



CITY OF MARSHFIELD

MEETING NOTICE

Agenda

Parks, Recreation & Forestry Committee

5:30PM Thursday, September 15, 2016

Wildwood Station Pavilion

1800 S. Roddis Ave.

- I. **APPROVAL OF MINUTES:** July 14, 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. Little Free Library on Wildwood Station Trail
 - B. Swim Lesson Agreement
 - C. 2016 Pool Study Update
- IV. **REPORTS:**
 - A. Zoological Society
 - B. Recreation
 - C. Parks & Zoo
 - D. Director
 - E. Parks, Recreation & Forestry Committee
- V. **OLD BUSINESS:**
 - A. CORP
 1. Wildwood Park & Zoo – Tour
- VI. **NEXT MEETING:** 5:30 pm, Thursday, October 13, 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
July 14, 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; Zoological Society Representative Tom Buttke; Members Ali Luedtke & Nick Faber

Excused: Chris Viegut; Alderperson Rich Reinart

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

II. APPROVAL OF MINUTES:

PR16-18 Motion by Buttke, seconded by Yaeger to approve the June 9, 2016 Parks, Recreation, and Forestry Committee meeting minutes with the correction of the adjournment. Motion Carried Unanimously.

III. PUBLIC COMMENT: Carl Scott talked about the restrooms at the bear pen and the improvements that need to be made.

IV. OLD BUSINESS:

A. CORP Plan:

1. Hamus Park – 27.94-acre park located on the northern boundary of Marshfield on Hamus Drive. This park has a shelter w/ picnic tables, restroom, biking/walking trail, and a nature area.
2. S.J. Miller Park – 21.32 acres located on Oak Avenue. This park caters to sports enthusiasts with baseball fields, batting cages, tennis courts, play equipment, shelter w/ picnic tables and restrooms, picnic tables, biking/walking trail.

V. NEW BUSINESS:

A. Fairgrounds Winter Storage Rates:

Justin Casperson updated the committee on the new fees for winter storage with a rate increase of 2.5%. The last time a rate increase happened was 2010.

PR16-19 Motioned by Buttke, seconded by Luedtke to approve the 2016-17 winter storage fees.

B. Zoo Animal Acquisition:

- Justin Casperson updated the committee on the proposal of a Babcat and Ornate Box Turtle display.

PR16-20 Motioned by Yaeger, seconded by Faber to approve the animal acquisitions.

VI. REPORTS:

A. Zoological Society: Tom reported that the Trick-or-Treat in the zoo will be October 8th. The society is planning a bowling event in December, which will be a fundraiser for the cougar exhibit. Tom brought items from the zoo store to show the committee.

Recreation

1. Library/Community Center Project –Library will be moving out starting August 15th. The committee is still looking at options to cut costs for the remodel of the Community Center.
2. The fall program brochure will go out to the public on Friday, August 5th.

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.
3. Summer Adventure Camp was canceled due to lack of enrollment.
4. Summer programs are in full swing with classes being offered in gymnastics, tennis, baseball, 3-sport ball, safety city, basketball, volleyball, golf, soccer, football, and a trip to Milwaukee Zoo.
5. Pickleball is being held at OACC on Tuesday & Thursday nights from 6-8pm and Thursday afternoons from 1–3pm.
6. Registration is still being taken for skateboard lessons which starts on July 25th, golf camp which starts July 26th and the zoo trip on August 9th.

Aquatics

1. Hefko Pool opened for the season on June 4th. Hefko is open Monday through Saturday from 11:00 to 11:45 a.m. for Free Swim and from 1:00 to 6:45 p.m. daily for open swim, except on Tuesdays & Thursdays when the pool remains open until 7:45 p.m. Free Swim is sponsored by NAPA Auto & Truck Parts of Marshfield, Cellcom, Mueller Publishing, Baltus, Roehl Transport, McDonalds, Marshfield Clinic, MSA Professional Services, Weber Farms, DQ/Java Junction, Hub City Ice Cream, Bents Chiropractic, Forward Financial Bank, Chips, Kwik Trip and Security Health Plan. If the pool closes early in the day, we attempt to reopen at 4:00 p.m.
2. Early Bird Lap Swim and Aquacise are being held on Tuesday and Thursday mornings at the Sr. High pool through July 21.

