

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 8th 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 16th.

5. Early Bird Lap Swim and Aquacise for the winter session will continue to be held through April 7th.

Ice Rinks

1. Outdoor Ice Rink closed for the season Friday, February 26th.

2. Indoor Ice Skating held their last day on Monday, February 15th.

Adult Athletic Leagues

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

Summer Programs

1. Summer brochure is being organized and will be out to the public on Friday, April 15th. 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 25th.

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 25th. 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 4th 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 3rd 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