

**APPENDIX F:
MEETING MINUTES**

Marshfield CORP Update
Parks & Recreation Maintenance Staff Meeting
March 13, 2014
1:45-3:00pm
Rettler Corporation Project #13.058

Present: Ben Steinbach, Parks and Recreation Maintenance Supervisor
Steven Burns, Park and Recreation Zookeeper
And other employees

Also Present: Jeff Bahling, Rettler Corporation
Rebecca Ramirez, Rettler Corporation

Jeff Bahling introduced the Comprehensive Outdoor Recreation Plan process and purpose. The park maintenance crew was then invited to make suggestions and observations on the various Marshfield parks. Please note, the following suggestions from the crew were made by individuals, there was not always unanimous agreement for a given suggestion.

Hefko Pool

- Would like to build new swimming pool as it's been 40 years since the pool has last been remodeled.

Braem Park

- Ball diamond facility needs renovation. Fencing and infield are showing wear. Though not used as often as some other facilities, the ball diamonds see a good amount of use. Fairgrounds is the other main softball facility.

Wildwood Park

- Would like to see a simple bathroom facility with flush toilets by the upper pond. There is a sewer line running nearby so costs should be minimal.
- The foundation/pilings are heaving on the west side shelter. While there is not so much use of the nearby playground, there is the feeling that it would increase with better restrooms.
- Would like to pave the 100 yards or so of service road that runs near the Ludwig building as erosion is an issue.
- Would like to improve fishing on the upper pond. Water quality is an issue.

- The area east of the cougars could use some renovation, or could be connected to the cougar display, perhaps with a bridge.
- Parking is generally adequate in this park.
- Steven Burns compiled a list of Zoo Improvements. Those discussed were:
 - Bison Feed Station (to avoid entering the pen)
 - Elk Squeeze Chute (work with elk without tranquilizing them)
 - Zoo Store (could either renovate the Ludwig building or build new facility)
 - New building could house the Welcome Center, restrooms, zoo store, and classrooms.
 - Petting Zoo (highest priority. Located on north side of elk building)
 - More staff (second highest priority)
 - Cougar Exhibit improvements
 - Education kiosk (in bad shape; need to repair)
 - Wolf Exhibit (improve enclosure with new fencing, repair gate, add pool, create second den as current one is subject to flooding)
 - Crane Exhibit (fencing is all in rough shape- need new chain link)

Steve J Miller Park

- Would like to develop the old railroad corridor so that trails would connect this to Wildwood Park
- Miller Tennis Court Shelter needs maintenance.
- A drinking fountain for dogs would be nice.

Marshfield Fairgrounds

- Softball complex is in fair shape overall.
- Suggested improvements included new scoreboards and a windscreen.
- Water enters the Junior Fair Expo building every spring.
- Barn canvas window covers are torn.
- Should add bathrooms to Fair Association grounds by kid's soccer.
- Bathrooms in the Fair Office are bad compared to the other facilities.
- Would be nice to add a wash station/milk house on the same side of the road as the cattle barn and swine house.

UW Fields

- Would like more control of the turf management and restroom facilities there.
- Ball fields are mostly T-ball- adding soccer would be nice.
- University could add restroom to the site.

Griese Park

- Would like to see irrigation added to fields

Miscellaneous

- Would like to see a trails map in the new CORP book
- Park restrooms are generally in good shape throughout the city.

Marshfield CORP Update

Parks & Recreation Administrative Staff Meeting

March 13, 2014

3:00-3:45pm

Rettler Corporation Project #13.058

Present: Kelly Cassidy, Parks and Recreation Supervisor
Amy Beauchamp, Administrative Assistant
Ben Steinbach, Parks and Recreation Maintenance Supervisor

Also Present: Jeff Bahling, Rettler Corporation
Rebecca Ramirez, Rettler Corporation

Jeff Bahling presented a quick update on recent changes to the Comprehensive Outdoor Recreation Plan and described the reason for the meeting. The park administration staff was then invited to make suggestions and observations on the various Marshfield parks. Please note, the following suggestions from the crew were made by individuals, there was not always unanimous agreement for a given suggestion.