Parks & Zoo

1. Parks Maintenance Operations
 - a. Park staff assisted with (2) MYBA little league tournaments, small town baseball tournament and American Legion baseball tournament.
 - b. Park staff assisted in 4th of July Celebration and Parish Pull events at Marshfield Fairgrounds Park.
 - c. Staff has been working on installing (2) new picnic tables & (2) new park benches at Hamus Park.
2. Forestry
 - a. The park tree inventory has been updated. Once the street division has finished treating street trees we plan on treating approximately 35 park trees.
3. Fairgrounds
 - a. Dust control agent was applied to the gravel areas on 6/24/16.
4. Zoo
 - a. The new Honey Bee exhibit has been opened and on display in the zoo store.
 - b. Zoo Fest was held over Father's Day weekend.

Director

1. Hackman Field Storage Building – The project was completed on time and on budget.
2. 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 completed in 2016 and built in 2017.
3. 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.
4. Fairgrounds - The Director has been working with the Marshfield Area Friends of the Dog Park in the installation of lights for the dog park.
5. Fairgrounds - The Director has been soliciting proposal quotes for the sandblasting and painting of the grandstands steel roof structure and sealing the concrete deck.
6. 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 a rack to be placed next to Engine 2442.
7. Hardacre Park – The painter has begun work on the murals at Hardacre Park. We anticipate the murals to be completed by August.
8. 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 funds until their 2017 fiscal year, which starts July 1, 2017.
9. 8th & Hemlock – The Director has been in communication with the School District about possibly purchasing the property.

Committee: Library is looking for help to move items into the new library.

VII. NEXT MEETING: August 11, 2016 at 5:30 p.m.

VIII. ADJOURNMENT: PR16-10 Motion by Luedtke, seconded by Yaeger to adjourn. Motion carried unanimously. Meeting adjourned at 6:21 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor



City of Marshfield

Memorandum

DATE: September 14, 2016
TO: Parks, Recreation & Forestry Committee
FROM: Justin Casperson, Parks and Recreation Director
RE: Little Free Library on Wildwood Station Trail

Summary:

Our Department has received a request to install a Little Free Library on the Wildwood Station Trail. A Little Free Library is a worldwide movement that offers free books housed in small containers to local community members. The premise behind the movement is to promote literacy, the love of reading and build a sense of community. Those requesting are Jeff Kleiman, Kim Hartley, Julie Tharp, and Jack Farris. The library will be behind Jeff Kleiman's house on the Wildwood Trail between Adams Street and Schmidt Avenue. The actual container is 17" wide x 31" long x 36" high. The anticipated installation would be a few weeks after approval. The Parks and Recreation Department does not have the staff or resources to install or maintain the container. The volunteers and homeowners involved have agreed to install and maintain the container.

Recommendation:

To approve the request to install a Little Free Library on the Wildwood Station Trail.

Attachment:

Map & Picture

Memo

To: Parks, Recreation, and Forestry Committee
From: Kelly Cassidy, Parks and Recreation Supervisor
Date: September 9, 2016
Re: YMCA Swim Lesson Agreement Renewal

Background

Since 1994, the Marshfield Parks & Recreation Department and the Marshfield Area YMCA have been offering a joint swim lesson program for city residents. In 2004, a review was made by the Parks and Recreation Department staff to determine if it would be more cost effective for the Parks and Recreation Department to independently offer a youth swim lesson program. The review indicated that it would not be cost effective for the department to offer youth lessons compared to continuing with the YMCA agreement. The agreement was modified following the review to state that the Parks and Recreation Department would only pay the YMCA the per participant amount for city residents only.

Analysis

The YMCA is proposing a 3-year renewal with a \$1.00 participant fee increase for 2017 (\$39, \$47, \$57) and a 3% increase for each year of the amount charged to the city for each city resident participating in swim lessons.

The agreement provides some ability on the part of the city to control the cost of swim lessons for city residents who are not members of the YMCA and it allows city residents, who are not members of the YMCA, the same registration privileges as YMCA members.

The YMCA has asked the to remove the joint brochure part of this contract and we are in agreement with this.

Recommendation

I recommend that the Parks, Recreation, and Forestry Committee approve the renewal of the YMCA Swim Lesson agreement for the years 2017, 2018, and 2019 with proposed fees and charges.

**Marshfield Parks and Recreation/Marshfield Area YMCA
Partnership Agreement for Community Programming/Aquatics**

This agreement entered into on November 27, 2013 delineates the responsibilities of the Parks and Recreation Department and the Marshfield Area YMCA regarding shared programming. It was initiated for a joint community swim instruction program and a joint program brochure.

