



CITY OF MARSHFIELD

MEETING NOTICE

Agenda Parks, Recreation, and Forestry Committee

Thursday, May 14th, 2015 - 5:30 p.m.

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

- A. Call to order – Ben Steinbach, Parks and Recreation Interim Director and Parks Maintenance Supervisor**
- B. Introduction of new member – Nick Faber.**
- C. Election of Officers**
- D. Approval of Minutes of March 12th, 2015 Parks, Recreation, and Forestry Committee meeting.**
- E. Public Comments - At this time, the chairperson will recognize members of the public who have indicated a desire to address the Committee.**
- F. Set date, time, and location for the June meeting.**
Recommended Action: Set next meeting at 5:30 p.m. on Thursday, June 11th, 2015.
- G. Recognize Tom Buttke (2000), Jane Yaeger (2002) and Kristy Palmer (2014) for their years of service on the Parks, Recreation and Forestry Committee.**
- H. Consider request from Special Olympics to waive fees for the use of the Oak Avenue Community Center on May 28, 29, and 30, 2015 for a fundraiser.**
Presented by: Ben Steinbach, Parks and Recreation Interim Director and Parks Maintenance Supervisor
Recommended Action: Approval to wave fees of the Oak Avenue Community Center for the Special Olympics on May 28, 29, and 30, 2015 for a fundraiser event.
- I. Parks and Recreation Director Transition Schedule and Discussion**
Presented by: Ben Steinbach, Parks and Recreation Interim Director and Parks Maintenance Supervisor
Recommended Action: No action necessary – information only.

J. Information Items.

1. Monthly Reports – Staff
2. Recreation Programs and Aquatics – Kelly Cassidy
 - i. 2014-15 Ice Rink Report
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

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

L. Future Agenda Items.

M. Communications.

N. Adjournment.

Posted this 9th of March, 2015 at 4:00 p.m. by Ben Steinbach, Interim 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 March 12, 2015

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

Present: John White, Jr.; Jane Yaeger; Alderman Tom Buttke; Ali Luedtke; and Kristy Palmer.

Excused: Rich Reinart and Chris Viegut

Absent: None

Also Present: Ed Englehart, Parks and Recreation Director; Amy Beauchamp, Parks & Recreation Administrative Assistant; Lori Belongia, Marshfield Public Library Director; Brandi Reed, Wildwood Zoological Society Treasurer, Jim Wein

PR15-06 Motion by Luedtke, seconded by Yaeger to approve the minutes of the February 12, 2015 meeting.

Motion Carried 4-0

Public Comments: None

The committee set Thursday, April 9, 2015 at 5:30 p.m. in room 108 for the date and time of their next meeting.

Englehart proposed to relocate the zoo store to the education pavilion in the middle of the Zoo. It is the shelter that Rotary Winter Wonderland uses as a warming area during their event. Rotary has left the sides up and doors will be added as well. There is power in the shelter as well. Buttke noted that the zoo store made a \$17,000 profit in 2014, which is more than he expected.

PR15-07 Motion by Yaeger, seconded by Luedtke to approve Wildwood Zoological Society's zoo store operation and location at Wildwood Zoo in 2015. Discussion followed. Buttke commented that House of Heating has agreed to install one heater and Superior Gas will donate gas, and he is hoping to make this a permanent location. White asked if there would be any challenges moving forward. Buttke said the only challenge he could foresee would be moving stuff out at the end of each season. Englehart indicated that the City's Building Services Supervisor checked the shelter for any potential code issues. There is no water or sewer nearby. There could be challenges getting in and out of the Zoo with construction of the bear exhibit this summer. Yaeger thanked Buttke for all his hard work and efforts. White echoed Yaeger's comments.

Motion Carried 4-0

Palmer arrived at 5:45 p.m.

Englehart discussed the transition schedule for the Parks & Recreation Director hiring process. Ben Steinbach, Parks & Recreation Maintenance Supervisor, has been named interim director until the position is filled. The timeline for reviewing applications and interviewing candidates has been moved back two weeks, with hopes to have a new director onboard by May 1st. White and Buttke will be part of the 8-person committee reviewing applications and interviewing the candidates. Buttke thanked Englehart and commended him on all of his accomplishments over the last 20 years. White also thanked Englehart for his efforts and presented him with a card and gift card from the Parks, Recreation & Forestry Committee members.

