



CITY OF MARSHFIELD

# MEETING NOTICE

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**Agenda**

**Parks, Recreation & Forestry Committee**

**5:30 p.m. Thursday, February 11, 2016**

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

- I. **CALL TO ORDER:** John White, Jr., Chairperson
- II. **APPROVAL OF MINUTES:** January 14, 2016
- 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. None
- V. **NEW BUSINESS:**
  - A. 2015 Rotary Winter Wonderland Presentation – Al Nystrom
  - B. Honey Bee Exhibit Presentation – Steve Burns
  - C. 2015 Wildwood Zoo Presentation – Steve Burns
  - D. Hardacre Park MOU – Justin Casperson
- VI. **REPORTS:**
  - A. Zoological Society
  - B. Recreation
  - C. Parks & Zoo
  - D. Director
  - E. Parks, Recreation & Forestry Committee
- VII. **NEXT MEETING:** Thursday, March 10, 2016 at 5:30 p.m.
- VIII. **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**  
**January 14, 2016 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; Alderperson Rich Reinart; Members Ali Luedtke, Chris Viegut, Nick Faber; Zoological Society Representative Tom Buttke; Absent: None.

Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor, Jason Angell, City of Marshfield Development Services Director, Bob Trussoni, Marshfield Utilities General Manager; Chris Jockheck, Common Council Member District 3 Representative.

**III. APPROVAL OF MINUTES:**

**PR16-01** Motion by Tom Buttke, seconded by Jane Yeager to approve the November 12, 2015 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

**IV. PUBLIC COMMENT:**

None

**V. OLD BUSINESS:**

**A. Run/Walk/Bike Events at Wildwood Park & Zoo:**

**PR16-03** Motion by Tom Buttke, seconded by Ali Luedtke to approve proposed Run/Walk 1-mile, 2-mile and 5k routes & asked the Department to continue to monitor the building/park usage for possible changes.

**VI. NEW BUSINESS:**

**A. 200 Block Park Presentation:**

Jason Angell and Bob Trussoni explained the history and concept plan for the proposed downtown park. The Committee requested that it be included in the final planning process.

**PR16-02** Motion by Chris Viegut, seconded by John White, Jr. to support the Economic Development Board's downtown concept plan. Motion Carried Unanimously.

**B. Concession Vending Request at Pickle Pond:**

**PR16-04** Motion by Rich Reinart, seconded by Ali Luedtke to allow the concession vending request at Pickle Pond. Motion failed 3-4 (No votes were Yeager, Buttke, White, Jr. & Viegut).

**C. Building and Shelter Policies and Procedures:**

**PR16-05** Motion by John White, Jr., seconded by Ali Luedtke to approve the building and shelter policies and procedures as presented. Motion Carried Unanimously.

**VII. REPORTS:**

**A. Zoological Society:**

Tom Buttke noted the Zoological Society is preparing the organization to move into the pavilion that was occupied by the Rotary Winter Wonderland and animal adoptions are up. Justin Casperson explained the changes to the Zookeeper Assistant position and Zoo Education Coordinator position. He noted the Zookeeper Assistant took another job in Illinois and that same person worked as the Zoo Education Coordinator, which was financially supported by the Zoological Society. The Department will now take the lead on all zoo education. The goal is to continue to improve and expand zoo education, while receiving financial support from the Society and allowing the Society more time to concentrate on fundraising (i.e. the zoo store).

**B. Recreation:**

1. Library/Community Center Project – There was a beam signing for the last beam that went up on the building.
2. Winter/Spring Brochure went out to the public on Friday, December 4.
3. Tennis/Racquetball center has been busy this winter. Contracted time is down but the

court drop in usage is up.

4. The first session of tennis lessons for the winter started on Tuesday, January 12 and will run on Tuesday and Thursday from 3:30 – 5:30, with four classes of different level players each hour.
5. Pickleball is being held at OACC on Tuesday nights 6 - 8 pm and Thursday afternoons 1 - 3 pm.
6. Indoor open skate was held over Christmas break from 1 – 3:15 pm at the indoor ice arena.
7. Open Gym & Swim is being held on Monday and Wednesday evening, the pool is open from 5:45 – 8 pm and the gym is open from 7:15 – 9 pm
8. Early Bird Lap swim and Aquacise for the winter session have started.
9. Ice Rinks were started on Tuesday, January 12th.
10. Adult volleyball is underway with leagues on Monday, Wednesday and Thursday evenings. There are a total of 53 teams.
11. There was not enough interest to form an Adult Basketball League this fall. There are several players that are getting together at local churches for pick-up games Monday – Thursday. I had three teams show an interest.

**C. Parks & Zoo:**

1. Winter Parks Maintenance Operations – Snow and ice removal is in full swing. We anticipate having the ice ready for skating at Pickle Pond by this weekend 1/15/16. Jer Lang Show Palace ice may not be ready until next week.
2. Forestry – Park Staff has been working on buckthorn and underbrush removal at Braem Park.
3. Fairgrounds – Staff is pursuing quotations on keying the Fairgrounds Park to a master key system.
4. Zoo – A remote open/close vehicle gate has been installed at the Ludwig entrance. Staff made a quality of life decision for an elder female elk. We anticipate the results of the necropsy report to show her health decline related to age.

**D. Director:**

1. Hackman Field Storage Building – The Hackman Field Storage Buildings plans are complete. The Department will be seeking approval to go out to bid on Monday from the Board of Public Works. The goal is to have the project complete by July 1.
2. Zoo Maintenance Building – The Zoo Maintenance Building plans are currently being drafted. The goal is to move all of the zoo operations into one building to improve efficacy. We hope to complete the project in 2016.
3. Hardacre Park – Hardacre Park was officially turned over to the Parks and Recreation Department in December. The Department will share the maintenance of the Park with the Streets Department and Schalow's Nursey.
4. Holly Avenue – The Department is interested in land that is for sale adjoining Weber Park. The Department will seek approval from the Board of Public Works to pursue purchase options. Motion by Chris Viegut, seconded by John White Jr. to approve acquiring the land on South Holly Avenue to connect to Weber Park. Motion Carried Unanimously.
5. 8th & Hemlock – The Department is interested in getting rid of land at the corner of 8th & Hemlock. The property was used for public ice skating, but has not been used by the Parks and Recreation for years. The Department will seek approval from the Board of Public Works to explore possible compensation options. Motion by Ali Luedtke, seconded by Nick Faber to approve the Department to pursue options for better use of the City owned parcel at the corner of 8<sup>th</sup> & Hemlock. Motion Carried Unanimously.

- E. Committee:** John White, Jr. noted that the City of Marshfield is asking for resident participation for their community strategic planning meeting at 9:00am Saturday, January 16 at the Wildwood Station Building. The public is highly encouraged to attend.

**VIII. NEXT MEETING:** 5:30pm, February 11, 2016.

- IX. ADJOURNMENT:** Motion by Jane Yaeger, seconded by Ali Luedtke to adjourn. Motion carried unanimously. Meeting adjourned at 7:10 p.m.

Respectfully Submitted: Justin Casperson, Parks & Recreation Director



# City of Marshfield Memorandum

**DATE:** February 11, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Hardacre Park Memorandum of Understanding

**Summary:**

In 2015, the Marshfield Economic Development Board approved a development agreement between Rogers Cinema Inc. and City of Marshfield, which razed two vacant buildings and converted the land into a park at the corner of 5<sup>th</sup> Street and Central Avenue. The plan was spearheaded by the previous property owners Paul Rogers and Scott Koran, who wanted to renovate their properties into a beautifully landscaped green space recognizing former Marshfield Mayor Marilyn Hardacre. The park was appropriately named Hardacre Park. The Marshfield Economic Development Board felt the park fit well with a need identified in the City's 2015 Downtown Master Plan which was to provide a centrally located, visible, and functional gathering space where residents and visitors would congregate informally or during downtown events. Rogers Cinema Inc. agreed to pay for the transition and turn the park over to the City of Marshfield. The Parks and Recreation has assumed ownership of the park and is responsible for the management & maintenance of the park. With the complex nature surrounding Hardacre Park, the Parks and Recreation developed a Memorandum Of Understanding (MOU) for all parties. Attached you will find the MOU that has been reviewed and approved by all parties involved.

**Recommendation:**

To approve the Hardacre Park Memorandum Of Understanding and send forth a positive recommendation to the Board of Public Works for their consideration.

**Attachment(s):**

Hardacre Park Memorandum of Understanding

Wildwood Park Zoological Society  
5:30 December 3, 2015  
City Plaza Building Room 108

Present: Tom B., Terri B, Tim B, Brandi R, Bo R, Kelly R, Wilson, Gleisner, Leonhardt, Tom O, Frankwick, Morrow

Excused: Palmer, Shaw, Steinmetz, Katrina

Unexcused: Marsh

Guest/ Honorary Members: Floreine Kurtzweil, Laurie Henseler, Steve Burns

5:30 Roll Call Attendance confirmed as above

Approval of October 2015 Minutes-

Correction- Treasurer September 2015

Motion to approve by Tom O

Seconded by Frankwick

Motion Carried

Approval of Treasurer's Report-

Motion to approve by Morrow

Seconded by Wilson

Motion Carried

Parks & Rec/Zoo Report-

Our new wolves are here and doing well. The glass viewing area in the Bear Exhibit will be getting fixed. The waterfall on the Bear Exhibit has been winterized. There will be two people hired to assist on the City's Park & Rec to help in the Zoo and do the Educational programs like Wild Wednesdays' and Spring Education. This will be a 30 hour per week position for each employee.

Camping with the Critters--Not doing for 2016 at this time

Zoo Fest- Father Days Weekend Leonhardt, Henseler, and Morrow are working on networking some vendors to help with this day's events. Need to contact the Clowns for this event.

Special Fundraisers-

Run/Walk in the Zoo- Steinmetz

Bowling for Cats- Leonhardt

The Power of Pizza by Carole Berg and Mary Wilson was outstanding!!!! \$2000.00 was raised to put new trees in the Zoo which was requested by Carole's Grandson!

Old/New Business

Next Month's Agenda we need to cover Facebook items by Frankwick and Animal Adoptions.

Katrina Schirmer has resigned her position with Zoological Society.

Motion to accept resignation by Leonhardt

Seconded by Tim B

Motion Carried

A new computer for the Secretary is needed not to exceed \$600.00 from Kolbe & Kolbe.

Motion for new computer by Brandi R

Seconded by Tom O

Motion Carried

Adjourn-

Motion to Adjourn 6:25pm by Frankwick

Seconded by Tom O