

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
November 12, 2015 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; Zoological Society Representative: Tom Buttke; Members: Ali Luedtke, Chris Viegut; Nick Faber; Absent: None.
- Also Present: Justin Casperson, Parks and Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor.
- III. **APPROVAL OF MINUTES:** Motion by Yaeger, seconded by Faber to approve the October 8, 2015 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.
- IV. **PUBLIC COMMENT:** None
- V. **OLD BUSINESS:**
- A. **CORP Review:**
1. Griese Park – Casperson discussed the various items scheduled and suggested in the CORP plan associated with Griese Park. He explained that the lights have all been converted to LED. That the bridge boards are scheduled to be replaced and scoreboard sponsor panel will be removed this fall. That the basketball court and parking lot are in need of being resealed. He also discussed the idea of additional parking being needed at this park. The Committee discussed the idea of field map location signage at the entrance of the park on both side, this could be an Eagle Scout project for someone.
 2. Weber Park – Casperson discussed that this 37 acre park is the newest park in the system and is intended to be a natural park. He explained that the only item in this park that is needed at this time is to seal and strip the parking lot. The Committee wondered about the fishing in the pond, the standup signage that is in poor condition. Viegut was going to contact the Eagle Scout to see if they still have the signage for this. They also questioned if the shelter was underutilized. White asked if the trails from this park could be connected to the UW trail system.
- B. **Bounce House Rental Policy & Procedures:**
Casperson explained the Department's bounce house policy as: (1) Inflatable structures are allowed in parks; (2) No pounding or driving of stakes into the ground; (3) Inflatable structures that require staking must contact the Parks and Recreation Department office two-weeks in advance, pay a \$33.00 fee and call for utility locates. Motion by White, seconded by Buttke to approve the presented bounce house policy, motion carried unanimously.
- VI. **NEW BUSINESS:**
- A. **Run/Walk/Bike Events in City Parks:**
Casperson discussed the concern with these events in the park system being treated like a birthday with the number of people that can come to participate in these events. The other concern is with these events walking through the core zoo. The committee talked about having all run/walk events at Wildwood Park needing to use a predetermined route unless they have approval from the director. Staff will draft a policy for next meeting
- VII. **REPORTS:**
- A. **Chairperson:**
Rotarty Winter Wonderland Lights will kick off on Nov. 27th at Wildwood Zoo
Apline Holdiys will be held this weekend Nov. 13 & 14
- B. **Zoological Society:**
Buttke noted the Zoological Society annual board meeting was held on Thursday, October 15. They elected officers and have a full board. A pizza fundraiser was held to raise money for trees in the zoo. Tom would like to see a counter along the large animal pen be put in. Yeager commented about the Zoo Societies Facebook page about how nice it is and wanted to know who was in charge of it.
- C. **Recreation:**
1. Hefko Pool – Pool Report to be presented.
 2. Library/Community Center Project – Nothing to Report.
 3. Fall Programs
 - a. Tennis/Racquetball center is picking up on use as the weather starts to become cooler. We began staffing for the weekends on October 31st.

- b. The first session of tennis lessons concluded the week of October 26th; the second session for fall started the week of Nov. 2nd.
- c. Pickleball is being held at OACC on Tuesday nights from 6 to 8 p.m. and on Thursday afternoons from 1:00 to 3:00 p.m.
- d. Indoor open skate will be held for the month of November on Wed, Nov. 25th & Fri, Nov. 27th from 1:00 to 3:15 p.m. at the indoor ice arena.
- e. Open Gym & Swim is being held on Monday and Wednesday evenings; the pool is open from 5:30 – 8:00 p.m. and the gym is open from 7:15 – 9:00 p.m.
- f. Gymnastics started on Monday, Nov. 9th with a tot-nastics class of 15 and beginner class of 21.
- g. A 2nd session on morning Aquacise started Oct. 22 and will run to Dec. 3rd with 19 participants.
- h. A Little Tykes Soccer program is being held at the Jr. Fair Expo building which is working out very well for this group of 3 to 5 year-olds. They are meeting on Wednesdays and Fridays from 6:00 to 7:15 p.m. through Nov. 20th.
- i. Winter/Spring Brochure will go out to the public on Friday, Dec. 4th.