Information Items:

Staff updated the Committee on their respective areas of responsibility and answered questions regarding the monthly report. Buttke commented that Stratford charges \$125 per team for their winter adult basketball leagues and that they have quite a few leagues participating. Englehart commented that department projects are all moving along. The Hewitt Connector Trail project should be ready to go by fall. Dan Knoeck, Public Works Director, and Tim Cassidy, Assistant City Engineer, are actively working on the trail projects. Bids for the grizzly bear exhibit are on the City's website. Bids are due April 1st, with construction to begin the first week in May. He also commented that there is focus on getting plans and specs finalized on the current library and getting that out for bid. There is talk of the Parks & Recreation Department being relocated to this facility down the road. Belongia commented that there will be a feature in the new library that does not exist in the current library, which is a drive-up window to pick up and drop off books. Palmer shared information on Zoo Education week. This year, orders for the Zoo Store will be taken in advance to make things easier. Coins for Critters will be held again this year with the class donating the most to Coins for Critters winning a biofacts experience. She also indicated that all Wild Wednesday programs are booked for the summer.

Committee Member Questions, Comments, and Suggestions: White thanked Englehart for his years of service. Yaeger thanked Beauchamp for coming to the meeting and taking minutes. Buttke commented that after the last Common Council meeting, a boy scout approached him and asked how they can get fish in the upper pond again.

PR15-08 Motion by Yaeger, seconded by Palmer to adjourn.

Motion Carried 5-0 Meeting adjourned at 6:10 p.m.

Amy Beauchamp, Parks & Recreation Administrative Assistant

May 28, 29, 30
~~29, 30~~ 2015

I am writing this to request for the use of the community building on Oak Street. I am requesting this building for a fund raiser from May 29, 30, 31. This is for Special Olympics. Special Olympics is all kinds of sports. We offer this to anyone who is developmentally disabled from Age 8 yrs on no cut off date. Our oldest athlete is in his 60's. I am asking you to waive the fee to rent this building. Everything we make from here goes toward our expense to operate Special Olympics. Every one who works on anything to do with Special Olympic is volunteer. NO money is paid to anyone. Our expenses run about \$8,000.00 a year. I am hoping you can grant this to us for special Olympics. I wait to hear from you.

Thank You

Jean Muller

Co chair

Special Olympics Fundraiser

8600 Ely Rd V

Chili 421 54420

715-676-2342

JEAN Muller

715-676-2342

Monthly Report for Parks and Recreation Department
SUMMARY OF MAJOR WORK PROJECTS/ACCOMPLISHMENTS: March, 2015

ADMINISTRATION

Bear Exhibit Project – 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. Two public notices were placed in the News-Herald, informing the public and contractors of the project and bidding information availability. A Mandatory pre-bid walk through was held on site on March 25th at 11:00 a.m. Bids will be due April 7th with the hope of taking a recommendation to the Board of Public Works and Common Council on April 14th. May 4th is the anticipated start of construction and October 15, 2015 is the projected date for substantial completion.

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. Applications were due March 13th and the hiring committee selected candidates to be interviewed. Interviews will be held the week of April 13th. A recommendation will then be made to the Finance, Budget and Personnel Committee or the entire Common Council. The tentative start day for the new director is the week of May 18th.

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.

Attended the WPRA Spring Workshop in Onalaska on Thursday, March 12 and Friday, March 13. Sessions attended were Post Act 10, Lean Government – Continuous Improvement, and Managing Parks with Technology.

Department staff worked with the Buyers' Guide to put together the 2015 Summer Program brochure, which will be released to the public on Friday, April 10th.

Taped a program for "Inside City Hall" about the Parks & Recreation Department on Tuesday, March 10th with Carrie Lippert. This program can be seen on cable TV.

