

**CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
December 8, 2016 Meeting Minutes**

- I. **CALL TO ORDER:**
Meeting called to order by John White, Jr. at 5:30 p.m. at City Hall Plaza, 630 S. Central Ave., Room 108.
- ROLL CALL:**
Present: Chairperson John White, Jr.; Vice Chairperson Jane Yaeger; Alderperson Tom Witzel; Zoological Society Representative Tom Buttke; Members Chris Viegut & Ali Luedtke
- Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Ben Steinbach, Parks Maintenance Supervisor, Mike Baltus, Cemetery Sexton; Nicolas Kumm, Marshfield Utilities; Chris Jockheck, Alderperson; Natasha Tompkins, resident at 101 N Adams
- II. **APPROVAL OF MINUTES:**
PR16-26 Motion by Buttke, seconded by Yaeger to approve the November 10, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.
- III. **PUBLIC COMMENT:** Natasha Tompkins spoke about the clear cut of trees along the powerlines. She is asking Marshfield Utilities to invest in replanting the trees that were taken down along the trail.
- IV. **NEW BUSINESS:**
- A. Wildwood Station Trail – Marshfield Utilities:**
Casperson explained why Marshfield Utilities was at the meeting and asked Nicolas Kumm to explain to the committee the reason for the tree removal and the replanting process. Kumm did explain to the committee that every 3 – 5 yrs. trees are trimmed. A storm went through this summer which caused the utilities to look at cutting trees in this area. The utilities did talk with the home owners about removal of the trees and gave them three options (side trimming, topping trees, and cutting the trees down). It was agreed that the best way was to cut the trees down and replant. There were also trees taken down along the trail to get to these trees along the powerlines. There was also a concern that the city was not notified about this work that was done and asked Kumm to make sure that the lines of communication be open in the future. Viegut gave the idea of planting white pines or Hemlock back in the area. Kumm was going to look into the possibility of planting more trees in the area that the trees were taken from along the trail.
- B. Food Drive Rental Fee Waiver Request:**
Casperson explained that Soup or Socks would like to use the Oak Ave. Community Center for Friday, May 12 through Monday, May 15, 2017 for their food drive.
PR16-27 Motioned by Buttke seconded by Luedtke to approve the usage of Oak Ave. Community Center in May for the 2017 food drive. Motion Carried Unanimously.
- C. 2017 Fees and Chrges:**
Casperson explained that the department was looking at a fee increase for the fairgrounds facilities and cemetery user fees. The increase for the fairgrounds is 5% and was last increased in 2011. The cemetery increase is being asked to narrow the gap between operation costs. The committee decided to vote on each increase separately.
PR16-28 Motioned by Viegut seconded by Yeager to approve the fee schedule for the fairgrounds facilities. Motion Carried Unanimously.
PR16-29 Motioned by Buttke seconded by Yeager to approve the cemetery fee increase. Motion Carried Unanimously.
- V. **OLD BUSINESS:**
- A. 2016 Pool Study Update:**
Casperson updated the Parks, Recreation & Forestry Committee on the open house that the committee held at Wildwood Station on December 7th.
- B. CORP Projects**
Casperson shared with the committee the final short, medium, and long-term list of projects for the department. This list includes the changes from the last month's meeting on changes. This will be reviewed each year with the committee.
PR16-29 Motioned by White seconded by Buttke to approve the CORP project lists. Motion Carried Unanimously.
- VI. **REPORTS:**
- A. Zoological Society:** Buttke reported that the society will be holding a Wild for Cats fundraiser at Rose Bowl Lanes.

B. Recreation

1. Winter/Spring program brochure – Will go out to the public on Friday, December 16th. Heinzen Printing will again be helping us to get this published and printed.
2. Programs
 - a. Tennis/Racquetball Center has seen an increase of usage as the weather has turned colder and the nets were taken down at Boson.
 - b. 2nd session of tennis lessons will conclude the week of December 12th.
 - c. Open Gym & Swim at the Sr. High is held on Monday and Wednesday evenings and will conclude for the Fall on December 7th.
 - d. The 4th grade co-ed basketball program has been running since Saturday, October 22nd and will conclude on December 17th. There are 31 participants signed up.
 - e. Pickleball is being held on Tuesdays from 6-8 p.m. and Thursdays from 1-3 p.m.
 - f. Gymnastics on Mondays will conclude on December 12th at the Sr. High. A class of tot-nastics was added on Wednesdays starting November 16th through December 14th. There were 16 children on the waiting list for a class and we were able to get 12 students in the class on Wednesdays.
 - g. Indoor ice rink has held a few open skate dates for early release and no school days.

B. Aquatics

1. Early Bird Lap Swim and Aquacise, being held on Tuesday and Thursday mornings at the Sr. High, will conclude for the fall on December 15th.

C. Parks & Zoo

1. Parks Maintenance Operations.
 - a. Park staff assisted with Rotary Winter Wonderland and Festival Turkey Trot.
 - b. The staff has completed the process of winterizing facilities. The final item was the bear exhibit waterfall. It was shut down for the season this afternoon.
 - c. The staff has started the preparation for outdoor ice rinks. We are hopeful to have ice available for use at Pickle Pond and Jr Lang Show Palace on Friday, December 16th.
 - d. Snow removal and de-icing are in full operation.
2. Forestry
 - a. Large oak risk tree was removed at Wildwood Park near Central Ave.
 - b. Friends of the Trail have been cutting and stacking buckthorn on the Wildwood Station Trail. The staff has been removing piles as needed.
 - c. We plan on starting ash tree removals as weather and staff scheduling allows.
3. Fairgrounds
 - a. Winter storage has been finalized.
4. Zoo
 - a. Zoo winter hours are currently 7:30 a.m. to 2:30 p.m. daily.
 - b. Rotary Winter Wonderland hours are daily 5:00 p.m. to 9:00 p.m. through December 31st.
 - c. Lexi, our Lynx, has been diagnosed with diabetes. She is currently on medication and a special diet to help treat her symptoms.
 - d. Held our annual zoo safety meeting. Staff reviewed the emergency protocols and held an emergency scenario.

D. Director

1. Zoo Maintenance Building – The 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 the overall efficiency of the zoo operations. We anticipate the project planning to be complete in 2016 and built in 2017.
2. Fairgrounds - The long-term strategic planning meetings have been put on hold since July 2016. The Fair Commission wants to sandblast and paint of the grandstands steel roof structure and seal the concrete deck in 2017.
3. Wildwood-McMillian Trail – The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
4. Cemetery – At the Board of Public Works' December 5th meeting, the board discussed a new development of a possible donor willing to donate \$160,000 for the needed repairs and improvements. However, no repairs are authorized, as no future use has been identified. Discussions are still in the works.
5. Wenzel Family Plaza – The City had its first meeting with SEH, an engineering and architectural company, on Tuesday, November 8th. The next meeting is scheduled for December 13th.

VII. NEXT MEETING: January 12, 2017 at 5:30 p.m.

VIII. ADJOURNMENT: Meeting adjourned at 6:25 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor