



CITY OF MARSHFIELD

# MEETING NOTICE

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**Agenda**

**Parks, Recreation & Forestry Committee**

**5:30PM Thursday, September 10, 2015**

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

- I. **CALL TO ORDER:** John White, Jr., Chairperson
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:** August 13, 2015
- IV. **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.
- V. **OLD BUSINESS:**
  - A. CORP Review
    1. Benedict Park
    2. Forest Ridge Park
  - B. Bounce House Rental Policy & Procedures
- VI. **NEW BUSINESS:**
- VII. **REPORTS:**
  - A. Chairperson
  - B. Zoological Society
  - C. Recreation
  - D. Parks & Zoo
  - E. Director
- VIII. **NEXT MEETING:** 5:30PM Thursday, October 8, 2015
- IX. **FUTURE AGENDA ITEMS:**
- X. **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.

## Parks, Recreation, and Forestry Committee Minutes of August 13, 2015

- I. **CALL TO ORDER:** Meeting called to order by John White, Jr.; at 5:30 p.m. in room 108 in City Hall Plaza, 630 S. Central Avenue.
- II. **ROLL CALL:** Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson; Rich Reinart; Alderperson Tom Buttke; Members: Ali Luedtke. Excused: Chris Viegut. Absent: None. Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor II.
- III. **APPROVAL OF MINUTES:** PR15-17 Motion by Buttke, seconded by Reinart to approve the June 18, 2015 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.
- IV. **PUBLIC COMMENT:** None
- V. **OLD BUSINESS:**
  - A. **CORP Review**
    1. Grant Park – Casperson discussed the various items scheduled and suggested in the CORP plan. He explained the Wildwood/McMillian Trail will bisect the park which will assist with tackling some maintenance items. The Committee suggested sidewalk replacement on Cleveland Street as a top priority followed by more and improved picnic tables, and possible partnership with the neighboring medical employers.
    2. Pickle Pond – Casperson discussed the various items scheduled and suggested in the CORP plan. The committee suggested improved road conditions on Arnold as a top priority, followed by improved lighting and the conversion of propane to natural gas as a heat source.
    3. Northern Hills Park – Casperson discussed the various items scheduled and suggested in the CORP plan. The committee suggested improved picnic tables as the top priority.
- VI. **NEW BUSINESS:**
  - A. **Bounce House Rental Policy & Procedures:**

Casperson explained the current practice as it pertains to bounce house usage in Parks and the concerns as it pertains to City tort risk, liability and staff time. The Committee suggested staff draft some options to bring back at the next meeting.
  - B. **Soo Line Steam Locomotive No. 2442:**

Casperson explained he has been in communication with City Planner, Josh Miller in regard to the Historic Preservation Committee's desire to improve ascetics and accessibility at the site. The Committee was open to discussing the Historic Preservation Committee's desire to improve ascetics and accessibility and directed staff to work Josh Miller on ideas.
- VII. **REPORTS:**
  - A. **Chairperson:** None
  - B. **Recreation:**
    1. **Hefko Pool:** Hefko had a very steady usage for the month of July with attendance being 8,890, compared to 6,060 last year for the month. There were only three days the pool was closed due to rain or lower temps.
    2. **Library/Community Center Project:** The groundbreaking for the new library was held on Friday, July 31<sup>st</sup> and very well attended. Fundraising concluded on July 31<sup>st</sup> and a total of 4.7 million dollars was raised for the project.
    3. **Fall Brochure:** The Fall brochure went out to the public on Friday, August 7<sup>th</sup>. We do not mail the brochures out, but they can be picked up at the grocery stores, gas stations, mall, Marshfield Public Library, 1<sup>st</sup> floor of City Hall, YMCA, Chamber, & our office. These are typeset and printed by the Buyers' Guide at no cost to our department or the YMCA.
    4. **Fall Soccer League:** The program starts Sunday, August 16<sup>th</sup>, there are 450 children registered for the program this year. There will also be a 3-week program for children ages 3 – 5 that is being offered by MYSA. A coaches meeting was held on Thursday, August 6<sup>th</sup>. There are a total of 38 teams and most teams have two coaches.
  - C. **Parks & Zoo**
    1. **Paul Schlagenhaft Retirement/Replacement:** Paul's last day was Monday, August 3<sup>rd</sup>. Common Council approved filling the position of Classification III and any other vacancy that occurs during the recruitment process within the Parks and Recreation Department. Advertising for the position is going on now with an application deadline of Wednesday, September 2<sup>nd</sup> at 5:00 p.m. Information can be found on the city website.
    2. **Griese Park Soccer Player Dugouts:** Parks and Recreation Maintenance Staff completed concrete work for the project on July 30<sup>th</sup>. Shelter Construction is scheduled to begin on August 14<sup>th</sup> headed by Greg