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.
- ◆ Worked on cleaning out underbrush/buckthorn at Braem Park.
- ◆ Worked on Ludwig Building special events space (north half of building) interior improvements.
- ◆ Performed tree and stump removal at Wildwood Zoo in preparation for the Grizzly Bear Expansion project.
- ◆ Performed some minor aesthetic improvements to the Parks and Recreation Director's office space.
- ◆ 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 Cable Access department overview taping.
- ◆ Met with Ron Sturomski to review Parks and Recreation and School District working relations.
- ◆ Attended Round Barn Concrete Project meetings.

- ♦ Attended WPRA Spring Workshop.
- ♦ Attended Finance, Budget and Personnel; Board of Public Works; and Common Council meetings.
- ♦ Attended EDMS hands-on training for the IT Department.
- ♦ Met with the 4th of July planning committee to discuss planning for this year's event.
- ♦ 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.
- ♦ Removed storage building behind the Ludwig Building in preparation for grizzly bear project.
- ♦ Started maneuvering furniture in the bear woods area.

OLDER ADULTS

Brunch was held on Friday, March 13th Mr. Patak with the Upham Mansion spoke on the rose garden. There were 22 people that attended this brunch.

The AARP Homestead, Federal and State tax program for low income will run through April 8th. Marshfield Area United Way is handling the tax appointments at 106 West 1st Street, Marshfield, by the Marshfield Police Department.

TENNIS/RACQUETBALL CENTER

The second session of youth tennis lessons for the winter session began on March 10th. There are four classes being offered which are pee wee (6 students), beginner (5 students), advanced beginner (3 students) and intermediate (6 students).

Contracted tennis and racquetball times are scheduled to run through May 8th. There are eight tennis contracts of 1.5 hours each and one racquetball contract for 1 hour.

AQUATICS

Early Bird Lap Swim is held Tuesdays, Thursdays, and Fridays and concluded on March 27th; Aquacise is held Tuesday and Thursday mornings and concluded on March 26th; and Open Swim on Monday and Wednesday evenings concluded March 25th. All activities were held at the Senior High Pool.

ADULT ACTIVITIES

An order has been placed for MACCI gift certificates for adult volleyball league awards. All leagues concluded at the end of March. This year there were very few cancellations for the leagues due to weather.

Pickleball is being held at the Oak Ave. Community Center on 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. Times will be changing as of April 9th to Mondays 1 - 3 pm and Thursdays 6 – 8 pm.

ICE RINKS

The outdoor ice rink closed for the season on Saturday, March 7th. This was a long season for the rink. The Ice Rink Report is being put together.

MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: April, 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. Bid opening scheduled for April 1st.
- 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.

- Distribute the summer brochure and begin taking registrations for programs.
- Fill the position of Parks and Recreation Director.

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.
- Prepare Zoo Education Pavilion for Zoo Store operations.
- Move Turkey Vulture to Crane Exhibit. We will be installing a divider fence to separate the crane and turkey vulture.
- Prepare grounds for Bear Exhibit ground breaking on May 4th, 2015.

AQUATICS

- Advertise for summer lifeguards.
- Set up training schedule for pool staff.
- Put together staff training letter for summer employees.
- Organize forms to be used at Hefko Pool.
- Interview and hire summer staff.

YOUTH ACTIVITIES

- Review employee return letters for summer positions.
- Begin to organize for summer program activities.
- Interview and hire summer staff.

OLDER ADULT ACTIVITIES

- Attend MSCC board meeting on Friday, April 3rd.
- Brunch will be held on Friday, April 10th.
- Work on Library/Senior Center project.
- Work with Candy on offering some new programs at the center during the mornings.
- Help Frank increase numbers for computer classes.

TENNIS/RACQUETBALL CENTER

- Continue coordination of facility usage and monitor staff.

ADULT ACTIVITIES

- Wrap up adult volleyball leagues

YOUTH ACTIVITIES

- Continue to organize for summer program activities.

ICE RINK

- Put together ice rink report for 2014 -15 Season.

Monthly Report for Parks and Recreation Department
SUMMARY OF MAJOR WORK PROJECTS/ACCOMPLISHMENTS: April, 2015

ADMINISTRATION

Bear Exhibit Project – 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. Bids were opened for the project on April 8th. The Board of Public Works and Common Council approved the city to enter into a contract with Altmann Construction for \$1,117,726. I will be preparing a memo for the May 19th Finance, Budget & Personnel meeting to address the financial needs of the project. We are currently approximately \$83,530 short of the anticipated final construction costs of \$1,309,528.

The final inspection on the Round Barn Roof Project was held and final payment to the contractor was executed.

The Round Barn Concrete project has been started and is moving ahead nicely. An addendum to include drain tile to the outer ring of the barn was made and executed. Concrete is now being poured.

The Parks and Recreation Department made improvements to the Zoo Education Pavilion. Double doors have been installed to both the north and south exits and LED lighting has been installed. The Zoo Store will open May 2nd for the season.

Department staff worked with the Buyers' Guide to put together the 2015 Summer Program brochure, which was released to the public on Friday, April 10th. Kelly Cassidy had a display at the Children's Festival on Saturday, April 11th to help market our department and get the brochure in the public's hands.

Interviews were held on Monday, April 13th with four candidates being interviewed. The new director will be Justin Casperson and he will begin on Monday, June 8th.

Amy Beauchamp attended the Working Women's Wednesday event on Wednesday, April 22nd. This event is put on by the Marshfield Area Chamber of Commerce and Industry.

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 Easter Egg Hunt, elections, Senior High Art Fair, several walk/run fundraisers.

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

- ♦ Worked on cleaning out underbrush/buckthorn at Braem Park.
- ♦ Prepared all restrooms/playgrounds/shelters to open for the season.
- ♦ Prepared all baseball/softball/soccer fields for daily events.
- ♦ 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 lawn mowing, electrical, heating and cooling, tree service, plumbing, and others as needed.
- ♦ Continued to meet with the Bear Design/Fundraising Committee.
- ♦ Continue to meet with the Library & Community Center project oversight team.
- ♦ Attended Finance, Budget and Personnel; Board of Public Works; and Common Council meetings.
- ♦ Coordinated winter storage removal.
- ♦ Attended the WMZA meeting at Henry Vilas Zoo in Madison.
- ♦ Attended WPRM Park Section Board Meeting – On-Line.
- ♦ Attended WPRM Region 1 meeting in Onalaska.

- ◆ Coordinated asbestos inspection at Senior Center.
- ◆ Gave a department overview to new Alderperson, Rich Reinart.
- ◆ Filled all open seasonal park maintenance positions.

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.
- ◆ The whitetail and elk had TB testing done this year.
- ◆ Continued to meet with the Bear Design/Fundraising Committee.
- ◆ Relocated all items in bear garage to garage portion of the Ludwig Building (south half), in preparation of the bear project beginning.
- ◆ Made modifications to the Crane Exhibit. We will now be housing the Turkey Vulture in the Crane Exhibit, but will have cranes and turkey vulture divided into two areas.
- ◆ Saw cut lumber out of logs saved from the "Bear Woods". We will be repurposing this wood into the design of the Bear Project. We will be storing and drying the wood in the Ludwig Building for the summer.

OLDER ADULTS

Brunch was held on Friday, April 10th. Karen Oestreich with Three Oaks spoke about The Five Wishes, Living Will – Power of Attorney. There were 28 people that attended this brunch.

The AARP Homestead, Federal and State tax program for low income will run through April 8th. Marshfield Area United Way is handling the tax appointments at 106 West 1st Street, Marshfield, by the Marshfield Police Department.

MSCC held a general meeting to discuss the possibility of relocating the senior activities for this summer and the construction of the library project. The conclusion of the meeting was that the seniors would like to be relocated and are looking at the old Hallmark Store in Marshfield Mall. This has to be approved by Board of Public Works, Finance, Budget & Personnel and the Common Council before anything like this can happen.

TENNIS/RACQUETBALL CENTER

Youth tennis lessons for the winter session conclude April 23rd. The summer session will begin June 15th.

Contracted tennis and racquetball times will conclude the week of May 4th. Summer hours for the courts will begin on May 11th. The keyless entry system will be used for evening and weekend 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 so far proven to work very nicely for both customers and department staff.

Parks & Recreation Supervisor is working with USTA to organize a training for coaches. We will host the workshop on May 31st at Boson Courts to work with tennis instructors to teach younger children the game of tennis.

AQUATICS

Early Bird Lap Swim is held Tuesdays, Thursdays, and Fridays and started back up April 14th. Aquacise is held Tuesday and Thursday mornings and also resumed on the 14th. These activities were held at the Senior High Pool.

Staff training letters for summer lifeguards went out; training will begin on Monday, May 18th with Hefko Pool opening on Saturday, June 6th.

Wisconsin Parks & Recreation Association will be holding an aquatics workshop here in Marshfield on Friday, May 1st. A meeting was held here on Tuesday, April 14th as a planning session before the workshop. Our department will be sending our pool maintenance staff and pool manager.

ADULT ACTIVITIES

Pickleball was held at the Oak Ave. Community Center on Tuesdays from 7-9 pm, and Thursdays from 2-4 pm through April 8th. There was an average of 12 people in attendance at both times provided. Times changed as of April 9th to Mondays from 1-3 pm and Thursdays from 6 – 8 pm.

Golf lessons for Adults and Youth started on Tuesday, April 7th and Adults 50+ started on Wednesday, April 8th at the Jr. Fair Expo building. There are 12 students taking lessons.

MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: May, 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. Execute the signing of construction contract to General Contractor. Hold ground breaking event at the end of May.
- 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.

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 and fields for play.
- Work with service providers – lawn mowing, dumpster services, and others as needed.
- Work with contactors as needed – electrical, plumbing, heating and cooling, utilities, and others as needed.

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.
- Prepare grounds for Bear Exhibit ground breaking on May 18th, 2015.

AQUATICS

- Advertise for summer lifeguards.
- Put together the staff pool schedule.
- Organize forms to be used at Hefko Pool.
- Hold staff training which includes CPR, Lifeguard skills re-certification, drills, general rules and training for staff at the facility.
- Prepare for Hefko Pool to open on June 6th.

YOUTH ACTIVITIES

- Continue to advertise for summer program sign up.
- Continue to work on program offerings for the summer season, hire staff, set training for employees and order equipment.
- Put together Bronco League schedule, prepare for National and American Lg. skills evaluation.
- Set staff trainings for all programs and order supplies for summer programs.

OLDER ADULT ACTIVITIES

- Attend MSCC board meeting on Friday, May 15th.
- Brunch will be held on Friday, May 8th.
- Work on Library/Senior Center project.
- Work with Candy on offering some new programs at the center during the mornings.
- Help Frank increase numbers for computer classes.

TENNIS/RACQUETBALL CENTER

- Contracts for the facility conclude and summer key entry code begins on Friday, May 8th.

ADULT ACTIVITIES

- Monitor use of Pickleball held Mondays from 1-3 p.m. and Tuesday & Thursday from 6-8 p.m. at OACC.

Marshfield Parks & Recreation

2014 - 2015 Ice-rink Report

Expenditures

A) Ice-rink Attendants Hours & Wages

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
Hours	245.5	283.75	192.25	137.25	212.00	352.75	202.25	265.75	133.25	254.00
Wages	\$1,930.70	\$2,266.58	\$1,600.41	\$1,161.59	\$2,260.10	\$2,775.74	\$1,666.95	\$2,039.35	\$980.93	\$1,644.50

B) Ice-rink Maintenance

Wages & Equipment Rental for Current Year

	Sweeping & Plowing Equip Exp	Flooding Equip Exp	Staff Time		Expenditure Per Site Totals
			Hours	Wages	
Pickle Pond	\$ 332.65	\$ 1,473.00	44.75	\$ 939.69	\$ 2,745.34
City Lang Show Palace Rink	\$ 225.15	\$ 1,620.30	45.00	\$ 881.56	\$ 2,727.01
Totals	\$ 557.80	\$ 3,093.30	89.75	\$ 1,821.25	\$ 5,472.35

