CITY OF MARSHFIELD

MEETING NOTICE

Agenda
Parks, Recreation, and Forestry Committee

Thursday, March 12th, 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 February 12th, 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. **Set date, time, and location for the March meeting.**
Recommended Action: Set next meeting at 5:30 p.m. on Thursday, April 9th, 2015.

E. **Proposed Wildwood Zoological Society Zoo Store Operation and Location at Zoo in 2015.**
Presented by: Ed Englehart, Parks and Recreation Director and Tom Buttke, Zoo Society President
Recommended Action: Approve Zoological Society Zoo Store operation and location for 2015.

F. **Parks and Recreation Director Transition Schedule and Discussion**
Presented by: Ed Englehart, Parks and Recreation Director
Recommended Action: No action necessary – information only.

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. Library/Community Center Project Updates - Staff
6. Zoological Society Report – Kristy Palmer
7. Volunteer Recognition – Staff

H. **Committee Member Questions, Comments, Ideas, and Suggestions.**

I. **Future Agenda Items.**

J. **Communications.**

K. Adjournment.

Posted this 9th of March, 2015 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 February 12, 2015

Meeting called to order by John White, Jr. at 5:30 p.m. at the Senior Community Center, 111 S. Maple Avenue.
Present: John White, Jr.; Jane Yaeger; Rich Reinart; Alderman Tom Buttke; Chris Viegut; Kristy Palmer; and Ali Luedtke.
Excused: None
Absent: None
Also Present: Ed Englehart, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor, Lori Belongia, Library Director, and Dennis Keffer, representing Movies in the Park.

PR15-04 Motion by Buttke, seconded by Luedtke to approve the minutes of the January 8, 2015 meeting.
Motion Carried 6-0

Public Comments: Dennis Keffer, wanted to thank and recognize Marshfield Utilities for their cooperation in agreeing to install an on/off switch on the security light pole at Columbia Park to provide a better situation for the community movies in the park events. Dennis also thanked the Parks and Recreation Department and the City Electrical Inspector for their assistance in addressing the problem.

The committee set Thursday, March 12, 2015 at 5:30 p.m. in room 108 for the date and time of their next meeting.

White noted that he was going to skip item E at this time and address it at the bottom of the agenda so the committee could proceed with the tour of the Senior Center and Library following the comments on the proposed new Community Center.

Information Items:

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report. Englehart updated the committee regarding the status of the Wildwood-McMillan Connector Trail project, the Hewitt-Marshfield Connector Trail project, and the new Grizzly Bear Exhibit project.

Palmer arrived at 5:48 p.m.

Englehart pointed out Dan Umhoefer's Weber Park forestry report that was included in the agenda packet. Dan continues to do a substantial amount of volunteer work at the park and each year provides an overview of his forestry efforts. Dan's work has totally transformed the park with the new plantings and the invasive species removal. Buttke and Palmer updated the committee on the Zoological Society business and their plans for their annual Spring Education Week. Palmer has coordinated the event for a number of years and over 3,000 children and adults attend the program.

Englehart informed the committee that Schalow's Nursery will be donating 25 new trees to be planted in the city parks this spring. They are also donating 25 new trees to the Marshfield School District in celebration of being in business for 50 years.

Committee Member Questions, Comments, and Suggestions: Luedtke commented that she recently attended the outdoor Pickle Pond ice rink and wanted to acknowledge that the rink staff was very cordial and helpful. Palmer inquired how the attendance at the Tennis/Racquetball Center was going and offered that racquetball courts also can be used for tennis instruction.

Future Agenda Items: Ten-year history of Parks and Recreation Department C.I.P. requests and funded projects, zoo store operations for 2015, policy updates for Ludwig Building and Senior Center usage, M.Y.S.A. scoreboard sponsorship proposal, soccer player shelters, and Wood County grant application for funding to stock fish in ponds at Wildwood Park.

Englehart and Belongia reviewed diagrams of the proposed new Community Center and the new Library and shared information regarding the current planning, time table and fundraising for the new Library. The committee took a quick tour of the Senior Community Center to see the current spaces and how they are used. They then toured the current library and saw the different areas of the building and locations for the possible renovations for a new community center.

PR15-05 Motion by Buttke, seconded by Yaeger to adjourn.
Motion Carried 7-0 Meeting adjourned at 6:32 p.m.

Ed Englehart, Parks & Recreation Director

Monthly Report for Parks and Recreation Department

SUMMARY OF MAJOR WORK PROJECTS/ACCOMPLISHMENTS: February, 2015

ADMINISTRATION

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, 15 of the 20 parcels have been secured and two are awaiting final signatures, leaving three parcels. Negotiations are ongoing for the final three and it is hoped they can be secured yet this spring. The final design and plan/specifications are nearing completion; however, some design items are contingent on the final agreements for the remaining three parcels. The final plans will also require a final review by DOT consultant Cedar Corps, and they indicate this will take approximately four weeks. The current schedule calls for the project to be bid in early summer and completed in 2015; however, due to the unknown status of securing the remaining three parcels, the window to bid the project early this summer is narrowing. The City has until December 31, 2016 to complete the project or lose the funding.

