



## CITY OF MARSHFIELD

# MEETING NOTICE

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### Agenda

**Parks, Recreation & Forestry Committee**  
**5:30PM Thursday, November 10, 2016**  
**City Hall, 630 S. Central Avenue**

- I. **APPROVAL OF MINUTES:** September 15, 2016
- 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. **NEW BUSINESS:**
  - A. Sculpture Donation at Zoo
- IV. **OLD BUSINESS:**
  - A. 2016 Pool Study Update
  - B. CORP Projects
- V. **REPORTS:**
  - A. Zoological Society
  - B. Recreation
  - C. Parks & Zoo
  - D. Director
  - E. Parks, Recreation & Forestry Committee
- VI. **NEXT MEETING:** 5:30 pm, Thursday, December 8, 2016
- 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  
September 15, 2016 Meeting Minutes**

**I. CALL TO ORDER:**

Meeting called to order by John White at 5:30 p.m. at Wildwood Station, 1800 S. Roddis Avenue.

**ROLL CALL:**

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

Excused: Alderperson Tom Witzel

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; and Ben Steinbach, Parks Maintenance Supervisor, Residents Jack Farris and Jeff Kleiman

**II. APPROVAL OF MINUTES:**

**PR16-21** Motion by Buttke, seconded by Yaeger to approve the July 14, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

**III. PUBLIC COMMENT:** None

**IV. NEW BUSINESS:**

**A. Free Little Library on Wildwood Station Trail:**

Justin Casperson explained to the committee where the library would be going along the trail, and Jack Farris & Jeff Kleiman talked about the size and look of the library. They also explained that they will be the ones taking care of filling and repairing the library should something happen to it. During the discussion, the location from behind the home of Jeff changed to be located next to the bench that will be off of State Street as a better place to have this library.

**PR16-22** Motioned by Viegut seconded by Luedtke to work with staff for the placement and installation of the little free library, and have Jeff and Jack come back in the spring to let the committee know how things are going with the little free library.

**B. Swim Lesson Agreement:**

Kelly Cassidy went over the changes to the agreement from the approval in 2013. The YMCA would like the wording about the joint program brochure removed and the lessons in 2017 to increase by \$1.00 to take prices for YMCA members to \$39.00, City residents to \$47.00 and non-residents to \$57.00.

**PR16-23** Motioned by Yaeger, seconded by Faber to approve the renewal of the agreement for 2017, 2018 & 2019 with the YMCA for swim lessons with the proposed fees and charges.

**C. 2016 Pool Study Update:**

Justin asked the individuals that are on the Pool Study Committee to give an update to the Parks, Recreation & Forestry Committee on where we are at and what the committee is looking at for a new pool. Allie, John and Kelly all shared information with the committee.

**V. REPORTS:**

**A. Zoological Society:** Tom reported that the Trick-or-Treat in the zoo on October 8<sup>th</sup>. They will be having a booth at Fall Fest and selling items from the zoo store. The Zoo store will be open on weekends for now.

**B. Recreation**

1. Library/Community Center Project – Library opened their doors to the public on Monday, September 6<sup>th</sup>. The council is looking at options and costs to remodel the community center.

2. Fall program brochure - Went out to the public on Friday, August 5<sup>th</sup>.

3. Programs

a. Tennis/Racquetball center started fall hours on Tuesday, September 6<sup>th</sup>. There is now an employee that is in the center for appointments.

b. Tennis Lessons will begin Monday, September 12<sup>th</sup>.

c. Fall Soccer is in full swing and has three weeks left. There are 474 participants enrolled.

d. This past weekend we started a soccer program for children 3-5 years of age on Sunday afternoons.

e. Adult volleyball league meeting was held Wednesday, September 7<sup>th</sup>. Leagues begin the week of October 17<sup>th</sup>.

f. Open Gym & Swim will start at the Sr. High on Monday, September 19<sup>th</sup>.

g. Senior Health Fair will be held at the Jr. Fair Expo Building at the Fairgrounds on Friday, September 30<sup>th</sup> from 9:30 a.m. – Noon.

- h. Pickleball hours no longer include Thursday evenings. Participants are playing on Tuesdays from 6-8 p.m. and Thursdays from 1-3 p.m.

### C. Aquatics

1. Hefko Pool closed for the season on August 30<sup>th</sup>.
2. Early Bird Lap Swim and Aquacise resumed for the fall on Tuesday, September 6<sup>th</sup>. They are being held on Tuesday and Thursday mornings at the Sr. High pool.