Annual Comparison - Maintenance, Wages, & Equipment Rental

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-2007	2005-06
Flood	\$ 3,093.30	\$ 2,264.95	\$ 4,062.91	\$ 2,311.66	\$ 2,516.20	\$ 1,970.50	\$ 3,026.00	\$ 3,760.25	N/A	\$ 3,690.75
Sweep/Plow	\$ 557.80	\$ 641.98	\$ 665.83	\$ 442.05	\$ 754.31	\$ 2,865.58	\$ 777.16	\$ 906.85	N/A	\$ 1,732.50
Staff Wages (full time)	\$ 1,821.25	\$ 1,660.90	\$ 2,498.65	\$ 1,400.60	\$ 1,887.15	\$ 2,696.49	\$ 2,138.04	\$ 2,885.27	N/A	\$ 2,671.10
Totals	\$ 5,472.35	\$ 4,567.83	\$ 7,227.39	\$ 4,154.31	\$ 5,157.66	\$ 7,532.57	\$ 5,941.20	\$ 7,552.37	N/A	\$ 8,094.35

C) Utilities/Other Charges

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-2008	2006-2007	2005-2006
Electric	\$ 143.71	\$ 118.41	\$ 84.51	\$ 98.10	\$ 96.12	\$ 104.56	\$ 55.25	\$ 123.23	N/A	\$ 109.47
Gas	\$ 813.92	\$ 1,034.82	\$ 546.10	\$ 245.12	\$ 516.65	\$ 655.21	\$ 459.88	\$ 259.43	N/A	\$ 122.95
Water	\$ 39.18	\$ 29.97	\$ 38.58	\$ 38.99	\$ 52.36	\$ 23.97	\$ 26.22	\$ 22.41	N/A	\$ 13.32
Sewer	\$ 97.18	\$ 76.36	\$ 95.69	\$ 94.42	\$ 54.15	\$ 56.83	\$ 69.32	\$ 55.00	N/A	\$ 35.95
Phone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Protection	\$ 15.15	\$ 11.80	\$ 11.80	\$ 9.28	\$ 7.58	\$ 7.89		\$ 7.59	n/a	\$ 4.97
Water Charge	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 650.00	\$ 650.00
Totals	\$ 1,809.14	\$ 1,971.36	\$ 1,476.68	\$ 1,185.91	\$ 1,426.86	\$ 1,548.46	\$ 1,310.67	\$ 1,167.66	N/A	\$ 936.66

* Please note season utility amounts are for Pickle Pond, Dec. to Feb. only. 2013-14 & 2014-15 season opened into March.

E) Summary of Expenditures

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-2008	2006-2007	2005-2006
Attendant Wages	\$ 1,930.70	\$ 2,266.58	\$ 1,600.41	\$ 1,161.59	\$ 2,260.10	\$ 2,775.74	\$ 1,666.95	\$ 2,039.35	\$ 980.93	\$ 1,644.50
Maint Wages & Equip	\$ 5,472.35	\$ 4,567.83	\$ 7,227.39	\$ 4,154.31	\$ 5,157.66	\$ 7,532.57	\$ 5,941.20	\$ 7,552.37	N/A	\$ 8,094.35
Utilities	\$ 1,109.14	\$ 1,271.36	\$ 776.68	\$ 485.91	\$ 726.86	\$ 848.46	\$ 610.67	\$ 467.66	N/A	\$ 286.66
Water Charge	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 650.00	\$ 650.00
Totals	\$ 9,212.19	\$ 8,805.77	\$ 10,304.48	\$ 6,501.81	\$ 8,844.62	\$ 11,856.77	\$ 8,918.82	\$ 10,759.38	\$ 1,630.93	\$ 10,675.51

Maintenance Expenditures Not Included in Totals:

Shelter Set-up: Park Staff Wages & Supplies

Participation Count Totals

Note: Participation counts are taken on an hourly basis and only when an attendant is on duty. Counts may not represent actual number of individuals at the rink over the course of any given day but rather the number of individuals at the rink during the hour at which a count is taken (e.g. one individual may be counted more than once if at the rink for more than one hour.)

