



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**Agenda**  
**Parks, Recreation & Forestry Committee**  
**5:30 p.m. Thursday, July 14, 2016**  
City Hall – Room 108 - City Hall Plaza  
630 S. Central Avenue

- I. **APPROVAL OF MINUTES:**
- II. **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.*
- III. **OLD BUSINESS:**
  - A. CORP
    1. Hamus Park
    2. Steven J. Miller Park
- IV. **NEW BUSINESS:**
  - A. Fairgrounds Winter Storage Rates
  - B. Zoo Animal Acquisition
  - C. Pool Study Committee
- V. **REPORTS:**
  - A. Zoological Society
  - B. Recreation
  - C. Parks & Zoo
  - D. Director
  - E. Parks, Recreation & Forestry Committee
- VI. **NEXT MEETING:** Thursday, August 11, 2016 at 5:30 p.m.
- VII. **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  
June 9, 2016 Meeting Minutes**

**I. CALL TO ORDER:**

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

**ROLL CALL:**

Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Rich Reinart; Zoological Society Representative Tom Buttke; Members Ali Luedtke & Nick Faber  
Excused: Chris Viegut

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Ben Steinbach, Parks and Recreation Maintenance Supervisor

**II. APPROVAL OF MINUTES:**

**PR16-15** Motion by Buttke, seconded by Yaeger to approve the May 12, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

**III. PUBLIC COMMENT: None**

**IV. OLD BUSINESS:**

**A. CORP Plan:**

1. Connor Park - 5.60-acre park located on Blodgett Street on the east end of Marshfield, this park contains picnic tables, biking /walking trail, and a nature area.
2. Strohmman Park - .18 acres located on the corner of Central Ave. and 6<sup>th</sup> Street, this park serves as a local fire fighters memorial park and contains picnic tables, landscape beds, and a fountain.
3. Praschak Wayside - 6.78-acre park located just east of Wildwood Zoo between Central and Maple Avenue, this park contains picnic tables and a nature area.

**V. NEW BUSINESS:**

**A. Community Center:**

Justin Casperson updated the committee on the Community Center plans and questions about how the community center will be operated.

**PR16-16** Motioned by Luedtke, seconded by Yaeger to recommend the Community Center design and the procedural and policy questions and answers as presented.

**B. Zoo Maintenance Building:**

- Justin Casperson shared the drawings of the zoo maintenance building. Discussion was held about the building plans.

**VI. REPORTS:**

**A. Zoological Society:** Tom reported that the zoo store is open and will have regular hours once school is out. There are several new items that have been added to the store. They have worked out an agreement to share the warming area during the Rotary lights. Zoofest will be held June 18<sup>th</sup> from 11am-2pm at the zoo. Trick-or-Treating will be held in October. There will be a contest to name the wolves this summer.

**Recreation**

1. Library/Community Center Project – On June 20<sup>th</sup>, cost estimates will be received from Boson for the remodel.

**Programs**

1. Tennis/Racquetball center is operating under the summer hours. Players can still use the courts after hours, but they need to enter the center with a code. Payment needs to be made before the code is given out.

2. Summer Adventure Camp was canceled due to lack of enrollment.
3. Summer staff has been hired during the month of May for all the summer programs.
4. Pickleball is being held at OACC on Tuesday & Thursday nights from 6-8pm and Thursday afternoons from 1-3pm.
5. Staff trainings started May 19<sup>th</sup> for summer programs.

### Aquatics

1. Staff training for Hefko Pool lifeguards began Monday, May 16<sup>th</sup>. Lifeguard skills check was held on May 18<sup>th</sup> & 19<sup>th</sup>. All other training for staff will be held May 31<sup>st</sup> – June 3<sup>th</sup>. Hefko Pool will open for the summer on Saturday, June 4<sup>th</sup>.
2. Early Bird Lap Swim and Aquacise are being held on Tuesday and Thursday mornings at the Sr. High pool.

### **Parks & Zoo**

1. Parks Maintenance Operations
  - a. Park staff assisted with the AMS State Bow Fishing event.
  - b. Park staff assisted in Dairy Fest. This is a city-wide event that takes a large amount of resources. It usually takes staff about 2-3 weeks to get things ready and cleaned up after the event.
  - c. Hefko Pool is up and running for the summer. Staff spent about 4 weeks patching, cleaning, painting, etc. No major setbacks to-date.
  - d. We were proud to host both high school sectional finals games for softball and baseball this spring. One was at Hackman Field and one at Lee Field. MSA also hosted a sanctioned co-ed softball tournament over Dairy Fest weekend.
2. Forestry
  - a. The new seasonal forester position has been filled. He is currently working on updating the parks, trails and cemetery tree inventory that was last completed in 2010.
3. Fairgrounds – The re-keying project on several of the main buildings at the Fairgrounds Park is complete.
4. Zoo
  - a. The USDA inspection has been completed; no violations were reported.
  - b. The City of Marshfield Parks and Recreation Department regrets to announce the death of its beloved male Canada Lynx, Kiki. He was born on May 19, 2001 at Wildwood Wildlife Park in Minocqua, WI. Kiki had just turned 15 years old, which is the top life expectancy of a lynx in the wild. Over the past year, Kiki's health had been declining, and for the past month he had been receiving medicine daily for an infection. When he showed no signs of improvement, Kiki was brought to the Athens Veterinary Clinic on May 27<sup>th</sup> for additional examinations. Their staff, along with our own, decided that the most humane course of action for Kiki would be to euthanize him, given his current, irreversible quality of life. Kiki will be greatly missed by both the staff and many visitors to the zoo.

### **Director**

1. Hackman Field Storage Building – The project is progressing nicely. Don Nikolai Construction anticipates completion in two weeks.
2. Zoo Maintenance Building – The zoo maintenance building design, construction documents, cost estimates, utility extensions and certified survey map are on-going. The goal is to move all of the zoo operations into one building to improve overall efficiency of the zoo operations. We anticipate the project planning to be complete in 2016 and built in 2017.
3. Fairgrounds
  - a. The Director has been part of several fairgrounds long term strategic planning meetings. The goals of the meetings are to: ensure the fair's sustainability; increase property usage; define stakeholder's roles; streamline event management; improvement of facilities; develop clear communication.
  - b. The Director has been working with the CWSF and Fair Commission on the development of a permanent stage in front of the grandstands.
  - c. The Director has been working with the Marshfield Area Friends of the Dog Park on the

installation of lights for the dog park.

- d. The Director has been actively soliciting quotes for the sandblasting and painting of the grandstands.
4. Historical Society – The Director has been working with Josh Miller from Development Services and the Historical Preservation Society on display racks at Wildwood Park. The Society has donated one rack to the zoo store and purchased one rack to be placed next to Engine 2442. They are also conducting an Engine 2442 open house on June 18.
5. Hardacre Park – The painter has begun work on the murals at Hardacre Park.
6. Wildwood-McMillian Trail – The Director has been working with the Public Works Director on forecasting and estimating the revenues and expenses associated with the project. The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.

**E. Committee:** None

**VII. NEXT MEETING:** July 14, 2016 at 5:30 p.m.

**VIII. ADJOURNMENT:** **PR16-10** Motion by Yeager, seconded by Reinart to adjourn. Motion carried unanimously. Meeting adjourned at 6:35 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor



# City of Marshfield

## Memorandum

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**DATE:** July 14, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** CORP

**Summary:**

The Department completed their Comprehensive Outdoor Recreation Plan (CORP) in 2014. It is the Committee's intent to review the plan throughout the year.

At the July meeting, we will be discussing Hamus Park and Steven J. Miller Park. If you get a chance, please visit the parks and bring back your opinions and thoughts. If you have any questions prior to the meeting, feel free to contact me.

**Recommendation:**

As desired by the Committee

**Attachment(s):**

CORP support information

**Steve J. Miller Recreation Area** (21.32 acres) is located on Oak Avenue. This site caters to sport enthusiasts with:

- baseball fields
- electronic scoreboards
- concession area
- batting cages
- tennis courts
- picnic tables
- play equipment
- biking/walking trails
- restrooms
- drinking fountain
- picnic shelter
- off-street parking



### ***Steve J. Miller Recreation Area***

Community Park – 21.32 acres

Steve J. Miller Recreation Area is located on Oak Avenue. This site caters to sport enthusiasts with baseball fields, batting cages, tennis courts, picnic tables, play equipment, biking/walking trails, restrooms, drinking water, and shelters. See Map SM-9 in the References section.

