-09 Motion by Faber, seconded by Yaeger to close nominations and cast a unanimous ballot for John White, Jr.

Motion Carried 5-0

White requested nominations for the vice-chairperson. White nominated Jane Yaeger. No other nominations were made.

PR15-11 Motion by Viegut, seconded by White to close nominations and cast a unanimous ballot for Jane Yaeger.

Motion Carried 5-0

PR15-12 Motion by Yaeger, seconded by Faber to approve the minutes of the March 12, 2015 meeting.

Motion Carried 5-0

Public Comments: None

The committee set Thursday, June 11, 2015 at 5:30 p.m. in room 108 for the date and time of their next meeting.

Steinbach recognized Tom Buttke (2000) Jane Yaeger (2002) and Kristy Palmer (2014) for their years of service on the Parks, Recreation and Forestry Committee.

Steinbach presented a request from Marshfield Area Special Olympics to have the fee waived for their rummage sale on May 28, 29, and 30 at the Oak Avenue Community Center. The funds raised from the event will assist in funding Special Olympics activities. Steinbach recommended that the fee be waived as requested.

PR15-13 Motion by Palmer, seconded by Faber to waive the building rental fees for Special Olympics use of the Oak Avenue Community Center for a rummage sale on May 28, 29, and 30, 2015.

Motion Carried 5-0

Steinbach discussed the transition schedule for the Parks & Recreation Director hiring process. Interviews were held with four applicants on April 13th. Justin Casperson was selected to fill the role of Parks and Recreation Director for the City of Marshfield. Justin is the current Director for Germantown. Prior to that, Justin was the Recreation Supervisor for West Bend. His start date is June 8, 2015.

Information Items:

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report.

Wildwood-McMillan Connector Trail - Work continues on securing the necessary right-of-way for the Wildwood-McMillan Connector Trail and completing the plans and specifications. At this time, 19 of the 20 parcels have been secured, including the railroad parcel. Two parcels are awaiting final signatures, leaving one parcel yet to acquire. Negotiations are ongoing for the final parcel. The final design and plan/specifications are nearing completion; however, some design items are contingent on the final agreements for the remaining parcel. The final plans will also require a final review by DOT consultant Cedar Corp, and they indicate this will take approximately four weeks. Due to the unknown timing of securing the final parcel, the project has been delayed to 2016. The City has until December 31, 2016 to complete the project or lose the funding.

Hewitt Connector Trail - Wood County is in the process of developing the final plans and documents. The current plan is still to bid and construct the trail in 2016

Grizzly Bear Exhibit – BPW and CC approved the signing of contract with Altmann Construction for \$1,117,726. The overall project is estimated to be approximately 1.3 million. Currently, the Zoo Society fundraising committee is approximately \$83,530 short of the estimated expenses for the project. Steinbach explained the current plan to bridge the gap is to create a budget resolution that will transfer \$5,000 from the Sustainable Marshfield Committee, \$30,000 additional dollars from the Zoo Society and \$48,530 from the Hackman Storage Building project.

Library/Community Center Project – Cassidy updated that the current plan is to move the Senior Center the Mall. The old Hallmark Store is the space that will be leased for \$3,000 a month. Details on the timeline for the move and build-out costs for the space are currently being discussed.

Zoo Society updated the committee on their spring education week held at Wildwood Station. The week went very well. They had over 3,000 children go through the program presented by Natures Niche. The Zoo Store has been open on the weekends; they have had positive comments on the move to the education pavilion.

Volunteer Recognitions – Steinbach updated the committee on several clean-up groups; Madison School 2nd grade class at Braem Park; Friends of the Trails trail clean-up on all trails, Master Gardeners spring clean-up at the Zoo and Fairgrounds Gazebo; Marshfield High School Students at Braem Park; and Cub Scouts at Wildwood Park.

Committee Member Questions, Comments, and Suggestions: White suggested that Faber contact Steinbach and set a time with staff to review the department.

Future Agenda Items: It was suggested to bring back the C.O.R.P. plan as a standing agenda item. Steinbach suggested starting with Veterans Park. He has been in discussions with Jan Altmann for Park improvements.