	2014-15	2013-14	2012-13	2011-12	2010-11	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
Pickle Pond	1,651	1,503	1,757	1,217	2,208	3,545	1,844	2,530	1,594	2,558
Totals	1,651	1,503	1,757	1,217	2,208	3,545	1,844	2,530	1,594	2,558

Days Open By Site (warming house and rink)

	2014-15		2013-14		2012-2013		2011-2012		2010-2011		2009-2010		2008-2009		2007-2008		2006-2007		2005-2006	
	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House	Rink	Warm-ing House
Pickle Pond	66	53	82	67	54	45	32	29	59	55	71	67	50	43	77	53	34	31	62	44

Loads of Water Applied to Rinks (1 load = 1,500 gallons)

Prior to 2005-2006: 1 load = 1,000 gallons

After 2005-2006: 1 load = 1,500 gallons

	2014-15	2013-14	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
S.J. Miller										53.25
Pickle Pond	43.00	46.25	53.25	37.75	40.25	31.50	41.30	47.38	N/A	33.00
8th & Hemlock										
Braem Park										
Forest Ridge										
Jerry Lang	25.50	30.00	32.50	30.75	22.25					
Hockey Rink						32.17	26.87	25.32	N/A	23.25
Total Loads	68.50	76.25	85.75	68.50	62.50	63.67	68.17	72.70	0.00	109.50
Total Gallons	102,335	114,375.00	128,625.00	102,750.00	93,750.00	95,505.00	102,255.00	109,050.00	0.00	164,250.00

Summaries

- 2013-2014
 - ♦ Opened for the season on Friday, Jan. 2nd.
 - ♦ Closed for season on Saturday, March 7th, due to the condition of the ice. No complaints of smelly ice this year.
 - ♦ Closed for thirteen days throughout the season either due to cold or snow we did not have soft ice until the season close.
 - ♦ Again made an ice rink at Jerry Lang Show Palace & Pickle Pond.
- 2013-2014
 - ♦ Opened for the season on Wed., Dec. 18th.
 - ♦ Closed for season on Sunday, March 9th, due to the condition of the ice. No complaints of smelly ice this year.
 - ♦ This was the longest season for ice and the coldest weather in 25 years for the ice rinks.
 - ♦ Closed for fifteen days throughout the season either due to cold, snow or soft ice.
 - ♦ Again made an ice rink at Jerry Lang Show Palace & Pickle Pond.
- 2012-2013
 - ♦ Opened for the season on Fri., Dec. 28th.
 - ♦ Closed for season on Wed., Feb. 20th, due to the smell and condition of the ice.
 - ♦ Closed for nine days throughout the season either due to cold or snow.
 - ♦ Again made an ice rink at Jerry Lang Show Palace.
- 2011-2012
 - ♦ Opened for the season on Wed., Jan. 4th and closed on the 6th to remake the ice. We reopened on the Jan. 18.
 - ♦ Closed for season on Thursday, February 16th, due to warm weather.
 - ♦ Very warm winter only opened 29 days.
 - ♦ Made ice rink at Jerry Lang Show Palace.
- 2010-2011
 - ♦ Opened for the season on Fri., Dec. 17th. We were open over the break all but two days.
 - ♦ Closed for season on Sunday, February 13th, due to warm weather.
 - ♦ Closed for four days throughout the season.
 - ♦ Changed outdoor ice rink at Fairgrounds to Jerry Land Show Palace
- 2009-2010
 - ♦ Opened for the season on Fri., Dec. 18th. We were open over the break all but one day.
 - ♦ Closed for season on Saturday, February 27th.
 - ♦ Closed for four days throughout the season.
- 2008-2009
 - ♦ Opened for the season on Fri., Dec. 19th. We were open over the break all but one day.
 - ♦ Closed for season on Friday, February 6th.
 - ♦ Closed for 13 days throughout the season.
- 2007-2008
 - ♦ Opened for the season on Mon., Dec. 17th. Closed over the Holiday break 12/21- 12/24.
 - ♦ Closed for season on Sat., March 1st
 - ♦ Closed for 23 days throughout the season.
 - ♦ Pickle Pond was the only outdoor skating rink. A warming house was staffed at this rink.
- 2006-2007
 - ♦ Opened for the season on Thurs., Jan. 18th.
 - ♦ Closed for season on Tues., Feb. 20th.
 - ♦ Closed for three days throughout the season.
 - ♦ A rinks at Pickle Pond was the only one made. Warming house and supervisor at Pickle Pond only.
- 2005-2006
 - ♦ Opened for the season on Thur., Dec. 15th. Open for five days for Holiday Break.
 - ♦ Closed for season on Wed., Feb. 15th, which is relatively normal.
 - ♦ Closed for 19 days throughout the season.
 - ♦ Rinks at Pickle Pond and S.J. Miller only. Warming house and supervisor at Pickle Pond only.

