



CITY OF MARSHFIELD  
**MEETING NOTICE**

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**Agenda**

**Parks, Recreation & Forestry Committee**

**5:30 p.m. Thursday, May 12, 2016**

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

- I. **CALL TO ORDER:** John White, Jr., Chairperson
- II. **ELECTION OF CHAIR:**
- III. **ELECTION OF VICE CHAIR:**
- IV. **APPROVAL OF MINUTES:** March 17, 2016
- V. **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.
- VI. **OLD BUSINESS:**
  - A. None
- VII. **NEW BUSINESS:**
  - A. Cemetery Annual Report
  - B. Community Center
  - C. City of Marshfield New Vision & Mission Statements
- VIII. **REPORTS:**
  - A. Zoological Society
  - B. Recreation
  - C. Parks & Zoo
  - D. Director
  - E. Parks, Recreation & Forestry Committee
- IX. **NEXT MEETING:** Thursday, June 9, 2016 at 5:30 p.m.
- 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.

**CITY OF MARSHFIELD**  
**PARKS, RECREATION AND FORESTRY COMMITTEE**  
**March 17, 2016 Meeting Minutes**

**I. CALL TO ORDER:**

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

**ROLL CALL:**

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

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Josh Skattum, Zoo Assistant; and Nathaniel Fore, UW-Stevens Point Student

**II. APPROVAL OF MINUTES:**

**PR16-09** Motion by Faber, seconded by Reinart to approve the February 11, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

**III. PUBLIC COMMENT:**

None

**IV. OLD BUSINESS:**

None

**V. NEW BUSINESS:**

**A. Zoo Education Program:**

Josh Skattum and Nathaniel Fore gave a presentation on the Zoo Education programs that will be taking place this spring.

**B. 2016 Summer Program:**

Kelly Cassidy presented information about offering a summer all day camp at the Oak Avenue Community Center after hearing that the YMCA's summer camp filled so quickly. We will be offering a day camp from 7:30 am – 5:30 pm. This will be advertised in our summer brochure.

**C. 2017 – 2021 CIP:**

Justin Casperson updated the committee on the 2017 projects that are in the CIP.

**VI. REPORTS:**

**A. Zoological Society:**

No Report

**B. Recreation:**

1. Library/Community Center Project – Floor plans are being worked on for the community center.

**Winter Programs**

1. Tennis/Racquetball continues to be busy. As the weather gets nicer outside we will start to have less reservations.
2. We are offering tennis lessons for the grade school children which started March 8<sup>th</sup> and will run for 6 weeks.
3. Pickleball is being held at OACC on Tuesday nights from 6-8 pm and Thursday afternoons from 1-3 pm. Once volleyball ends in March, we will be offering a Thursday night session from 6 – 8 pm.
4. Open Gym & Swim is done for the winter session. This concluded on Wednesday, March 16<sup>th</sup>.
5. Early Bird Lap Swim and Aquacise for the winter session will continue to be held through April 7<sup>th</sup>.

**Ice Rinks**

1. Outdoor Ice Rink closed for the season Friday, February 26<sup>th</sup>.
2. Indoor Ice Skating held their last day on Monday, February 15<sup>th</sup>.

**Adult Athletic Leagues**

1. Adult volleyball leagues are starting to wrap up; Thursday, March 24<sup>th</sup> will be the last evening.

### Summer Programs

1. Summer brochure is being organized and will be out to the public on Friday, April 15<sup>th</sup>. We are working with Heinzen Printing to put this brochure together.
2. Summer returning staff letters have gone out to the seasonal staff that worked last summer. These are due back in our office on Friday, March 25<sup>th</sup>.

### **C. Parks & Zoo**

1. Winter Parks Maintenance Operations – Park staff has begun the spring start up process. We have started installing water meters and charging restrooms. Playground inspections and swing installations have begun. Litter pick-up and branch collecting will be ongoing.
2. Forestry – No update
3. Fairgrounds – No update
4. Zoo – The Zoo Intern and Zookeeper Assistant positions have been filled. Maintenance staff has been performing improvements in the Hay Barn. We have been working on acquiring a new animal transport trailer, which we hope to pick up next week and have ready for acquiring a new Big Horn Sheep in April. New educational programs are scheduled to start in April

### **D. Director**

1. Hackman Field Storage Building – The Hackman field storage building bid opening was held on February 25<sup>th</sup>. Bids were submitted by eight companies for the project. All bids came in over the budgeted estimate. The Department is working with local baseball groups and the schools for financial assistance. The project will be presented at the April 4<sup>th</sup> Board of Public Works meeting.
2. Zoo Maintenance Building – The zoo maintenance building design is being drafted. The goal is to move all of the zoo operations into one building to improve efficiency. We hope to complete the project in 2016, however understand if the project gets pushed back to 2017.
3. Community Center – The Community Center design phase is going well. The Common Council walked through the building on March 3<sup>rd</sup> to determine the desire to relocate the chambers if City Hall moves to the Forward Financial Building.
4. Fairgrounds – There have been two fairgrounds long term 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, and develop clear communication.