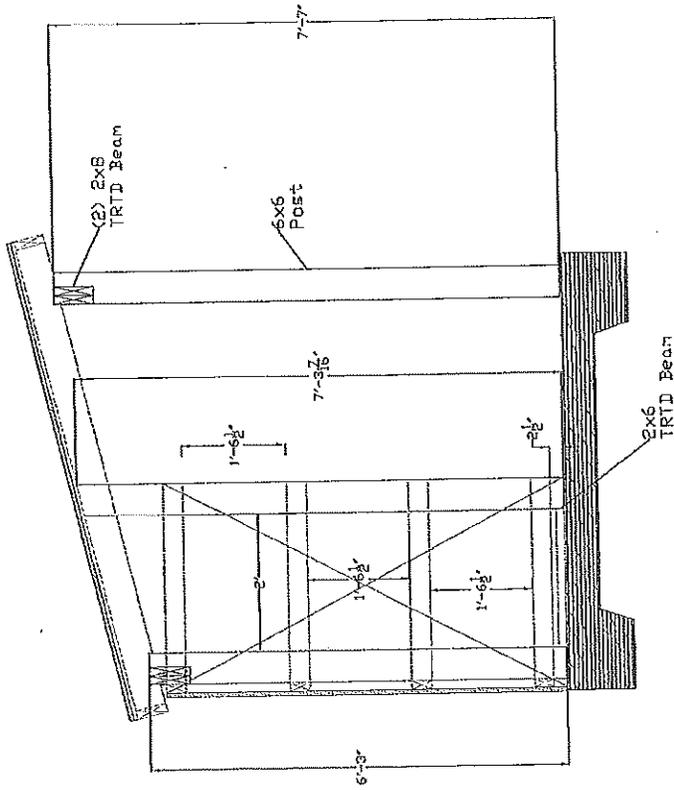
Communications: The Rotary Foundation gave a Certificate of Appreciation to the City of Marshfield Parks, Recreation and Forestry Department and Wildwood Park and Zoo. Steinbach also shared photos of several different reports of vandalism from this spring.

PR15-14 Motion by Palmer, seconded by Yaeger to adjourn.

Motion Carried 5-0 Meeting adjourned at 6:35 p.m.