Wildwood Park Zoological Society
7:00pm February 19th, 2015
City Plaza Building Room 108

Present: Tom B., Reed, Schirmer, Tim B., Morrow, Frankwick, Wilson, Marsh, Palmer

Excused: Leonhardt, Sullenger, Shaw, Burns, Gerrits, Oettiker, Bluhm

Unexcused: K. Ryan

Guest/ Honorary Members: Floreine Kurtzweil, Pam Nikolai, Angela Stevens

Roll Call taken at 7:00

Approval of February Minutes:

Motion to approve minutes by Wilson

Seconded by Marsh

Motion Carried

Treasurer's Report for February:

Motion to approve Treasurer's Report by Frankwick

Seconded by Tim B

Motion Carried

Bear Exhibit:

Tom B spoke about the filtration pond.

Zoo Report:

Vet rounds went good. Intern was hired. Talked about the Elk foundation and Whitetails Unlimited.

Parks & Rec:

Library-Military Museum

Committee Updates:

Everything is booked for Wild Wednesdays. Spring Ed is coming together nicely. Kristy Palmer will be with us for 12 years. Something new for Adopt an Animal would be a sign with name plates.

Zoo Store would like to allocate \$1700.00 for start up costs.

Motion to approve \$1700.00 for Zoo Store start up by Kristy

Seconded by Tim B

Motion Carried

Zoo Store will be located in the Education Pavillion.

Zoo Crew March 7th- Hoof Stock

Zoofest/Camping- Do we want to continue Camping- decision by next meeting

Pizza Sale November 7th, 2015 @ The Legion- 240 pizzas-8:00am – More details to come!

Cory Sullenger has resigned from the board.

Motion to acknowledge Cory's resignation by Tim B

Seconded by Schirmer

Motion Carried

Adjournment:

Motion by Kristy

Wildwood Park Zoological Society
7:00pm March 19th, 2015
City Plaza Building Room 108

Present: Tom B., Reed, Schirmer, Tim B., Morrow, Wilson, Palmer, Oettiker, Shaw

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

Unexcused: K. Ryan

Guest/ Honorary Members: Floreine Kurtzweil

Roll Call taken at 7:00

Approval of February Minutes:

Motion to approve minutes by Shaw

Seconded by Wilson

Motion Carried

Treasurer's Report for March:

Motion to approve Treasurer's Report by Shaw

Seconded by Morrow

Motion Carried

Bear Exhibit:

Tom B spoke about the bids are to being arriving soon.

The Ground Breaking is May 5th.

Zoo Report:

Talked about bear cubs, trees cut down for the bear exhibit. Vet rounds went well. Ticket booths and tent are in bad shape.

Parks & Rec:

Parks & Rec approved this years location for the Zoo Store.

Committee Updates:

Spring Ed has about 1800 kids scheduled to visit. It will run 5 days 8:15-2:15. Coin for Critters will be run during Spring Ed.

Wild Wednesdays: sponsors are adding up

Animal Adoption Program: Sign process is different this year. Motion to approve new adopt an animal signs at \$500 by Tim B. Seconded by Oettiker

Adjournment:

Motion by Oettiker