### D. Parks & Zoo

1. Parks Maintenance Operations
  - a. Maple Fall Fest Preparation.
  - b. Park staff assisted with Hub City Days, American Legion Regional and State Baseball Tournaments, Columbus and Senior High Cross Country events, MSA Tournament, Fall Soccer, Liberty Classic Horse Show, Fair Time, and Be a Hero 5K walk.
  - c. Staff installed concrete flat work at Griese Park including: press box on Figi Field, player shelter extensions on home & guest shelters on Figi Field, & home & guest shelters on Weinfurter Field.
  - d. Staff installed new playground chips at Wildwood Park and Upper Pond play areas.
2. Forestry
  - a. Thirty-seven park ash trees were treated to help prevent EAB: (26) at Wildwood Park and Zoo, (5) at SJ Miller, (3) at Griese, (2) at Pickle Pond and (1) at Veterans Park.
3. Fairgrounds
  - a. The park is under "Fair Time" agreement through September 21<sup>st</sup>.
4. Zoo
  - a. Steve Burns was off for extended time for birth of child.
  - b. Little Free Library was installed in core area of zoo.
  - c. Loss of Big Horn Sheep.

### E. Director

1. Zoo Maintenance Building – Staff is still working on design, construction documents, cost estimates, utility extensions and a certified survey map. 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.
2. Fairgrounds - 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. The Director has been soliciting cost estimates for the sandblasting and painting of the grandstands steel roof structure and sealing the concrete deck.
3. Hardacre Park – The painter has begun work on the murals at Hardacre Park. On September 22<sup>nd</sup>, there will be a Fall Block Party hosted by Main Street Marshfield.
4. Wildwood-McMillian Trail – The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
5. 8<sup>th</sup> & Hemlock – On August 25<sup>th</sup> there was a neighborhood meeting for the 8th & Hemlock property. At the meeting, it came to light that the property is used for parking quite extensively by Marshfield School District users for various fall events. The Director would like resume conversations with the School District about their use of the property.
6. Cemetery – The Board of Public Works requested a proposal to design an interior niche room within the existing chapel. The services will include an initial concept design, construction documents, sales projections & cost estimates. It is staff's recommendation to remove the chapel because of significant restoration costs, lack of function and future use.
7. Wenzel Family Plaza – The City is requesting proposals for design & engineering services. The goal is to complete design and engineering by February, with construction commencing in spring 2017.
8. Zoo Signage – A new directional sign was installed on the drive-around section of the zoo in August. New entrance signs will be installed at all three pedestrian entrances in September.

### VI. OLD BUSINESS:

#### A. CORP Plan:

1. Wildwood Park & Zoo – a tour of the park and zoo was taken by the committee.

### VII. NEXT MEETING: October 13, 2016 at 7:00 p.m.

### VIII. ADJOURNMENT: Meeting adjourned at 7:10 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor



# City of Marshfield Memorandum

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**DATE:** November 10, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** Sculpture Donation at Wildwood Zoo

**Summary:**

Clyde Wynia from Jurustic Park would like to donate a sculpture to the Wildwood Zoo. The sculpture would be a crane and cattails approximately 12-15 feet tall. The sculpture would be located near the south entrance of the zoo and sit on a 6-foot concrete pad.

**Recommendation:**

To approve the donation of a metal sculpture from Clyde Wynia, Jurustic Park, to be placed in Wildwood Park.



# City of Marshfield

## Memorandum

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**DATE:** November 10, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** 2016 Pool Study Committee Update