Ben Steinbach, Parks & Recreation Maintenance Supervisor and Interim Director



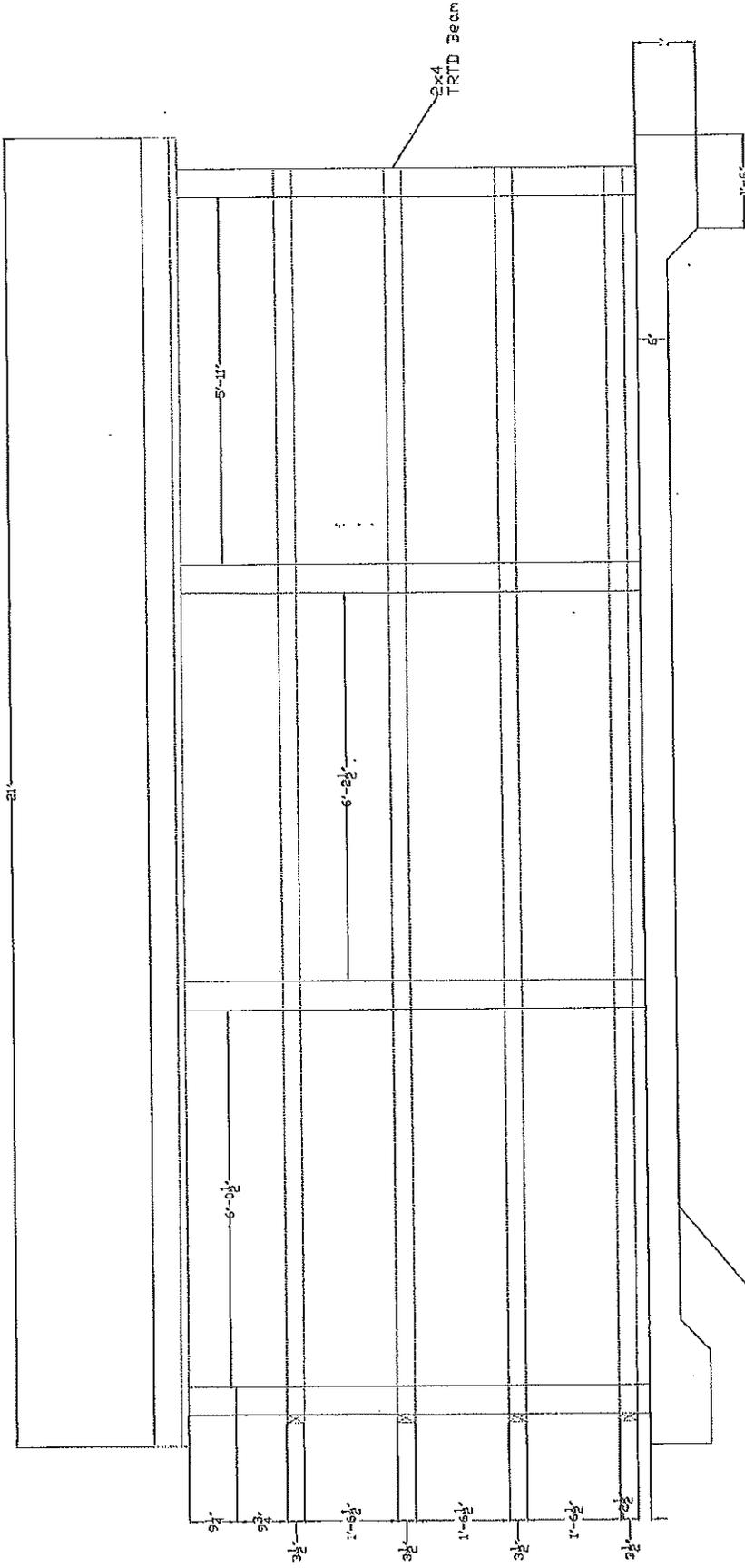


Concrete Slabs may be
 thick with no reinforcement
 1" paper: Rebar
 2'x4' placement
 6/13/15
 RJE

Left side / Right (mirror)

- Notes:
- 1) All connections #8 construction screws
 - 2) 2x6 Base Plate 3" Concrete TapCon 6" on Center
 - 3) Post attached with Simpson ABA66Z (See Attached Specification sheet for fastening requirements)
 - 4) Side X is Steel Panel, attached to 2x4's

SCALE 3/8"=1'



- Notes:
- 1) All connections #8 construction screws
 - 2) 2x6 Base Plate 3" Concrete TapCon 6" on Center
 - 3) Post attached with Simpson ABA66Z (See Attached Specification sheet for fastening requirements)

Front View

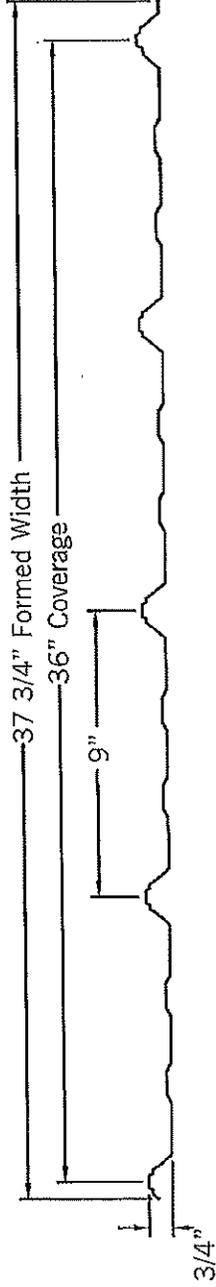
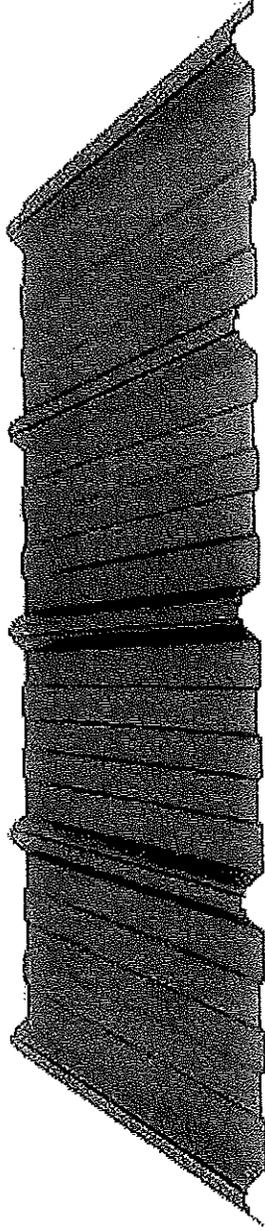
Concrete Base
Thickened Slab

SCALE 3/8"=1'