Urban with the MYSA. The backup date for rain and/or final construction is August 22<sup>nd</sup>. Following final construction, Parks and Recreation staff will finish landscaping. To-date, the department has \$1,388.78 invested in material expense in the project.

3. Big Horn Sheep exhibit improvements: The Big Horn Sheep Exhibit improvements have been completed. In high traffic areas of the exhibit, the Parks and Recreation maintenance staff removed top soil and added crushed concrete and compacted stone to give the sheep a more natural sub straight to walk on. This will help prevent hoof rot and other hoof discomforts for the sheep by giving them a well-drained, hard surface area to use. Steve Burns is in the process of researching possible additional sheep acquisitions.
4. Grey Wolf Exhibit Improvements: Parks and Recreation Maintenance Staff is in the process of making improvements to the Wolf Exhibit. All risk trees, ash trees, underbrush and rotted tree material has been removed from the exhibit. A water feature will be added and fencing and kennel areas improvements will be made. Steve Burns is in the process of researching possible additional wolf acquisitions.
5. 4<sup>th</sup> of July: The 4<sup>th</sup> of July Celebration was once again held at the Fairgrounds Park. The fireworks display is sponsored by Festival Foods and Marshfield Clinic sponsors the inflatables and magician. Hillers Hardware is also a key contributor toward the inflatables and placing American flags throughout the community.
6. Parish Pull: The Parish Pull was held at the Fairgrounds Park on July 10<sup>th</sup>. Event coordinators reported that it was a successful event and they hope to continue the event again next year.
7. Small Town Baseball: The Small Town Baseball State Tournament was held at SJ Miller Park June 26<sup>th</sup> - 28<sup>th</sup>. The tournament was a success & all games were played as scheduled. Maintenance staff had \$903.11 invested in staff time, fleet expenses and materials used for the event. Small Town Baseball Would Series Tournament was held at SJ Miller Park July 17<sup>th</sup> - 19<sup>th</sup>. The tournament was a success & all games were played as scheduled. Maintenance staff had \$1,823.72 invested in staff time, fleet expenses and materials used for the event.
8. Hub City Days Recap: Hot Time in the City and Hub City Days were held on Main Street July 23<sup>rd</sup> - 27<sup>th</sup>. Parks and Recreation Maintenance staff had \$1,427.97 invested in staff time and fleet expenses for special event assistance for these events.

#### **D. Zoological Society**

1. Buttke handed out the sign-in sheet people complete when visiting the Zoo store. He explained his concern about the zoo visitor's lack of knowledge in regard to the drivable section of zoo. Buttke expressed the same concern in regard to the location of the public restrooms. The society would like to work with Zoo staff on improved and additional signage. Buttke stated there was record participation in Wild Wednesdays this year. He explained the society's desire to end Zoo Education Week because the presenter is not returning for 2016, and amount of work is demanding.

#### **E. Director**

1. Bear Exhibit: The project is approximately 60 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 tentatively scheduled arrival is late October or Early November.
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. Asphalt is scheduled for the week of August 17<sup>th</sup>. The City is working with the other municipalities about a possible ribbon-cutting.
4. Central Wisconsin State Fair: The Central Wisconsin State Fair is scheduled for September 2<sup>nd</sup> - 7<sup>th</sup>. The Park and Recreation Department has been working with CWSFA on last-minute repairs and improvements. The Common Council agreed to purchase 4.5 acres of land from the CWSFA for \$172,100 on Tuesday night. The land is located on the south east section of the property and primarily used for soccer practices and overflow parking for large events. The sale will not impact our operations or maintenance schedules.
5. 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 6<sup>th</sup> and final approval by November 24<sup>th</sup>.
6. Forestry Presentation: The Streets Division and Parks Division will be doing a presentation on its current urban forestry program. The presentation will educate the Common Council and residents on its operation and challenges.