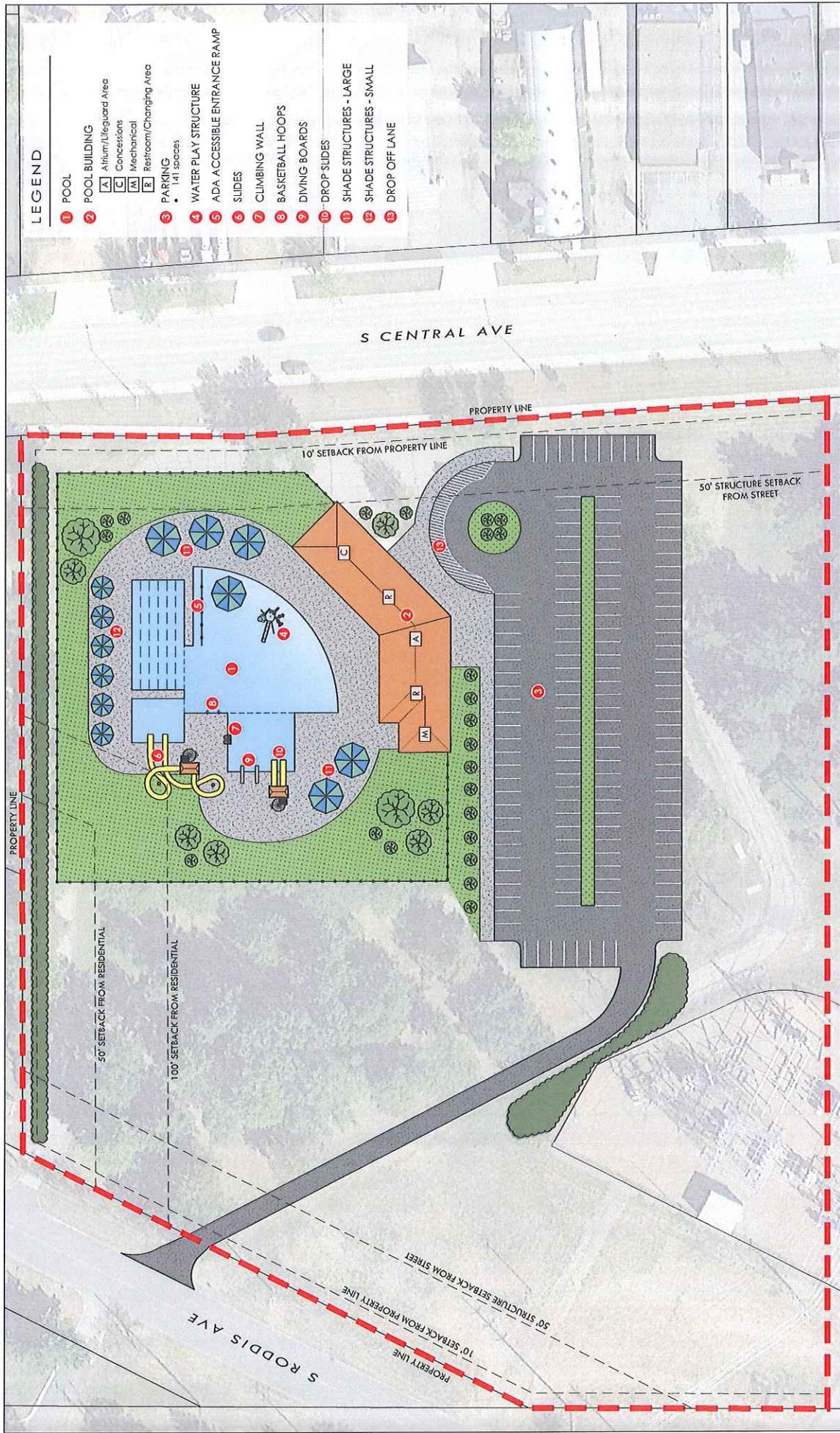
**Summary:**

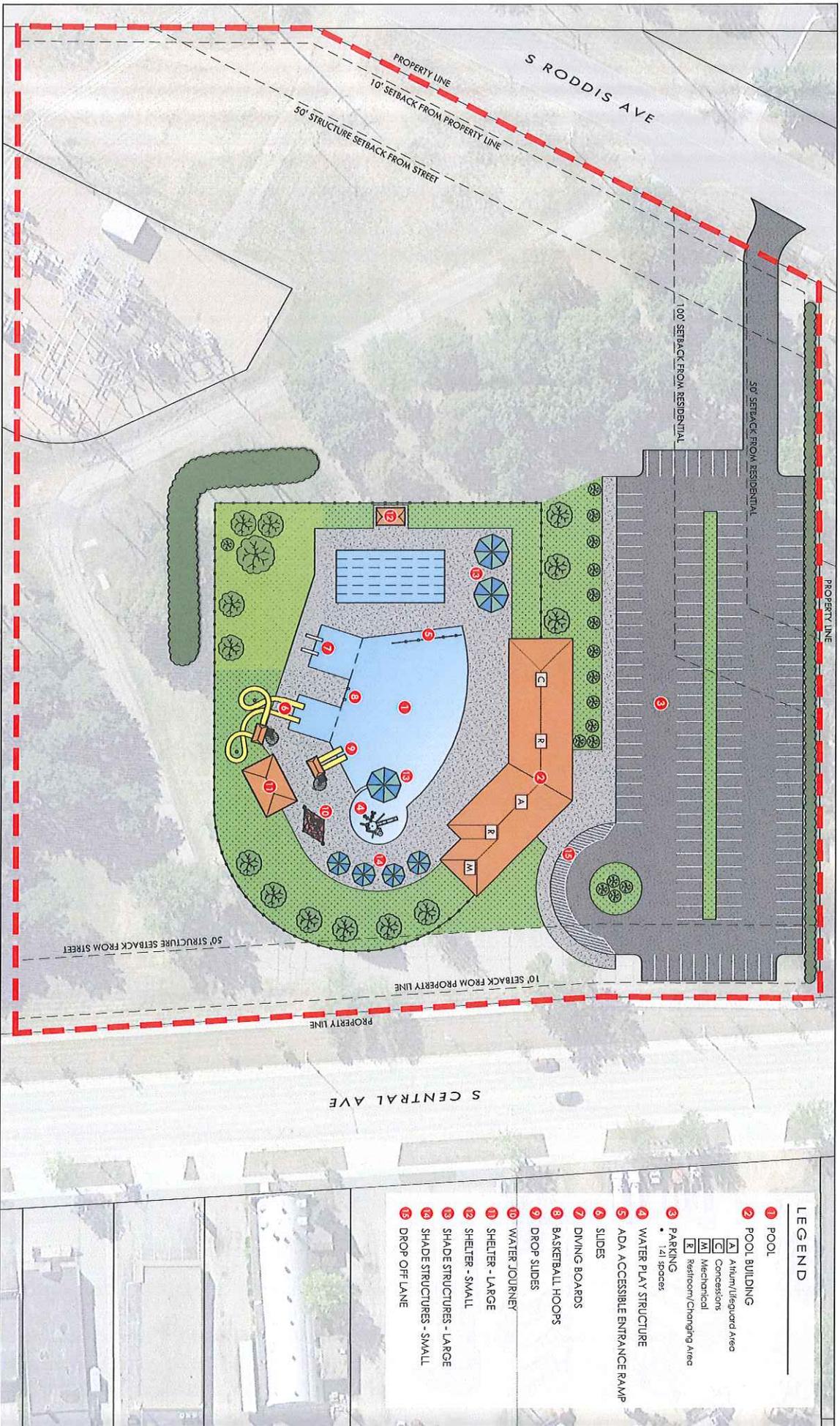
The purpose of this memorandum is to update the Parks, Recreation and Forestry Committee on the progress made in regard to the 2016 Pool Study Committee. The Pool Study committee will be holding their 5<sup>th</sup> meeting on November 10<sup>th</sup> at 7:00pm. At their October meeting the committee reviewed three and one-half renderings provided by Ayers Associates. See enclosed. The Committee gave feedback and recommendations to Ayers. The Committee will review the next rendering at their November 10<sup>th</sup> meeting and plan to host a public information meeting in December.