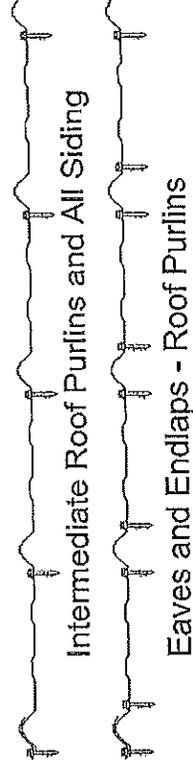
STEEL PANELS

Grandrib 3®

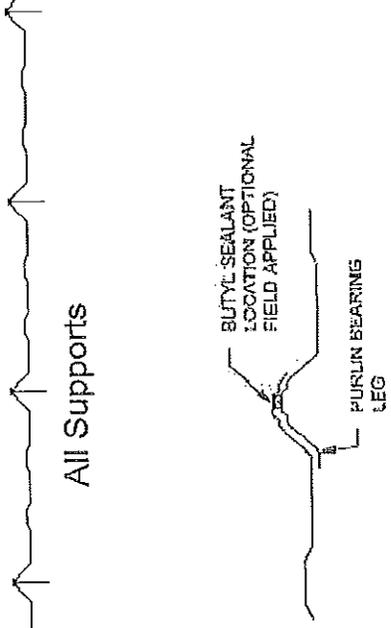
29 Gauge Steel, Plain and Painted Galvanized



SCREW PATTERNS



NAIL PATTERNS



80 screws per square or 1 pound of nails per square
See page 11 for a load table

Strohman Park

Special Use Area – 0.18 acres

Strohman Park is a tiny park on the corner of Central Avenue and 6th Street. This site contains picnic tables and off-street parking. See Map SM-17 in the References section.

- Install energy efficient site lighting (replace two poles and building lights)
- Continue to work with FD on improvements and memorials
- Site Furnishings Allowance
- Forestry Plan Allowance

Site Name	Proposed Development	Development Cost	Priority
Strohman Park	Forestry Allowance	\$5,000.00	Short
	Site Furnishings Allowance	\$8,000.00	Short
	Energy Efficient Site Lighting	\$5,000.00	Medium
	Total	\$18,000.00	

Veterans Memorial Park

Special Use Area – 1.95 acres

Veterans Memorial Park is located on the corner of 4th and Park Streets. This site contains picnic tables and memorials. See Map SM-18 in the References section.

- Work with Veterans group to improve current memorials and add new ones
- Replace / widen sidewalks to 5' width
- Forestry Plan Allowance

Site Name	Proposed Development	Development Cost	Priority
Veterans Memorial Park	Replace/Widen Sidewalks	\$20,000.00	Short
	Forestry Plan Allowance	\$10,000.00	Medium
	Total	\$30,000.00	

References
Section 8:
Capital Improvements
Maintenance Plan
Funding

Wildwood Park Zoological Society
7:00pm April 16th, 2015
City Plaza Building Room 108

Present: Tom B., Reed, Shaw, Schirmer, Burns, Palmer, Frankwick, Tim B.

Excused: Morrow, Marsh, Leonhardt

Unexcused: Oettiker, Bluhm, K. Ryan, Gerrits

Guest/ Honorary Members: Floreine Kurtzweil

Roll Call taken at 7:00pm

Approval of March, 2015 Minutes:

Motion to approve minutes by Palmer

Seconded by Shaw

Motion Carried

Treasurer's Report:

Motion to approve Treasurer's Report by Frankwick

Seconded by Shaw

Motion Carried

Bear Exhibit

Motion to provide an addition \$30,000 to the bear exhibit if required by Tim B. Seconded by Schirmer. Motion carried.

Discussion on school recycling program plaques for bear exhibit.

Zoo Report:

TB tests conducted. Discussion on Big Horned Sheep acquisition. Cranes are in the same exhibit as the vultures but separated. Antler discussion.

Zoo Store

In education pavilion.

Committee Updates/2015 Event:

Zoofest-Father's Day Weekend

Camping- Burns and Schirmer to run this year. Motion to move date to July 18th by Frankwick seconded by Wilson. Motion carried.

Tunes in the Zoo- none

Trick or Treating- none

Wall for Wildlife- None

Annual Banquet- none

Zoo Crew- None

Wild Wednesdays'- none

Spring Ed- coming up. Discussion on schedule and procedure

Motion to adjourn the meeting at 8:03 pm by Palmer.