- Replace play equipment and provide poured-in-place surface in play area
- Create ADA accessible route to play equipment
- Build shade structure between GP Olson east field and GP Olson west field
- Tennis court redevelopment: resurface courts, install youth tennis court line and possibly pickleball courts
- Renovate shelter to improve storage and restrooms
- GP Olson west: convert scoreboard to LED lighting
- GP Olson west: install synthetic turf mound
- GP Olson east: install synthetic turf mound
- Jack Hackman Field: install synthetic turf mound
- Jack Hackman Field: build storage/maintenance building
- Jack Hackman Field: convert wire gauge fence backstop to netted backstop
- OACC: remove and possibly replace landscaping
- 10' Trail (Spruce to 2<sup>nd</sup> to 4<sup>th</sup>)
- Forestry Plan Allowance
- Install 10' wide asphalt path between NW corner of main parking lot to trail to north.
- Vacate unnecessary street right of ways.

Site Name	Proposed Development	Development Cost	Priority
Steve J. Miller Recreation Area	Connection trail to main parking lot	\$10,000.00	Short
	Jack Hackman: Storage and Maintenance Bldg	\$50,000.00	Short
	Jack Hackman: Synthetic Mound	\$5,500.00	Short
	GP Olson East: Synthetic Mound	\$3,500.00	Short
	GP Olson West: LED Scoreboard	\$8,000.00	Short
	GP Olson West: Synthetic Mound	\$3,500.00	Short
	Open Park Shelter @GP Olson East and GP Olson West	\$50,000.00	Short
	Tennis Court Color Coating	\$15,000.00	Short
	Forestry Allowance	\$15,000.00	Medium
	OACC – Landscape Improvements	\$10,000.00	Medium
	Jack Hackman: masonry wall and netting backstop	\$95,000.00	Long Term
	Play equipment	\$50,000.00	Long Term
	Poured-in-Place Play Surface	\$40,000.00	Long Term
	Renovate Shelter	\$50,000.00	Long Term
	<b>Total</b>	<b>405,500.00</b>	



**Hamus Nature Preserve and Recreation Area** (27.94 acres) is located on the northern boundary of Marshfield on Hamus drive. This site contains:

- picnic tables
- grills
- biking/walking trails
- prairie grass area
- large landscape bed
- fishing areas
- restrooms
- drinking fountain
- picnic shelters
- off-street parking



***Hamus Nature Preserve and Recreation Area***  
**Nature Area – 27.94 acres**

Hamus Nature Preserve and Recreation Area is located on the northern boundary of Marshfield on Hamus drive. This site contains: picnic tables, grills, nature area, biking/walking trails, fishing areas, restrooms, drinking water, and shelters. See Map SM-13 in the References section.

- Additional accessible pier
- Erosion control and storm water management on trails
- Forestry Plan Allowance
- Invasive species monitoring & removal

Site Name	Proposed Development	Development Cost	Priority
Hamus Nature Preserve and Recreation Area	2 <sup>nd</sup> Accessible Fishing Pier	\$15,000.00	Short
	Erosion Control on Trails	\$20,000.00	Short
	Forestry Allowance	\$10,000.00	Short
	Invasive Species Monitoring & Removal	To Be Determined	Short
	<b>Total</b>	<b>\$45,000.00</b>	





# City of Marshfield Memorandum

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**DATE:** July 14, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** 2016-17 Fairgrounds Winter Storage Fees

**Summary:**

The purpose of this memo is to seek approval of the 2016-17 Fairgrounds Winter Storage Fees. The proposal is to increase rental fees by 2.5%. The last time rental fees were increased was in 2010, which at that time, it increased by 5%. It is my goal to increase the rental fees yearly, rather than a substantial increase between long periods of time.

In 2015-16 there were 89 units stored with a revenue of \$17,230. A 2.5% increase in rentals fees will result in a projected increase of \$431.

**Recommendation:**

To approve the 2016-17 Fairgrounds Winter Storage Fees.

**Attachment:**

2016-17 Fairgrounds Winter Storage Fees Schedule

## 2016-17 Fairgrounds Winter Storage Fees

Length	2015-16 Fee	2016-17 Fee	Length	2015-16 Fee	2016-17 Fee
10'	84.86	86.98	26'	220.64	226.16
11'	93.30	95.63	27'	229.11	234.84
12'	101.85	104.40	28'	237.60	243.54
13'	110.32	113.08	29'	246.10	252.25
14'	118.81	121.78	30'	254.58	260.94
15'	127.29	130.47	31'	263.07	269.65
16'	135.79	139.18	32'	271.54	278.33
17'	144.25	147.86	33'	280.05	287.05
18'	152.75	156.57	34'	288.53	295.74
19'	161.24	165.27	35'	297.01	304.44
20'	169.71	173.95	36'	305.50	313.14
21'	178.21	182.67	37'	313.97	321.82
22'	186.68	191.35	38'	322.47	330.53
23'	195.18	200.06	39'	330.95	339.22
24'	203.66	208.75	40'	339.44	347.93
25'	212.15	217.45	41'	347.93	356.63