**Recommendation:**

None.

Enclosures



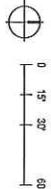


Hefko Pool Reconstruction - Concept 2

Marshfield, Wisconsin

ID | 27-1069

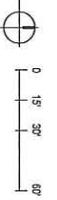
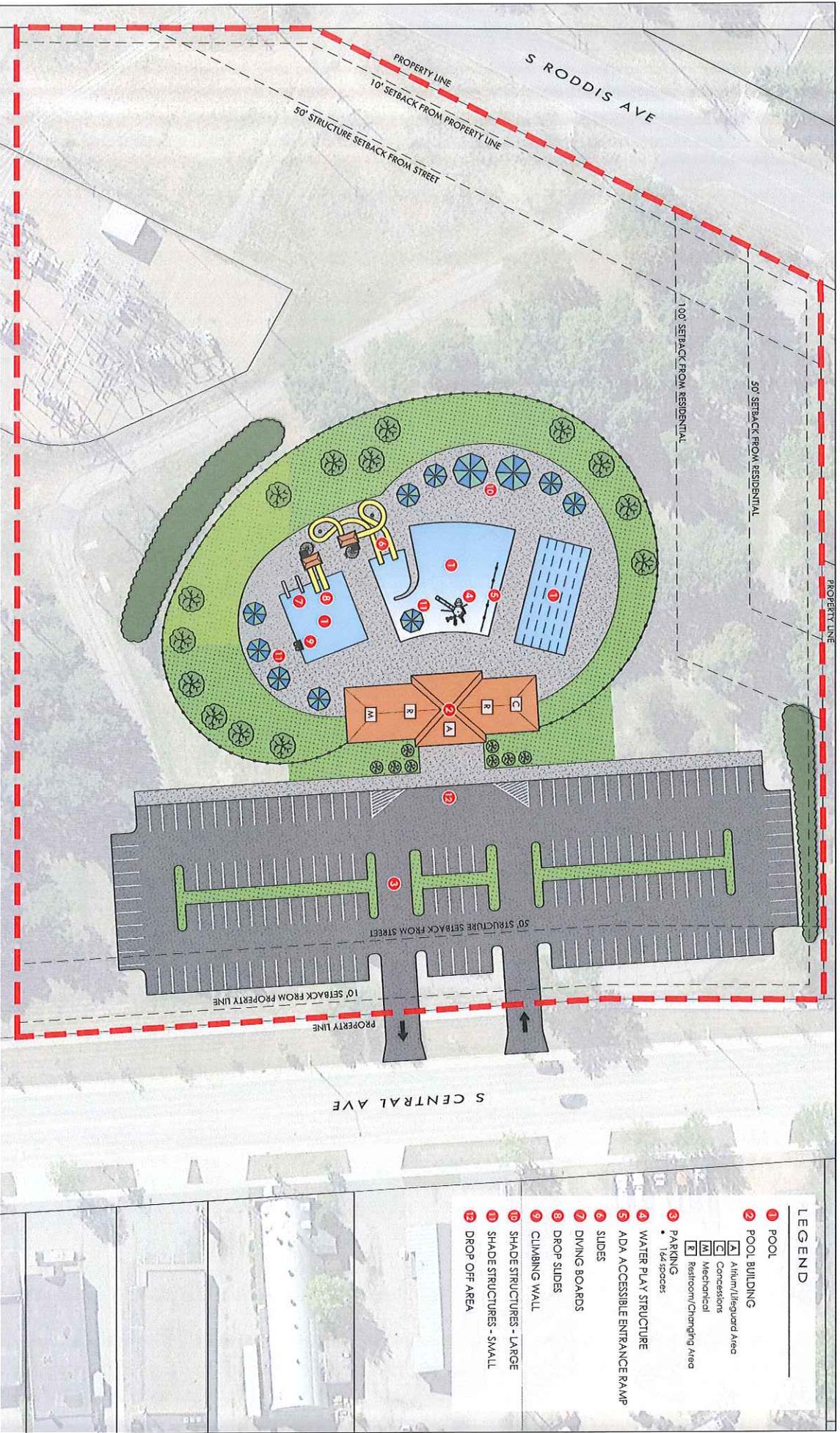
AVRES ASSOCIATES  
10 10 | 2016