Hefko Pool

- Would like to build a new aquatic center if the city can afford it.
- Concerns were raised as to whether the proposed splash pad would meet the needs of children in the 8-13 years age range. Perhaps water slides into small pools would add interest.
- Pool needs to be more accessible.
- Some concern that Hefko and the proposed new pool at the YMCA are on the opposite sides of town.
- Attendance is estimated at 21,000 people a year.

Braem Park

- Ball diamond facility needs renovation.
- Perhaps could convert the tennis courts to two tennis and six pickleball, given the rising popularity of pickleball.

Griese Park

- Great for soccer, but not enough fields for a large tournament.
- Would like to connect the two sections and Pecan Parkway trail.
- Would like to develop the upper area.
- Needs additional shelter, perhaps by the new field and another by the playground equipment.

Hamus Park

- Would like a nature-themed playground, perhaps with rock climbing opportunities, etc.

Steve J Miller Park

- Should improve restrooms by tennis courts.

Columbia Park

- Band shell needs new winter cover
- Restrooms upgrade needed

Marshfield Fairgrounds

- Fairgrounds Office needs to be renovated and more accessible.
- There is rutting and erosion in the north gravel access road. Would like to pave it.
- Would like to add onto the Junior Fair Expo building.

Nature Preserves

- Seeing more use as word gets out about them.

UW Fields

- Could be improved, but are not city property. Baseball numbers are declining and the site is mostly used for children under the age of 8. Would like to improve practice facilities.

Benedict Park

- Basketball courts are in bad shape.

Joe and Bernadine Weber's Nature Park

- Would like to add playground equipment.

Veterans Park

- Sidewalks need repair and widening from 4 to 5 feet.

Miscellaneous

- Pickleball leagues are starting to rise in popularity. At the Oak Avenue Community Center 20-30 people have indicated an interest. Suggested to stripe basketball courts for pickleball in Forest Ridge and Benedict parks.
- The idea of completely converting an existing tennis court to pickleball. If that were an option, it was recommended that Braem Park tennis courts be considered.
- Would like to add energy efficient LED lighting to all parks eventually.
- Would like to add poured-in-place surfacing to all playgrounds eventually.
- Sports courts (such as tennis) need regular maintenance (resurfacing every 5-7 years, etc)
- The city Christmas tree is dying and needs to be replaced at Strohman Park.

Marshfield CORP Update

Parks Board Meeting

March 13, 2014

6:00-6:30pm

Rettler Corporation Project #13.058

Present: Kelly Cassidy, Parks and Recreation Supervisor
Ben Steinbach, Parks and Recreation Maintenance Supervisor
park board members

Also Present: Jeff Bahling, Rettler Corporation
Rebecca Ramirez, Rettler Corporation

Jeff Bahling presented the purpose of the Comprehensive Outdoor Recreation Plan update and described the progress to date including the upcoming user group and general needs assessment surveys soon to go out into the community. The board was then invited to comment and ask questions.

- A question was raised about handling non-resident usage and fees. Jeff shared the names of some other communities that are currently dealing with this issue and the Plan will review options and strategies.
- Another individual asked how Rettler Corporation would be determining which user groups received surveys. Jeff Bahling and Kelly Cassidy, Parks and Recreation Supervisor, presented the list that Ed Englehart, Parks and Recreation Director, had put together.
- Concern was voiced about the general public getting a chance to make their desires regarding Hefko pool known. Jeff Bahling described the on-line survey in a little more detail and Kelly Cassidy agreed to make sure a question regarding Hefko Pool was included.
- Another person expressed a desire for exercise stations along the trails in some parks. Kelly Cassidy and Ben Steinbach mentioned that it had been tried some time ago in Braem Park and the equipment was poorly used, vandalized, and eventually removed.
- Kelly Cassidy will send out examples of the survey to all board members for review tomorrow.
- Another question was raised about how the on-line survey will be advertised. Kelly indicated via brochure.
- Next meeting will be Monday, April 10 at 5:30 in the Council Chambers (downstairs in the basement). Park and Recreation meeting will be at 7pm that same day.

Public Input Meeting

4-10-14

Comment 1: To City Staff: Please look into extending buckthorn control efforts in Parks and Trails.

Comment 2: For a city that resides in the middle of a cold climate I always found it disturbing how little winter options there are. I'm also interested in the Frederick Law Olmsted design of the Milwaukee grant necklace and the Boston Emerald necklace to create green space or trails to connect our parks.

Comment 3:

1. Would like to see a mountain biking trail somewhere.
2. Connect Hilltop Apartments to the rest of the city.

Comment 4:

1. Bike trail along 29th St or Mill Creek.
2. North-South bike route that is safe.

Comment 5:

1. Wildwood Park – define (goal?) of park- natural Area/Zoo or Mass Entertainment Venue – Loud music and bright lights vs zoo and field animals.
2. Fairgrounds Park – need Master Plan for whole site – look at (a) grandstand seating (b) grandstand stage (c) access control (d) traffic flow/parking
3. Emphasis on “Community Parks” vs. “Neighborhood Parks” vs. “Special Interest Parks” (skateboard, tennis, trails, etc)
4. Opportunities to coordinate/ cooperate with YMCA
5. “Stakeholders” – 50? How can we serve all those interests?

Comment 6:

1. connect trails better
2. would be nice to have trail connect YMCA, Grant Elementary (summer school), to baseball fields to Wildwood and Pool.
3. Need NEW pool either at Wildwood or by YMCA.

Comment 7:

1. Need Mini Park on east side
2. Remove playground surface at Griese Park

Comment 8:

1. Wildwood Pond with nice fish to fish there
2. Continue Winter Wonderland at zoo

3. Football Stadium east of the Tennis Courts by the High School
4. Continuous trail improvements for bicycles / pedestrians

Comment 9:

I think there should be a sports center built at the fairgrounds to include indoor / outdoor swimming pool, two indoor tennis courts, golf range, baseball cages, soccer field, walking area, and any other activities important to the community. Allows for year round sporting activities for all ages as Fairgrounds already has curling, hockey, softball, and outdoor soccer.

Comment 10:

Can you create a PDF of the survey that can be downloaded for friends who do not use / have internet access?

OCTOBER 28, 2014

Regular meeting of the Common Council was called to order by Mayor Meyer at 7:00 p.m., in the Council Chambers, City Hall Plaza.

PRESENT: Michael Feirer, Alanna Feddick, Chris Jockheck, Gordon H. Earll, Ed Wagner, Char Smith, Gary Cummings, Rebecca Spiros, Tom Buttke and Peter Hendler

ABSENT: None

The flag was saluted and the pledge given.

CC14-231 Motion by Feirer, second by Cummings to approve the minutes of the Common Council meeting of October 13, 2014.

Motion carried

CC14-232 Motion by Jockheck, second by Buttke to approve the minutes of the Common Council Budget meeting of October 13, 2014.

Motion carried

CC14-233 Motion by Spiros, second by Feirer to approve the minutes of the Common Council Budget meeting of October 20, 2014.

Motion carried

Employee Recognitions

Jon Lucareli, Fire & Rescue Department

November 7, 1994

20 years

Item R, Payroll Resolution No. 2014-61, was added to the agenda.

City Assessor Spencer recognized Barry Feig for his employment with the City. He began his employment in the Assessor's Office on July 18, 1994 and will retire as Deputy Assessor on October 31, 2014, after 20 years of service.

PUBLIC COMMENT PERIOD

Alders Feirer and Buttke thanked everyone that gave up their last two Saturdays to help lay brick on the Mural Parkway Project and they also thanked the National Guard for also helping.

REPORTS FROM COMMISSIONS, BOARDS AND COMMITTEES

None

CONSENT AGENDA

CC14-234 Motion by Spiros, second by Buttke to receive and place on file, approving all recommended actions for the items listed on the consent agenda. Meeting Minutes/Reports: Convention & Visitors Bureau of August 26, 2014; Zoning Board of Appeals of August 26, 2014; Fire & Police Commission of September 4, 2014; Fairgrounds Commission of September 24, 2014; Fairgrounds Commission of October 7, 2014; Fire & Police Commission of October 9, 2014; Marshfield Utility Commission of October 13, 2014 (Job Order #5701, Wildwood Booster; Purchase and install new 40 H.P. motor at a cost of \$6,500; Job Order #5703, Replace hydrant at 1st Street and Cedar Avenue at a cost of \$5,788.13; Job Order #5705, Replace hydrant at Blodgett and Walnut at a cost of 5,628.98; Job Order #17784, Arby's 3 PH underground upgrade, 1501 N. Central Ave; replace aging 3 phase underground primary before failure and replace transformer due to corrosion at a cost of \$11,072; and Job Order #17786, John Seehafer OH Pri reroute, M424 Mann St; rerouting an old overhead primary line and pole to an accessible location for a new underground service. Also