### **E. Committee:**

None

**VII. NEXT MEETING:** 5:30pm, April 14, 2016.

**VIII. ADJOURNMENT:** **PR16-10** Motion by Reinart, seconded by Viegut to adjourn. Motion carried unanimously. Meeting adjourned at 6:15 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor

April 6, 2016

To: Parks, Recreation & Forestry Committee Members  
From: Mike Baltus, Cemetery Coordinator  
Re: Get to Know the Cemetery / 2015 Report

### **Cemetery Background**

Hillside cemetery is made up of 29 acres with 16 different sections including the two Veteran's Field of Honors. With 11,036 ground burial spaces, 6,596 burial and 5,081 markers, Hillside Cemetery also has a new mausoleum with 64 crypts for traditional entombment and 48 cremation niches for cremation entombments. It's not known just when Hillside Cemetery was developed, but the oldest marker is William Woodman November 6, 1881. On October 25, 1911, the City held a contest to formally name the cemetery.

### **2015 Cemetery Ground Activities**

The Hillside Cemetery ground activities, memorial service, and cemetery tours held by the Wood County Historical group all went well for 2015. The only equipment purchase for 2015 was one zero-turn lawn mower with a five year life expectancy.

Hillside Cemetery revenues are made up of maintenance contracts with the Catholic Cemetery Association, which generated \$59,711 and Immanuel Lutheran Cemetery, which generated \$6,803. Hillside Cemetery had 21 traditional and 17 cremation ground burials for \$28,219. We also sold 27 ground spaces for a total of \$17,926, six mausoleum spaces totaling \$26,931, 22 cremation niche spaces totaling \$21,591, and with maintenance of the Veteran's grave, the winter charge and overtime charge include an additional \$8,123.

### **Revenue Summary**

Hillside Cemetery's operating budget for 2015 was \$170,518. The cemetery expenses for 2015 were \$168,531, which was \$1,987 under budget. It has always been the goal of Hillside Cemetery to have the revenues match the expenditures, and for 2015 we were very close. Our revenues were \$169,304 for 2015, which is \$773 over our expenses.

### **Outstanding Project for 2015**

The only ground project we carried over from 2015 was our Vaughn/Hansen Chapel and the pending decision whether to take the building down or restore it. At the meeting on October 19, 2015, the Board of Public Works Committee gave the friends and family of the Vaughn/Hansen Chapel until the end of May 2016 to establish funds for restoration/maintenance. **It is staff's recommendation to remove the chapel because of significant restoration costs and lack of function and use.**

I would ask this committee to receive this report and place on file.

Respectfully Submitted,  
Mike Baltus, Hillside Cemetery Coordinator



# City of Marshfield Memorandum

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**DATE:** May 12, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Community Center

**Summary:**

As a result of the 2014 staffing study by Springsted, and approved by the Common Council in 2015, the following changes took effect January 1, 2016:

- Planning & Economic Development name changed to Development Services
- GIS Coordinator moved from Development Services to Public Works
- Building Services moved from Public Works to Development Services
- Airport moved from Administration to Public Works
- Cemetery moved from Administration to Parks & Recreation

Due to the reorganization, Cemetery items will come in front of the Parks, Recreation and Forestry Committee for consideration and approval. At our May meeting, Cemetery Coordinator, Mike Baltus will present the 2015 annual report.

**Recommendation:**

None at this time.

**Attachment(s):**

2015 Cemetery Annual Report



# City of Marshfield Memorandum

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**DATE:** May 12, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Community Center

**Summary:**

On April 26, the latest draft of the Community Center floor plan was presented to the Common Council. It has been some time since this project has been brought forth in front of the Parks, Recreation and Forestry Committee. I thought it would be helpful to provide the floor plan and initiate discussion on policy and procedure development.