**VIII. NEXT MEETING**: September 10, 2015

**IX. FUTURE AGENDA ITEMS**: None suggested.

**X. ADJOURNMENT**: PR15-18: Motion by Buttke, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:39 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director



# City of Marshfield Memorandum

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**MTG DATE:** September 10, 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 policies or procedures in regard to inflatable structures (bounce houses) usage on City Park property. Primarily, inflatable structures are used by community groups conducting special events and private park shelter rentals. At the August PRF Committee meeting, the committee instructed staff to come up with a few options to discuss at their September meeting.

Below are the Department's tent policies & procedures:

- tents larger than 12' x 12' are charged a \$33.00 fee;
- a one-week advance notice is required;
- the requesting individual or group must call and/or pay for utility locates;
- holes made in turf areas must be filled and leveled;
- individuals or groups are responsible for security and liability;
- all tents are required to comply with the Fire & Rescue Dept. tent regulations & permits.

Below are the suggested bounce house policies & procedures:

- bounce houses are charged a \$33.00 fee;
- a two-week advance notice is required;
- requesting individual or group must call and/or pay for utility locates;
- holes made in turf areas must be filled and leveled;
- individuals or groups are responsible for security and liability;
- individuals or groups must provide a \$1,000,000 in liability insurance with the City of Marshfield as co-insured.

**Recommendation:**

As desired by PRF Committee.

**Attachments:**

None.

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

Present: Tom B., Oettiker, Reed, Morrow, Shaw, Bluhm, Schirmer, Gerrits, Steinmetz, Wilson

Excused: Marsh, Burns, Leonhardt, Tim B., Frankwick

Unexcused: Palmer, Ryan

Guest/Honorary Members: Floreine Kurtzweil

Roll Call taken at 7:00 pm

Agreement to hold a meeting August 20<sup>th</sup> at 6:45 (15 minutes before monthly meeting) to have discussion about the removal of Ryan.

Approval of June 2015 Minutes:

Motion to approve June Minutes by Morrow

Seconded by Shaw

Motion Carried

Treasurer's Report:

Motion to approve Treasurer's Report by Morrow

Seconded by Gerrits

Motion Carried

Fiscal year end is approaching. Hawkins Ash has done our taxes for many years.

Motion to have Hawkins Ash complete our 2014-2015 taxes to not exceed

\$1,700.00 by Morrow

Seconded by Oettiker

Motion Carried

Bear Exhibit

Exhibit going well. The board held a discussion about the naming of the new bears.

Parks & Rec. Report

Meeting was cancelled.

Zoo Report

Baby elk is a female, we have 3 baby bison, and the sheep pasture is in the process of having rocks added.

Committee Updates/2015 Event

Spring Education: None

Zoofest: None

Camping with Critters: Is July 18<sup>th</sup> and there will be a movie, scavenger hunt, craft, cook over the fire, cold breakfast. There are 20 people signed up.

Trick or Treating: None

Wall for Wildlife: None

Annual Banquet: Discussion about having a pot luck; board members bring a dish to pass. Discussion about possibly having a Dinner Night; Bluhm will look into costs.

Zoo Crew: Next one will be July 25<sup>th</sup>; fox.

Wild Wednesdays: Number of attended people: 440, 470, 650, and 505. Four more Wild Wednesdays will be held.

#### Old/New Business

Motion to approve Shaw to have the Facebook username & password to access Facebook but to check with Burns, Tom B., or Reed when posting information by Morrow.

Seconded by Gerrits

Motion Carried

Discussion of a run/walk to be organized.

Tom B. informed the board of the possibility of having the road blacktopped by the Bear Exhibit.

Discussion of changing the mailing of our newsletter to an E-newsletter and to include a link to it on the website.

Motion to adjourn the meeting at 7:51pm by Oettiker.