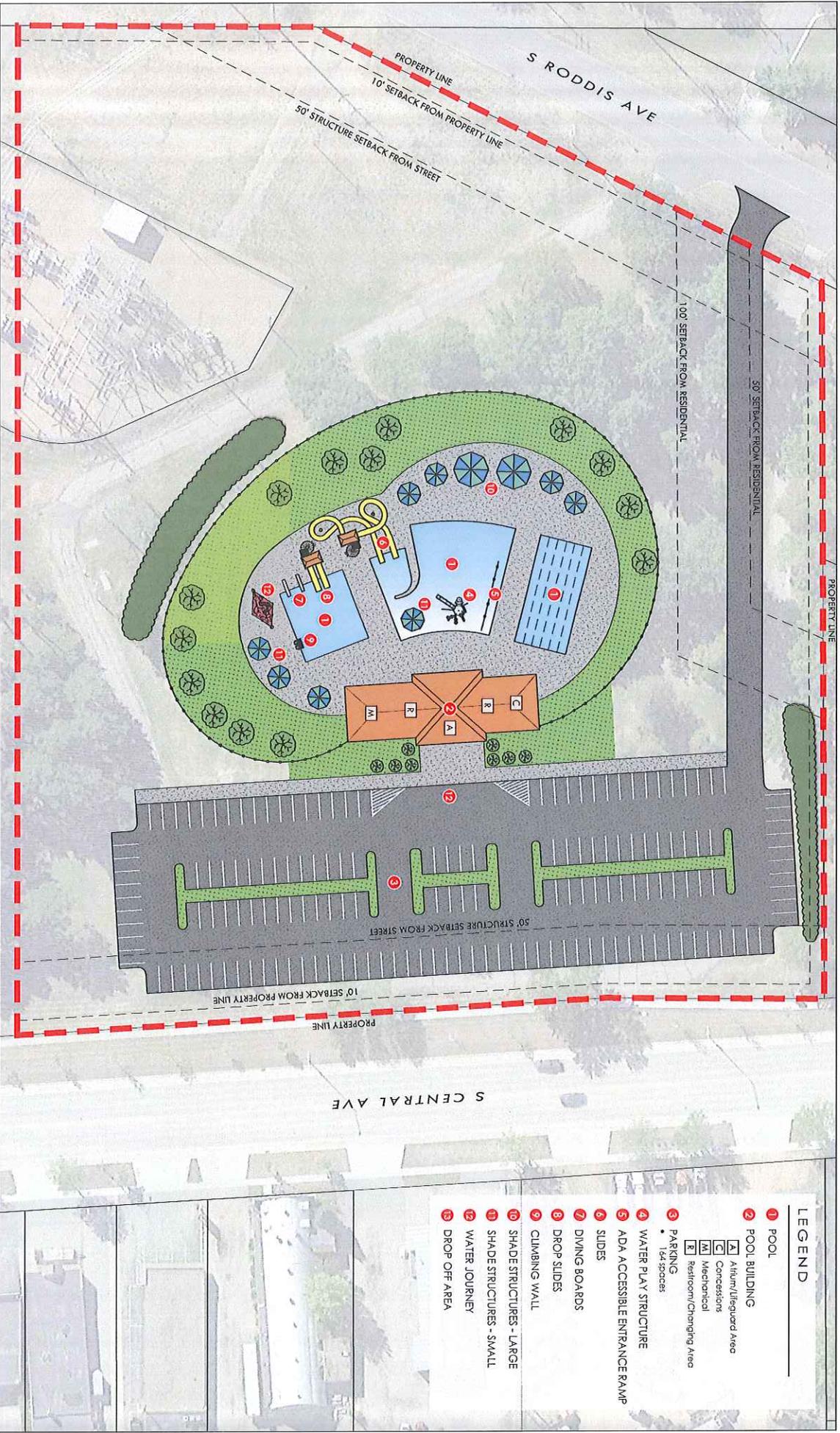


Hefko Pool Reconstruction - Concept 3  
 Marshfield, Wisconsin

ID | 27-1069

AVRES ASSOCIATES  
 10.10 | 2016



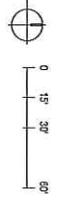


- LEGEND**
- 1 POOL
  - 2 POOL BUILDING
    - A Future/Lounge Area
    - C Concessions
    - M Mechanical
    - K Restroom/Changing Area
  - 3 PARKING
    - 154 spaces
  - 4 WATER PLAY STRUCTURE
  - 5 ADA ACCESSIBLE ENTRANCE RAMP
  - 6 SLIDES
  - 7 DIVING BOARDS
  - 8 DROP SLIDES
  - 9 CLIMBING WALL
  - 10 SHADE STRUCTURES - LARGE
  - 11 SHADE STRUCTURES - SMALL
  - 12 WATER JOURNEY
  - 13 DROP OFF AREA

Hefko Pool Reconstruction - Concept 3B  
 Marshfield, Wisconsin

ID 127-1069

AMRES ASSOCIATES  
 10.10 | 2016





# City of Marshfield Memorandum

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**DATE:** November 10, 2016  
**TO:** Parks, Recreation & Forestry Committee  
**FROM:** Justin Casperson, Parks and Recreation Director  
**RE:** CORP

**Summary:**

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

At the September meeting, we discussed our last and final park, Wildwood Park & Zoo. It is time we plotted our next steps in the planning process. We will review information gathered over the past two years and the information provided in the CORP.

Enclosed ~~there~~ are four pages of information about the projects the Department has planned. Each page has a heading depicting the projects' priority as specified by the COPR and staff. There are a lot of projects listed. To help facilitate good discussion, please review the Medium and Long priority lists and determine if one of those projects should be moved to the Short priority list. We will try to schedule the projects accordingly.

If you have any questions prior to the meeting, feel free to contact me.

**Recommendation:**

At the discretion of the Committee.

**Attachment(s):**

Project List

SHORT (1-5 YEARS)

Park Name	Item	Cost	2015	2016	2017	2018	2019	2020	2021	2022
Trails	Marshfield-Hewitt Trail	192,800	192,800							
Fairgrounds	Round Barn Concrete	176,000	176,000							
Wildwood	Bear Exhibit	1,457,000	1,457,000							
Wildwood	Hefko Pool	5,515,000		15,000		200,000	5,300,000			