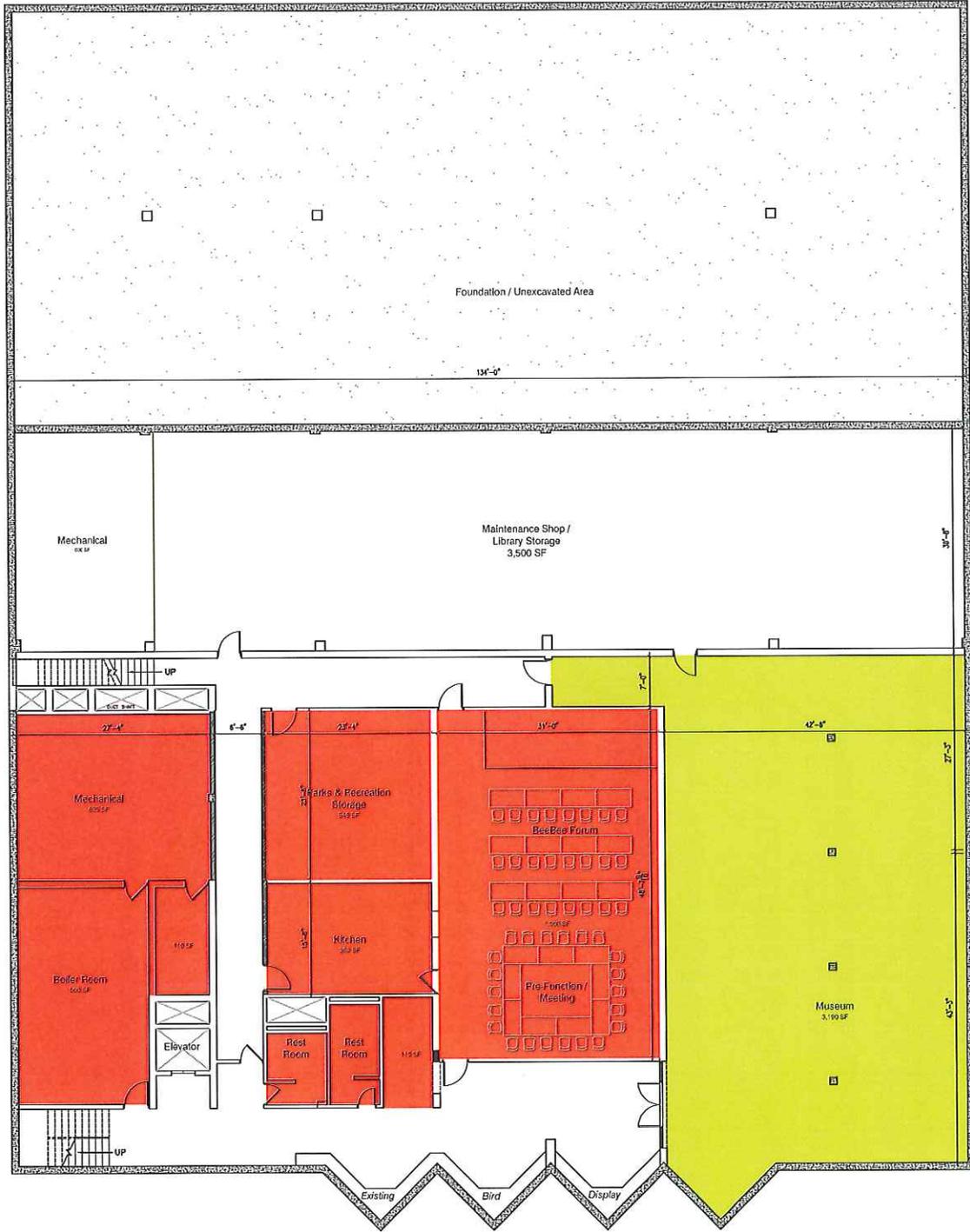
**Recommendation:**

As desired by the Committee

**Attachment(s):**

Community Center Floor Plans





**MARSHFIELD COMMUNITY CENTER  
LOWER LEVEL**

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**zimmerman**

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Telephone: (414) 478-8600  
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Option J - Lower Level

Scale: Date: Project No.:  
4-21-16 110077.02



# City of Marshfield Memorandum

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**DATE:** May 12, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** City of Marshfield New Vision & Mission Statements

**Summary:**

As a result of the Common Council's strategic planning sessions, new City of Marshfield mission and vision statements were framed. The Council is seeking feedback from the various committees, commissions and boards. Once final adoption occurs by Council, these statements will guide the City's decision-makers. It is essential that everyone associated with the City, including the Parks, Recreation and Forestry Committee be a part of the process. The new mission and vision statements are below.

Mission It is the mission of the City of Marshfield to provide a fiscally-sound, family-oriented community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe environment for residents and visitors.

Vision We will be a city of diverse interests and values through advancement of policies and allocation of resources that promote innovative, sustainable growth and enterprises while recognizing the heritage and culture of the region

**Recommendation:**

As deemed appropriate by the Committee

**Attachment(s):**

None

Wildwood Park Zoological Society  
5:30 March 10, 2016  
City Plaza Building Room 108

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

Excused: Shaw, Tim B, Kelly R, Bo R, Leonhardt, Morrow, Steinmetz,

Unexcused: Marsh, Palmer, Hansen, Tom O,

Guest/ Honorary Members: Floreine Kurtzweil, Laurie

5:30 Roll Call Attendance confirmed as above

**Not a Quorum**

Memberships: Don and Mary didn't receive a membership letter in the mail.

Discussion of Website: further discussion at the next meeting

Discussion of Wild4Cats Bowling

Adjourn- 6:30