C. Parks & Zoo

1. Parks Technician II Position - Jeff Dolgner of Marshfield has accepted the position of Parks Technician II. Jeff has a strong background in the carpentry field, specifically in building construction and maintenance. Jeff's first day of employment will begin Monday November 16th, 2015
2. Benches –
 - a. Park Staff installed (3) park benches at the Veteran's Mural Memorial on Veteran's Parkway Trail. The installation was completed by Veteran's Day, thank you to Jan Altmann for the purchase and the coordination of the benches.
 - b. Park Staff installed (1) memorial park bench for Kevin Hamus at the north walk-in entrance to Wildwood Zoo. The donation plaque will be installed upon arrival, thank you to Scott Schmidt for the purchase and coordination of this donation.
3. Griese Park – Lighting improvements were completed at Griese Park. All outside LED fixtures have been installed on the park restroom/shelter building and the Road & Parking Lot lights. The anticipated energy cost savings per year is \$1,225.77. Currently we budget \$2,571 for electricity in Griese Park (this is for all electrical needs, scoreboards, interior lighting, etc.). The cost of product and installation after focus on energy rebates was \$4,045.
4. Park Winterization - Most park facilities have been closed and winterized for the season. We do have (2) restrooms that are still open due to the late fall weather which are Griese Park and Wildwood Park. I anticipate closing Griese Park restrooms next week and closing Wildwood Restrooms in early December. Typically, the rule of thumb for having facilities prepared for freezing temperatures is October 15th.
5. Snow Removal Contract - Snow removal services for Parking Lots, Roads, Fairgrounds and Trails were rebid in October (9 sites total). Beaver Creek Nursery & Landscaping was awarded the contract for the 2015 – 2020 snow removal seasons.
6. Winter Storage - Winter Storage at the Fairgrounds Park (4 buildings) took place. Most units were parked on the weekend of October 17th and 18th. This year we brought in \$17,230.69 in revenue.
7. Bears - The Kodiak bears arrived at Wildwood Zoo on October 20th at approximately 10:45 a.m. Their travel from Anchorage Alaska went well. They were introduced to their new holding area that night, then let into the primary exhibit the following evening. The bears were timid at first, but it did not take them long to explore their new home. On November 11th, the bears were allowed to cross the bridge and enter into the bear woods. Everything went well and they were excited for their new space! We are currently only allowing the bears into the woods while our Zookeeper is working. We will be bringing them into the primary exhibit nightly.
8. Wolves - Three new grey wolves were added to our collection on Thursday, November 5th at approximately 11:00 a.m. The introduction to the exhibit went well and MC TV was on-site to video the event. The two brothers and one sister came from Wild World of Animals in Pennsylvania and are 2 ½ years old.

D. Director

1. Wildwood/McMillian Connector Trail – Final details and plans are being completed. The plan is being bid out for the project in late 2015 or early 2016 with completion by the end of 2016.
2. 2016 Budget – The 2016 budget preparation is in full swing. Public discussion and approval on November 24th.
3. Hardacre Park – the Hardacre park grand opening took place last month. The park is not City property and under the care and direction of the Parks and Recreation Department.
4. YMCA Proposal – The YMCA presented their project to the Common Council on October 27. The YMCA is open to the idea of partnering with the City on the project.
5. Cemetery – The Parks and Recreation Department will be taking over the management of the cemetery as of January 1, 2016.
6. Hackman Storage – Plans are being finalized for the construction of Hackman Field storage building. The

Department would like to go out for bid in early next year for construction in the summer of 2016.

VIII. **NEXT MEETING:** December 10, 2015.

IX. **FUTURE AGENDA ITEMS:** Zoo Store

X. **ADJOURNMENT:** Motion by Yaeger, seconded by Luedtke to adjourn. Motion Carried Unanimously. Meeting adjourned at 6:50 p.m.

Respectfully Submitted: Kelly Cassidy Parks & Recreation Supervisor