Bear Exhibit Project – The design/development stage and revised construction estimates were completed and HGA was given notice to proceed with the development of the final plans and specifications to enable the project to be bid in March. Additional donations have been received and the non-city funding for the project is now nearing $1.1 million dollars. The fundraising committee is in the process of finalizing plans for the donor recognition portion of the project and making a final appeal to individuals that may want to contribute to the project. The Board of Public Works approved the plans and specifications and the advertising for bids. The Design Team held a lengthy final plan review meeting on March 3rd, identifying any changes and questions that needed to be addressed by the plan creators. It was a good meeting with a number of items discussed and addressed. HGA will be working with MSA and Schalow's Nursery to complete the final plans and specifications and provide them to the City by March 12th for placement on the City website for bidding purposes. Two public notices will be placed in the News-Herald, informing the public and contractors of the project and bidding information availability. Bids will be due April 1st with the hope of taking a recommendation to the Board of Public Works on April 6th.

Library-Community Center Project – Department staff members continue to participate in planning and discussions regarding the transition of the Senior Community Center activities to the old library/new community center. The current Senior Center will be demolished as a part of the new library project. It is not yet known at this time the level of renovation that will be able to take place in the old library prior to moving the Senior Center activities into the building. There also need to be decisions made as to how the various spaces will be used in the building. Currently, A.D.R.C. and the Marshfield History Museum have expressed a desire to be located in the building, and it has been suggested as a good location for the Parks and Recreation Department to be located. Currently, it is scheduled for the Senior Community Center activities to move to the old library in 2017.

The Finance, Budget and Personnel Committee approved Ben Steinbach as the interim Parks and Recreation Director until a new individual has been selected for the position. The current schedule calls for applications to be due March 13th, the hiring committee to select candidates to interview on March 17th, and interviews to be held March 23rd and 24th. A recommendation will then be made to the Finance, Budget and Personnel Committee or the entire Common Council.

The City Capital Improvement Program Committee completed their work on March 3rd and will now forward their five-year capital expenditure plan to various committees for their review, prior to submitting to the entire Common Council for their consideration in April.

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 including elections.

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

- Performed snow and ice removal as needed.

- Prepared ice for Pickle Pond and Lang Show Palace.
- Worked on cleaning out underbrush/buckthorn at Braem Park.
- Worked on Ludwig Building special events space (north half of building) interior improvements.
- Performed tile repair and painting in the Jr. Fair Expo Building.
- Miscellaneous work including cleaning of park grounds from litter and debris, performing park checks, emptying trash cans, and snow and ice removal.

Park Maintenance Supervisor:

- Continued to coordinate with all contractors, including snow removal, electrical, heating and cooling, tree service, plumbing, and others as needed.
- Continued to meet with the Bear Design/Fundraising Committee.
- Attended Community Center/Library meeting.
- Attended workers compensation training.
- Attended Wisconsin Sports Turf Manager Association Annual Conference.
- Attended an on-line WPRA park section meeting.
- Attended Finance, Budget and Personnel; Board of Public Works; and Common Council meetings.
- Attended EDMS hands-on training for the IT Department.
- Attended the youth sports group meeting formed through CV&B.
- Attended all CIP meetings.

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.
- Interviewed and filled the summer zoo intern position.

OLDER ADULTS

Brunch was held on Friday, February 13th with Liz Kracht from St. Joseph Hospital presenting on Home Safety. There were 23 people that attended this brunch.

The AARP Homestead, Federal and State tax program for low income started February 16th and will run through April 8th. Marshfield Area United Way will again be taking the appointments for this program and providing the location for the taxes to be prepared. They will be located at 106 West 1st Street, Marshfield, by the Marshfield Police Department.

YOUTH PROGRAMS

Jr. Volleyball Clinic for 5th & 6th graders concluded on February 24th. There were 28 participants in this program.

TENNIS/RACQUETBALL CENTER

Youth tennis lessons concluded for the winter session on February 19th. There were four levels of lessons offered with a total of 18 students. A spring session of lessons will begin March 10th

The youth hitting clinic concluded on February 23rd there were 11 students that participated in the two levels.

AQUATICS

Early Bird Lap Swim is held Tuesdays, Thursdays, and Fridays; Aquacise is held Tuesday and Thursday mornings; and Open Swim on Monday and Wednesday evenings. All activities are held at the Senior High Pool.

The second session of aquacise began on Tuesday, February 17th. There are 15 participants in the class.