SJ Miller	Hackman Storage Building	63,122		63,122						
Hamus	Fishing Pier	15,000		15,000						
SJ Miller	Tennis Court Resurface	42,600		42,600						
Wildwood	Zoo Maintenance Building	375,000		25,000	350,000					
Trails	Wildwood-McMillian Trail	1,800,001			1,800,001					
Comm Center	Community Center	1,690,000			1,690,000					
Braem	Tennis Court Replacement	215,000			55,000	160,000				
Wildwood	Zoo Welcome Center & Cougar Exhibit	400,000			40,000	360,000				
UW Athletic Fields	Baseball/Softball Fields Renovations	65,000				65,000				
Fairgrounds	Playground Replacement	65,000				65,000				
Forest Ridge	Playground ADA Accessible Path	17,500				17,500				
Griese	LED scoreboards	25,000				25,000				
Wildwood	South Parking Lot	50,000					50,000			
Grant	Sidewalk Replacement on Cleveland	15,750					15,750			
Braem Park	Parking Lot Replacement	120,000					20,000	100,000		
Griese	Playground Replacement	150,000						150,000		
SJ Miller	Renovate Existing Shelter (Ice Skating)	50,000						50,000		
Trails	UW-Arboretum Trail (asphalt)	120,000						120,000		
Columbia	Band Shell Weather Panel Covers	15,000						15,000		
Griese	Playground ADA Accessible Path	29,500							29,500	
Praschak	Rebuild Road/Parking	127,500							127,500	
SJ Miller	New Playground by GP Oisen Fields	25,000							25,000	
Wildwood	Wildwood Station Rain Gutters & Sidewalks	45,750							45,750	
Wildwood	Culvert - Adams/17th	37,500							37,500	
Weber	Land Acquisition for Trail Development	35,000							35,000	
Wildwood	Signage	8,000							8,000	
Benedict	Basketball Court Replacement	45,000								45,000
Braem	Creek - Bank Stabilization	13,750								13,750
Griese	Water Wheel	6,750								6,750
Griese	North Entrance Improvements	55,000								55,000
Griese	Widen Bridge	12,500								12,500
SJ Miller	Energy Efficient Site Lighting	9,500								9,500
SJ Miller	Open Air Shelter by Reeths & Hackman	50,000								50,000
Wildwood	Wildwood Station Room Divider Replacement	22,500								22,500
Parks Workshop	Cold Storage Building	90,000								90,000
SJ Miller	GP Olson West Field LED Scoreboard	8,000								8,000
			1,825,800	160,722	3,935,001	892,500	5,385,750	435,000	308,250	313,000

MEDIUM (6-10 YEARS)

Park Name	Item	Cost	2025	2026	2027	2028	2029	2030
Benedict	New ADA perimeter sidewalk to shelter & playground	19,500						
Benedict	Playground Replacement	45,000						
Braem	Playground Replacement	45,000						
Braem	Skate Park New Shade Structure	50,000						
Braem	Softball Field Renovate Infield & Replace Fencing	210,000						
Columbia	Sidewalk Install New ADA sidewalk across park (northeast to southwest)	21,500						
Forest Ridge	ADA Accessible Path Around Park	40,000						
Forest Ridge	Basketball Court Renovation	25,000						
Grant	Playground Equipment Replacement	30,000						
Griese	Trails Energy Efficient Path Lighting	27,500						
Griese	Irrigation System (2 fields)	60,000						
Griese	Basketball Court Improvements	25,000						
Griese	Trails Grind & Repave	40,000						
Griese	Open Air Shelter	75,000						
Northern Hills	Playground Install ADA Accessible Perimeter Path	13,500						
Northern Hills	Playground Equipment Replacement	45,000						
Pickle Pond	Ice Rink Energy Efficient Site Lighting	13,000						
SJ Miller	Jack Hackman Field Masonry Wall and Netting Backstop	95,000						
SJ Miller	OAGC Refinish Gym Floor	75,000						
Trails	Griese Park-Pecan Parkway Trail	125,000						
Trails	Adler Road Trail	400,000						
Wildwood	Upper Pond & Stream Water Quality Improvement Plan	50,000						
Wildwood	Park Roads Upgrades	125,000						
Wildwood	Playground Replacement	350,000						
Wildwood	Trails New Trail Around Upper Pond & Zoo	350,000						
Wildwood	Mountain Sheep Exhibit	6,000						
Wildwood	Raptor Row Allowance	10,000						
Wildwood	Petting Zoo	15,000						
Wildwood	Zoo Small Mammal Exhibit	25,000						
Wildwood	Core Zoo Sidewalk & Driveway Repairs	100,000						
		2,511,000						

LONG (10+ YEARS)

Park Name	Item	Cost	2031	2032	2033	2034	2035	2036
Benedict	Perimeter Walk with Drainage	12,000						
Braem	Master Plan	17,500						
Braem	Landscape Beds Improvements	6,500						
Braem	Shelter Replacement	205,000						
Fairgrounds	Softball Fencing	125,000						
Forest Ridge	Perimeter Walk w/ Drainage	12,000						
Forest Ridge	Playground Replacement	45,000						
Grant	Playground Perimeter Path w/ Drainage	12,000						
Griese	Master Plan	16,500						
Hamus	Erosion Control on Trail	20,000						
Pickle Pond	Pave Parking Lot & Driveway	37,950						
SJ Miller	Playground Install ADA Accessible Perimeter Path	13,500						
SJ Miller	Playground Equipment Replacement	50,000						
Trails	Galvin Ave Trail	100,000						
Trails	East 4th Street Trail	355,000						
UW Athletic Fields	Master Plan	18,000						
Wildwood	Upper Pond New Energy Efficient Path Lighting	13,000						
Wildwood	Upper Pond Playground Equipment Replacement	90,000						
Wildwood	Upper Pond Restroom/Shelter Building	225,000						
Wildwood Zoo	Master Plan	25,000						
		1,398,950						