Marshfield Area YMCA Responsibilities

- 1) Arrange for adequate pool time using the Marshfield Area YMCA and Senior High Pools as needed to offer aquatics instruction classes meeting community demand.
- 2) Hire, train, supervise and certify all swim instructors and lifeguards for the program and assume responsibility for processing their payroll.
- 3) Provide instruction according to guidelines established by the YMCA of USA Swim Lessons Program.
- 4) Assume responsibility for registration. Revenues generated will go to the Marshfield Area YMCA to offset program costs.
- ~~5) Continue development of three joint program brochures annually utilizing Marshfield Buyers Guide to print, distribute in the Buyers Guide, and sell advertising for the brochure at no cost to the Marshfield Area YMCA or Marshfield Parks and Recreation Department. Marshfield Buyers Guide will retain all revenue from the sale of advertising for the brochure. Both the Marshfield Area YMCA and Marshfield Parks and Recreation Department are each responsible for providing the necessary brochure copy material to the Marshfield Buyers Guide within the identified deadline period(s). In an attempt to implement more sustainable practices, the Marshfield Area YMCA and Marshfield Parks and Recreation Department shall each have the authority to request fewer copies of brochures printed for distribution by their organization.~~
- 6) All swim lesson promotional materials shall acknowledge the financial assistance provided by the City of Marshfield for the swim lesson program and to clearly state the financial assistance options available for children wanting to participate in the swim lesson program.
- 7) Fees and registration procedures will not be changed unless mutually agreed upon. Class size, class duration and curriculum will follow guidelines set by the YMCA of USA Swim Lessons Program.
- 8) Fee structure for 2014 – 2016 shall be as follows:

	<u>2014</u>	<u>2017</u>	<u>2018 & 2019</u>
YMCA Member	\$38.00	\$39.00	not to exceed 3% increase from previous year
City Resident	\$46.00	\$47.00	not to exceed 3% increase from previous year
Non-Resident	\$56.00	\$57.00	not to exceed 3% increase from previous year

Parks and Recreation Responsibilities

- 1) Pay the Marshfield Area YMCA an amount of \$3,500 in 2017. In 2018 and 2019 pay the YMCA an amount that is equal to the previous year's payment multiplied by the percent of increase in the swim lesson fee (not to exceed 3% from the previous year). The Marshfield Area YMCA will invoice the city in July of each year.
- ~~2) Continue development of three joint program brochures annually utilizing Marshfield Buyers Guide to print,~~

~~distribute in the Buyers Guide, and sell advertising for the brochure at no cost to the Marshfield Area YMCA or Marshfield Parks and Recreation Department. Marshfield Buyers Guide will retain all revenue from the sale of advertising for the brochure. Both the Marshfield Area YMCA and Marshfield Parks and Recreation Department are each responsible for providing the necessary brochure copy material to the Marshfield Buyers Guide within the identified deadline period(s). In an attempt to implement more sustainable practices, the Marshfield Area YMCA and Marshfield Parks and Recreation Department shall each have the authority to request fewer copies of brochures printed for distribution by their organization.~~

Other

- 1) It is further agreed that Marshfield Area YMCA members and city residents will have equal access to early registration for swim instruction with all others having a later registration period.
- 2) The Marshfield Parks and Recreation Department will also expend, at a minimum, \$500 in 2017, 2018 and 2019 for promotion of the Marshfield Area YMCA Swim Lesson Program to help ensure that city residents are aware of the youth swim lesson opportunities at the Marshfield Area YMCA. The promotion efforts shall be coordinated with the Marshfield Area YMCA and approved by the Marshfield Area YMCA prior to implementation. The Marshfield Parks and Recreation Department shall provide documentation to the Marshfield Area YMCA confirming the \$500 promotional expenditure.

Signed

CEO, Marshfield Area YMCA – John Nystrom

Date

Parks and Recreation Director – Justin Casperson

Date

Wildwood Park Zoological Society

5:30 June 16, 2016

City Plaza Building Room 108

Present: Tom B., Wilson, Gleisner, Morrow, Shaw, Tom O, Woltmann, Mueller

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

Unexcused: Marsh, Hansen, Steinmetz, Frankwick

Guest/Honorary Members: Justin Casperson

5:30 Roll Call Attendance confirmed as above

Approval of July 2016 Minutes-

Motion to approve by Woltmann

Seconded by Shaw

Motion Carried

Approval of Treasurer's Report- No Report

Parks & Rec/Zoo Report-

Updates being done to city pool. Last storm a the park on Schmidt and Fairview there was a tree that was hit by lighting and removed all the bark but still standing. Idea of maybe security camera in the zoo.

We as the zoo society have been given a sign from the City of Marshfield in recognition of all our efforts to be placed by the Bear Woods, presented by Justin Casperson.