- \* Proposed fees reflect a 2.5% increase
- \* All cars will pay \$130.47
- \* All motorcycles will pay \$65.24
- \* Boat storage fees include state sales tax

# Memo

**To:** Parks Recreation and Forestry Committee  
**From:** Steve Burns, Parks and Recreation Zookeeper  
**Date:** July 14th, 2016  
**Re:** Animal Acquisitions

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## Background

Past practice and policy has dictated that approval from the Parks Recreation and Forestry Committee should be sought prior to acquiring new animal species or construction of new animal exhibits at Wildwood Park and Zoo. Currently, there are two such possibilities being recommended by Staff.

### **Bobcat Proposal**

Wildwood Park and Zoo Staff is proposing to acquire a male Bobcat to replace Kiki the male Lynx that recently passed. The Bobcat would be acquired from Ochsner Park Zoo in Baraboo, WI on a lifetime loan. It would join our remaining Lynx (Lexi). Acquiring this Bobcat is an excellent opportunity to educate Zoo Patrons; it would offer visitors the possibility of side by side comparison between the closely related Lynx and Bobcat species. Much of our educational programming for the Lynx already includes a comparison with bobcat. The bobcat falls well into our North American Animal Theme.

The bobcat would eat the same diet that is currently fed our Lynx. Also, no exhibit alterations will be necessary for this species. The cost of care for this animal species is almost identical to that of Lynx.

The Ochsner Park Bobcat is 8 years old. Our Lynx, Lexi, is 11. This relatively narrow age gap will hopefully decrease the difficulty inherent in any animal introduction. Acquisition costs for this individual will be low as there is no cost for the animal itself, and travel expenses will be minimal. There will be some costs associated with vet care.

### **Ornate Box Turtle Proposal**

Wildwood Park and Zoo is looking to create an Ornate Box Turtle exhibit in the currently empty rabbit exhibit. We would like to educate the public on this endangered species that lives in their backyard. We plan to do educational programs about ornate box turtles and the endangered oak savannahs they live in and how they are both important to our environment. Native plants will be added to the enclosure that will promote the well-being of both bees and bats in the area as well as the turtles. These turtles will also be able to be used as animal ambassadors in possible future education programs that could leave the zoo and go into the classroom.

We are currently awaiting our Endangered Species Permit from the DNR to pass. The permit was mailed out to the DNR on 6/8/16 and is estimated to take at least 8 weeks or 60 days. We are looking to obtain 3 to 4 turtles. There are two online captive breeders and we have also been placed on a list at the DNR to be notified if any ornate box turtles need to be re-homed. The enclosure is 10ft x 20ft and has solid metal framing that goes around 3 sides of the enclosure and is around 18 in high. One adult turtle needs about 16 sq feet and we have 200 sq feet in this enclosure. There will be plenty of room for 4 turtles. The front of the enclosure has fencing half way up and a wooden lip the turtles will not be able to climb over. There is fencing buried underneath the enclosure so the turtles will not be able to dig their way out. We have the

capabilities to place a roof on it if needed. A 6in x 2ft pool will be added to the enclosure to provide moisture. We have researched their diets and habitat needs and are certain we can provide them with everything they need.

Because the ground freezes deeper than what they are used to in the wild, these turtles will have to overwinter in our garage or hay barn. They only need a box of some sort with a sand/soil mix about 1ft deep with another foot of leaf litter on top.

### **Recommendation**

Approve Animal Acquisitions



# City of Marshfield

## Memorandum

**DATE:** July 14, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Marshfield Pool Study Committee

**Summary:**

Hefko Pool was built in 1933 with a major renovation in 1974 that added a diving well and a bath house. No significant improvements have been made since that time. The Parks and Recreation Department has been able to keep the pool open with relatively minor expenses. The Community and City are getting closer to the day when Hekfo pool becomes no longer a suitable and sustainable outdoor aquatic facility. In 2000, a pool study was conducted and recommended the construction of new pool with an estimated cost of \$3.2 million, however no pool was ever constructed.