Open Swim is running on Monday and Wednesday evenings from 5:30 – 8:00 p.m. Youth admission is free, adult residents pay a fee of $2.50 and adult non-residents pay $3.75. Open swim will conclude on March 25th with no use of the pool over spring break.

ADULT ACTIVITIES

Adult Volleyball and Basketball leagues are running for the season. The season for both leagues will run until the end of March and/or beginning of April. Leagues need to be monitored. Volleyball is held Monday through Thursday evenings at the Oak Ave. Community Center and is scheduled to run until April 29th. Basketball concluded for the season on Thursday, February 26th.

Pickleball is being held at the Oak Ave. Community Center Tuesdays from 7-9 pm, and Thursdays from 2-4 pm. There has been an average of 12 people in attendance at both times provided.

ICE RINKS

The Indoor Open Skate at the Marshfield Youth Ice & Recreation Center concluded on February 16th with 34 participants for the last no school and early release day. This is a cooperative program offered with the Marshfield Hockey Association. There were only nine days this year that we were able to offer this program, with a total of 246 skaters, which was an average of 27 people at each date.

February has been a very cold month, but the warming house was only closed for three days. The warming house is open with a supervisor on a weekly basis Monday - Thursday, 5-8 p.m.; Fridays, 5-9 p.m.; Saturdays, 11-9 p.m.; and Sundays, 1-8 p.m. If weather doesn't take the rink, the last day the warming house will be open is Sunday, March 8th.

MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: March, 2015

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, and completion of construction documents.
- ☐ Continue to work with the Zoological Society and others to complete construction plans and specifications, make final appeal for donations to the project, and finalize donor recognition. Complete plans and specifications and advertise for bids. Hold mandatory pre-bid walk through at zoo on March 25th. Bid opening scheduled for April 1st.
- ☐ Remove personal items from office and review location of items in office with Ben.
- ☐ Begin preparing information for the summer brochure.
- ☐ Paint and perform cosmetic improvements in the Parks and Recreation Directors office space.

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.
- ☐ Start the parks spring clean-up process; picking up branches and litter, sweeping trails, cleaning out landscape beds, installing play equipment, performing safety checks, charging and cleaning restrooms, etc.

ZOO

- ☐ Continue animal care and maintenance of management areas.
- ☐ Continue to maintain zoo buildings, grounds, and exhibits.
- ☐ Work on the design of Grizzly Bear Exhibit.
- ☐ Perform forestry work in preparation for the expanded grizzly bear exhibit.

AQUATICS

- ☐ Winter/spring pool activities will be concluding March 27th for the season. Monitor pool activities.
- ☐ Advertise for summer lifeguards.

YOUTH ACTIVITIES

- ☐ Supervise staff for Open Gym.
- ☐ Organize employee return letters for summer positions.
- ☐ Begin to organize for summer program activities.

OLDER ADULT ACTIVITIES

- ☐ Attend MSCCA board meeting on Friday, March 6th
- ☐ Brunch will be held on Friday, March 13th.
- ☐ Work on Library/Senior Center project.
- ☐ Work with Candy to organize files and volunteer information.

TENNIS/RACQUETBALL CENTER

- ☐ Continue coordination of facility usage and monitor staff.
- ☐ Advertise for winter/spring tennis lessons for the second session.

ADULT ACTIVITIES

- ☐ Monitor volleyball referees.

ICE RINK

- ☐ Monitor the indoor ice rink staff and usage.

Marshfield Area Friends of the Trails

Minutes of the meeting of February 7, 2015, at the Senior Center recorded by Sandy Egstad

Attending: Greg Hesch, Kent Mueller, Dan Lewis, LeRoy Egstad, Sandy Egstad, Dan Umhoefer, Dave Collinson, Jack Ferris, Brian Parker

President Greg Hesch called the meeting to order at 7:00 p.m.

Dan U. moved and Lee seconded to approve the minutes of January 7, 2014. Motion passed.

Treasurer's Report

Presented by Kent Mueller. Total bank accounts: 22,818.26; Liability accounts for restricted donations for signs and Weber Park: $200.00 and $1,054.68 respectively for a total Liability accounts of $1,254.68, for an overall balance of $21,563.58 as of January 31, 2015 Dan L. moved and Lee seconded approval; carried.

Administrative Report

Dave Collinson was elected vice president.

Events Discussed

We will have a table at the Marshfield Cultural Fair on February 28. Dan, Dan, Kent, and Greg will man it. Sandy and Lee will set-up and take down.

Trails Update/Trail Report

The University Arboretum committee is aware of the money we have for signage and is in the beginning stages of considering and planning signage for the trail.

Other

Sue Meyer has donated a root talon, a tool used to uproot larger plants, to our group.

Our next meeting will be March 4, 2015.