Matt McClean – friend from Beloit Zoo Community Service Sell Corn

Zoo Fest- Volunteers, Advertising (schools), food for volunteers, dunk tank – charge so much for balls, bounce house, food prices

Facebook/Web page- Wolves – Naming on Facebook, one vote per day Starting 8-1-16 to Labor Day

"Wild 4 Cats"- Sponsors – Lane Sponsors, \$100 per Lane. Justin Casperson's 8 and 10 year old Daughters raised \$32.00 for the Cougars.

Old/New Business- Secretary Position is vacant if a board member is interested

Adjourn-

7:00pm Adjourned



City of Marshfield

Memorandum

DATE: September 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 September meeting, we will be discussing our last park, Wildwood Park & Zoo. We will be doing a walking tour of the Park and Zoo, so please be prepared walk the park & zoo. 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

Wildwood Park

Community Park – 157.56 acres

Wildwood Park (Marshfield's flagship park) is located on 17th and Central Avenue. This site contains open play space, picnic tables, grills, play equipment, nature areas, biking/walking trails, disc golf, a pool, fishing areas, event areas, a zoo, restrooms, drinking water, and shelters. See Map SM-10 in the References section.

Wildwood Park Proposals

- Site lighting allowance
- Construct barrier free playground with poured-in-place surface in play area and ADA accessible route to play equipment
- Upper Pond: develop plan to improve pond quality; investigate improvements to fishing and possible recreation boating
- Upper Pond: construct restroom / shelter building by pond with lighting and playground
- Park road upgrades and restoration
- Complete Pool Study
- New Hefko Swimming Pool Construction
- Widen sidewalk on south side of Wildwood Station Building to improve access for loading and unloading
- Replace lighting under the overhangs of the Wildwood Station Building and Wildwood Shelters 1 and 2 with LED lighting
- Upgrade 2442 Steam Locomotive Display
- Signage allowance
- Site furnishings allowance
- Forestry Plan Allowance
- Invasive species monitoring & removal

Wildwood Zoo Proposals

- Zoo: Update master plan
- Zoo: Build new grizzly bear exhibit
- Zoo: Build new maintenance building
- Zoo: Build a Zoo Welcome/Education Center with restrooms
- Zoo: Finish building Raptor Row
- Zoo: Build new small mammal exhibit by current fox exhibit
- Zoo: Create petting zoo area by hay barn
- Zoo: Increase staffing levels
- Zoo: Ludwig Building maintenance
- Zoo: Core Zoo Hard surface repair

Section VII: Recommendations

Site Name	Proposed Development	Development Cost	Priority
Wildwood Park	2442 Steam Locomotive Display Enhancements	\$15,000.00	Short
	Energy Efficient Site Lighting	\$6,500.00	Short
	Hefko Pool Study	\$10,000	Short
	Hefko Swimming Pool Construction (new)	\$5,000,000.00	Short
	Invasive Species Monitoring and Removal Allowance	To Be Determined	Short
	Replace/upgrade Wildwood Station and Shelters Lighting	\$4,400.00	Short
	Signage Allowance	\$10,000.00	Short
	Upper Pond: Develop Water Quality Plan	\$50,000.00	Short
	ADA accessible route to Barrier Free Playground	\$2,800.00	Medium
	Barrier Free Playground with Poured-in-Place Surfacing	\$350,000.00	Medium
	Forestry Allowance	\$10,500.00	Medium
	Park Roads Upgrades	\$125,000.00	Medium
	Site Furnishings Allowance	\$8,500.00	Medium
	ADA accessible route to Barrier Free Playground	\$2,800.00	Long
	Upper Pond: Barrier Free Playground with Poured-in-Place Surfacing	\$90,000.00	Long
	Upper Pond: Restroom/Shelter Building with Lighting	\$172,000.00	Long
	Total	\$5,857,500.00	

Wildwood Zoo	Cougar Exhibit Expansion	\$45,000.00	Short
	Grizzly Bear Exhibit	\$1,100,000.00	Short
	Increase Staffing Levels	To Be Determined	Short
	Ludwig Building Restoration	\$30,000.00	Short
	Maintenance Building	\$375,000.00	Short
	New Mountain Sheep Exhibit	\$6,000.00	Short
	Petting Zoo Area	\$10,000.00	Short

Section VII: Recommendations

Raptor Row Allowance	\$10,000.00	Short
Core Zoo Sidewalk and Driveway Repair	\$100,000.00	Medium
Develop New Small Mammal Exhibit	\$25,000.00	Medium
Master Plan	\$25,000.00	Medium
New Welcome/Education Center	\$350,000.00	Long
Total	\$2,076,000.00	

