

CITY OF MARSHFIELD
PARKS, RECREATION AND FORESTRY COMMITTEE
May 12, 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; Alderperson Rich Reinart; Zoological Society Representative Tom Buttke; Members Chris Viegut & Nick Faber
Excused: Ali Luedtke

Also Present: Justin Casperson, Parks and Recreation Director; Kelly Cassidy, Parks and Recreation Supervisor; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Mike Baltus, Cemetery Sexton

II. ELECTION OF CHAIR

Casperson requested nominations for chairperson. Buttke nominated John White. No other nominations were made

PR16-11 Motion by Buttke seconded Viegut to close nominations and cast a unanimous ballot for John White. Motion Carried Unanimously.

III. ELECTION OF VICE CHAIR

White requested nominations for the vice-chairperson. Buttke nominated Jane Yaeger. No other nominations were made.

PR16-12 Motion by Buttke, seconded by Reinart to close nominations and cast a unanimous ballot for Jane Yaeger. Motion Carried Unanimously.

IV. APPROVAL OF MINUTES:

PR16-13 Motion by Yaeger, seconded by Reinart to approve the March 17, 2016 Parks, Recreation, and Forestry Committee meeting minutes. Motion Carried Unanimously.

V. PUBLIC COMMENT: None

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

A. Cemetery Annual Report:

Mike Baltus gave the report for the Cemetery to the committee.

B. Community Center:

Justin Casperson updated the committee on the Community Center plans and questions about how the community center will be operated.

C. City of Marshfield New Vision & Mission Statement:

Justin Casperson gave a background of why this was being presented to the committee and asked the committee to give any feedback about the statements. White liked the statement and he liked that recreation was included in the statement, and Viegut added that it is nice to have visitors in the statement.

VIII. REPORTS:

A. Zoological Society: Tom reported that the zoo store is open and will have regular hours once school is out. There are several new items that have been added to the store. They have worked out an agreement to share the warming area during the Rotary lights. Zoofest will be held June 18th from 11am-2 pm at the zoo. Trick-or-Treating will be held in October. There will be a contest to name the wolves this summer.

B. Recreation

1. Library/Community Center Project – Floor plans have been approved by the common council for the community center. We will now get estimates from Boson for the remodel.
2. Programs
 - a. Tennis/Racquetball center will switch to the summer hours on Saturday, May 7th. Players can still use the court, but they need to enter the center with a code. Payment needs to be made before the code is given out.
 - b. Summer Brochure was released on Friday, April 15th, just in time for the children's festival. Registration for programs has been steady. We are seeing people use the online registration.
 - c. Pickleball is being held at OACC on Tuesday & Thursday nights from 6-8 pm and Thursday afternoons from 1-3pm.
 - d. Early Bird Lap Swim and Aquacise are being held on Tuesday and Thursday mornings at the Sr. High pool.
 - e. Staff trainings will begin May 16th for summer programs.

C. Parks & Zoo

1. Spring Parks Maintenance Operations – We have been working with several volunteer groups (Marshfield Friends of the Trails, Sunrise Rotary, Madison Elementary 2nd grade class, Wood County Master Gardeners) with park and trail clean-up days. All seasonal water meters have been installed; only the irrigation meters and Hefko Shower House still need to be tested for repairs. Staff has begun Hefko Pool start up; finished draining and power washing the pool today. So far it doesn't look like any out of the ordinary repairs need to be made before filling and opening for the season. Baseball, softball, and soccer seasons are in full swing. Daily preps and maintenance are occurring nearly seven days a week. American Pavement Solutions has started on asphalt maintenance in parks and trails. Patch work was completed earlier this week and crack filling should be performed next week, weather allowing. SJ Miller Tennis Court crack repair and color coat project is on the BPW agenda for 5.16.16. The tennis court will be relined and pickle ball courts will be added during this project.
2. Forestry –
 - a. The new seasonal forester position has been filled. His first day is Monday, May 16th.
 - b. Thirty 8-9 foot white pines were planted in Wildwood Park this past week. The trees we donated by Berry Kappel, Carol Berg/Kappel and their Grandson Christopher Berg.
3. Fairgrounds – The re-keying project on several of the main buildings at the Fairgrounds Park is nearly complete. We will start sprucing up the park soon in preparation of Dairy Fest.
4. Zoo – The new Honeybee Exhibit is open and on display in the Zoo Store. Temporary educational signage has been ordered and the High School Group is working on permanent signage. A female Big Horn has been added to the collection. She is pregnant and will be kept off display until after she gives birth. Thank you to the Zoological Society for the donation of money for the animal acquisition! Staff is working with a group from Kodiak Island on educational signage for the Kodiak Bear Exhibit. We hope to have final draft done soon so signs can be ordered.

D. Director

1. Hackman Field Storage Building – On April 4th the Board of Public works approved the low bid from Don Nikolai Construction for the Hackman field storage building project. The contractor is currently working on the building. It is scheduled to be complete by

- July 1st. I want to thank all the baseball groups for donating \$14,000 toward the project.
2. Zoo Maintenance Building – The zoo maintenance building design, construction documents, cost estimates, utility extensions and certified survey map are in full swing. The goal is to move all of the zoo operations into one building to improve overall efficiency of the zoo operations. We hope to complete the project in 2016; however, it will most likely bid out in early 2017.
 3. Fairgrounds –
 - a. 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.
 - b. This week the Lion's Den area was broken into. The individuals spray-painted and broke a water line. The Department is working with the group on repairs.
 - c. The Director has been working with the CWSF and Fair Commission on the development of a permanent stage in front of the grandstands.
 - d. The Director has been working with the Marshfield Area Friends of the Dog Park on the installation of lights for the dog park.
 - e. The Director has been actively soliciting quotes for the sandblasting and painting of the grandstands.
 4. 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.
 5. Hardacre Park – The painter has begun work on the murals at Hardacre Park.
 6. Wildwood Park – The Director has been working with the Lions Club on stocking fish in the upper pond at Wildwood Park.
 7. Wildwood-McMillian Trail – The Director has been working with the Public Works Director on forecasting and estimating the revenues and expenses association with the project. The state put a hold on funding until their 2017 fiscal year, which starts July 1, 2017.
 8. Hamus Park – A new fishing pier was added to Hamus Park pond.

E. Committee: None

IX. NEXT MEETING: June 9, 2016 at 5:30 p.m.

X. ADJOURNMENT: **PR16-10** Motion by Yeager, seconded by Reinart to adjourn. Motion carried unanimously. Meeting adjourned at 6:35 p.m.

Respectfully Submitted: Kelly Cassidy, Parks & Recreation Supervisor