On June 28 the Common Council approved the Parks and Recreation Department to form a pool study committee and retain an architectural/engineering firm for professional services. The pool study committee will be community members with various backgrounds to help guide us through the planning process. The architectural/engineering firm will provide the technical support for design and cost estimates. The pool study committee will comprise of the following people:

Justin Casperson	Ali Luedtke
Kelly Casidy	Don Nystrom
Josh Cole	Stephanie Smith
Pat Gall	Rebecca Spiros
Chris Jockheck	Bob Trussoni
Monica Koehn	John White
Ben Lee	

Our first meeting will be 7:15pm Thursday, July 14th at Hefko Pool. Our goal is to have the project wrapped up by January 1<sup>st</sup>. The committee has been asked to set the course for Marshfield's future with outdoor aquatics. I anticipate this experience to be both exciting and educational.

**Recommendation:**

None. Information Only.

Wildwood Park Zoological Society

5:30 April 21, 2016

City Plaza Building Room 108

Present: Tom B., Brandi R, Wilson, Gleisner, Morrow, Shaw, Frankwick, Terri B

Excused: Steinmetz, Leonhardt, Woltmann, Kelley R, Bo R, Tom O, Tim B

Unexcused: Marsh, Palmer, Hansen

Guest/ Honorary Members: Floreine Kurtzweil

5:30 Roll Call Attendance confirmed as above

Approval of April 2016 Minutes-

Motion to approve by Gleisner

Seconded by Shaw

Motion Carried

Approval of Treasurer's Report-

Motion to approve by Frankwick

Seconded by Morrow

Motion Carried

Parks & Rec/Zoo Report-

Dam is still leaking. Adapt an animal to be a Tab on the website for Zoo Society. Box Turtle exhibit is going where the rabbit pen used to be.

Zoo Fest- 11AM-2PM Many different activities. Run/Walk has been cancelled. Petting Zoo outside the gate entrances toward the wildwood station side.

Facebook/Web page- Baby steps to better communication. Community Orchard was discussed. Frankwick has discussed using a domain with the website.

Power of Pizza- 29 Trees were planted in the Zoo towards the lower pond

"Wild 4 Cats?"- Headed up by Tonya Woltmann- Will be held in December 2016- June 2<sup>nd</sup>, 2016 is the first Committee Meeting at Rose Bowl lanes. Shaw's is our major sponsor.

Adopt an Animal- Prairie Dogs are filled. Serenity Design may have some items to sell for Christmas Gifts during Rotary.

Lions Club Fisheree- Cost is \$500.00 to plant Blue Gills.

Motion for Zoo Society to donate \$200.00 toward the Fisheree by Gleisner

Seconded by Terri B

Motion Carried

Adjourn-

6:20pm Adjourned

Wildwood Park Zoological Society  
5:30 June 16, 2016  
City Plaza Building Room 108

Present: Tom B., Brandi R, Wilson, Gleisner, Morrow, Shaw, Terri B, Tom O, Woltmann

Excused: Kelley R, Bo R, Tom O, Tim B

Unexcused: Marsh, Palmer, Hansen, Steinmetz, Frankwick

Guest/ Honorary Members: Floreine Kurtzweil, Aurora Mueller

5:30 Roll Call Attendance confirmed as above

Approval of May 2016 Minutes-

Corrections- Adapt should be Adopt, Tonya should be Tanya

Motion to approve by Shaw

Seconded by Tom O

Motion Carried

Approval of Treasurer's Report-

Motion to approve by Woltmann

Seconded by Leonhardt

Motion Carried

Parks & Rec/Zoo Report-

No Zoo Report for the last couple of months

Zoo Fest- 11AM-2PM Many different activities. Run/Walk has been cancelled. Petting Zoo outside the gate entrances toward the wildwood station side were also cancelled. Tanya making Halos to sell and Aurora and her family did a logo on cups to sell with lemonade. Both items are awesome!!!!

Facebook/Web page- Baby steps to better communication. Check out the Tabs on the website.

"Wild 4 Cats"- Headed up by Tanya Woltmann- Will be held in December 2016- June 2<sup>nd</sup>, 2016 is the first Committee Meeting at Rose Bowl lanes. Shaw's is our major sponsor. Next meeting is July 7<sup>th</sup>, 2016 5:30pm at the Rose Bowl.

Old/New Business-

Floriene shared with us a statement in St John's Church bulletin. To simplify the message is with life being so busy your need to take time to do things like visit the Wildwood Zoo.

Resignation of Kristy Palmer-

Motion by Brandi R

Seconded by Shaw

Motion Carried

Aurora Mueller new member-

Motioned by Shaw

Seconded by Tom O

Motion Carried

Aurora will be doing some marketing material for the Zoo Store.

Adjourn-

6:30pm Adjourned

Motion by Aurora

Seconded by Tanya