# OPERATIONS

Park Name	Item	Cost	2017	2018	2019	2020	2021	2022
Benedict	Energy Efficient Site Lighting	2,500						
Benedict	Perimeter Fence	5,920						
Braem	Drinking Fountain - replacement	2,500						
Braem	Accessible Route to Play Equipment	4,700						
Braem	Energy Efficient Site Lighting	5,000						
Braem	Horseshoes - Energy Efficient Lighting	5,000						
Braem	Horseshoes - Replace Fencing	10,000						
Braem	Flag Pole - Energy Efficient Lighting	6,500						
Braem	Trails - Upgrade Granite Trails	10,000						
Columbia	Landscape Beds - Improvements	3,500						
Columbia	Energy Efficient Site Lighting	8,500						
Connor	Invasive Species Monitoring and Removal	10,000						
Connor	Trails - Improvements	10,000						
Fairgrounds	Backstop Netting	6,500						
Fairgrounds	Concrete Batting Cage w/ Turf Matting	10,000						
Fairgrounds	Vegetation Windscreen	10,000						
Fairgrounds	Energy Efficient Site Lighting	15,000						
Forest Ridge	Practice Soccer Field	10,000						
Forest Ridge	Energy Efficient Site Lighting	2,500						
Forest Ridge	Park Sign Allowance	3,500						
Grant	ADA Accessible Path	1,900						
Grant	Energy Efficient Site Lighting	2,500						
Grifese	Site Furnishings (bike racks, benches)	5,500						
Northern Hills	ADA Accessible Path	1,900						
Northern Hills	Energy Efficient Site Lighting	2,500						
Pickle Pond	LP to Natural Gas Heating	7,500						
S.J. Miller	GP Olson East Field - Synthetic Mound	3,500						
S.J. Miller	GP Olson West Field - Synthetic Mound	3,500						
S.J. Miller	Jack Hackman Field - Synthetic Mound	5,500						
S.J. Miller	Retaining Walls - Repairs	7,500						
S.J. Miller	Connection trail to main parking lot	10,000						
Strohman	Energy Efficient Site Lighting	5,000						
Strohman	Site Furnishings	8,000						
Weber	Energy Efficient Parking Lot Lighting	0						
Veterans	Energy Efficient Site Lighting	2,751						
Wildwood	Wildwood Station Pavilion - Replace Ceiling Fans	1,500						
Wildwood	Herko Pool - Exterior Lighting	3,500						
Wildwood	Wildwood Station Pavilion - Energy Efficient Lighting	4,400						
Wildwood	Energy Efficient Site Lighting	6,500						
Wildwood	Site Furnishings Allowance (bike racks, benches, grills, etc...)	8,500						
		233,571						

Wildwood Park Zoological Society

5:30 August 18, 2016

City Plaza Building Room 108

Present: Tom B, Wilson, Brandi R, Woltmann, Shaw, Gleisner,

Excused: Bo R, Kelly R, Morrow, Frankwick, Tim B, Mueller, Leonhardt

Unexcused: Marsh, Terri B, Hansen, Oettiker, Steinmetz

Guest/Honorary Members: Floreine Kurtzweil, Justin Casperson, Burns (5:36)

5:30 Roll Call Attendance confirmed as above

Approval of July 2016 Minutes-

Morrow recorded July 2016 Minutes, Thank you!

Motion to approve by Shaw

Seconded by Gleisner

Motion Carried

Approval of Treasurer's Report-

June and July 2016 Treasurer's Report

Motion to approve by Wilson

Seconded by Woltmann

Motion Carried

Parks & Rec/Zoo Report-

Seasonal attendants going back to school and to possible other opportunities. Waiting on DNR for the permit for an Ornate Box Turtle. A Bobcat acquisition from Baraboo to be coming. Bull Elk separated until antlers are dropped. Maintenance staff working on repairing of Lynx exhibit. Pasture mowing completed for the year unless more rain comes. Bear exhibit cyclone on glass will be replaced. Eagle nest is complete next to the Eagle Exhibit. Zoo Signage is being updated. Rocky has passed away from pneumonia.

Facebook/Web page- Naming of the Wolves on Facebook continues until Labor Day. Will be posted on Facebook on Labor Day of the three names of the wolves.

Wild Wednesdays- Year Report to come.

Trick or Treating- Sponsors for the event are being contacted and donations are being received. Yearly local sponsors include fast food restaurants, businesses, and families. Recently, Arby's had a last minute Benefit Day for Trick-or-Treating. Volunteering positions let Brandi know by Saturday, Sept. 10<sup>th</sup>.

Adopt an Animal- Any ideas for improving Adopt an Animal for the upcoming years.

Wild 4 Cats- More sponsors needed.

Old/New Business-

Cans collect by Main Street at Hub City Days and money was donated to the Zoo.

Secretary Position: Secretary Position responsibility to be temporally shared between the President, Vice President, and Treasurer.

Next Meeting Conflict: Sept. 15<sup>th</sup> meeting cancelled. Next meeting Oct. 20<sup>th</sup>

Community Foundation Bear Account will be soon closed, extra funds will be transferred to the Society for Animal Funds.

Adjourn-

6:30pm Adjourned