removing a customer owned pole that is being used as a second pole at a cost of \$5,509.00); Business Improvement District of October 15, 2014; Airport Committee of October 16, 2014; Parks, Recreation, and Forestry Committee of October 16, 2014; Board of Public Works of October 20, 2014; Judiciary and License Committee of October 21, 2014; Finance, Budget and Personnel Committee of October 21, 2014; and City Plan Commission of October 21, 2014 (Approval of Resolution 2014-63 (conditional use permit – 1307 N. St. Joseph Ave.).

Motion carried

An update on the Strategic Plan for the City's TIF Districts was presented by Finance Director Strey, Dave Pawlisch from SCS Engineers and Dave Anderson from PFM Group.

CC14-235 Motion by Feddick, second by Earll to accept and place on file the Strategic Plan for the City's TIF Districts.

Motion carried

CC14-236 Motion by Buttke, second by Feirer to adopt the Comprehensive Outdoor Recreation Plan.

Motion carried

Second reading of Ordinance No. 1290, amending Section 14.69 pertaining to amount of sewer service charges.

CC14-237 Motion by Hendler, second by Smith to approve Ordinance No. 1290. Ayes - 10

Motion carried

First reading of Ordinance No. 1289, amending Section 18-66 (10) of the Municipal Code adding additional regulations pertaining to the duration and quantity of temporary garage sale uses.

Aldersperson Spiros suggested either removing (e) or changing it from 30 days to 14 days. Currently item (e) reads; not more than 2 sales shall be held within 30 days of one another.

CC14-238 Motion by Hendler, second by Buttke to authorize Zimmermann Architectural Studios, Inc. to proceed with Phase IV architectural services related to the Library and Community Center Project – preparing final construction and bidding documents. Ayes – 9; Nay – 1 (Smith)

Motion carried

CC14-239 Motion by Cummings, second by Feirer to approve the request for proposal for construction manager services for the Library and Community Center Project and authorize staff to begin the process to solicit proposals. Ayes - 10

Motion carried

CC14-240 Motion by Hendler, second by Smith to approve Budget Resolution No. 25-2014, transferring \$4,878 from State grants to the Fire Protection General Fund to pay for training on the PEAC-WMD software. Ayes - 10

Motion carried

CC14-241 Motion by Feddick, second by Earll to approve Payroll Resolution No. 2014-61, authorizing early swim Lifeguard rate to be \$9.75 an hour effective as of October 28, 2014.

Ayes – 9; Nay – 1 (Smith)

Motion carried

City Attorney Wolfgram presented information on the process of bringing the water utility back under the City's direct control and oversight.

CC14-242 Motion by Buttke, second by Smith to approve Option #1, reducing the employee premium share of our health insurance premiums for 2015 from 15% to 13%, at an expected cost of \$52,558, with \$43,180 coming from the tax levy. Ayes - 10

Motion carried

CC14-243 Motion by Jockheck, second by Cummings to set Tuesday, November 25, 2014 at 6:30 p.m. for the public hearing regarding the 2015 budget and tax levy.

Motion carried

Mayor Meyer recognized the Co-Chairs of the Marshfield Public Library and Community Center Capital Campaign Committee; Tom & Laura Drendel, Bill & Karen Hocking and Joe and Ginny Mazza. This committee reached their fundraising goal of \$4,000,000 and will now start on Phase II.

Future Agenda Items

- Airport Manager give a presentation on the Airport and its importance to our community.
- City Committees and what they do.

Motion by Buttke, second by Spiros to adjourn at 8:22 p.m.

Deb M. Hall
City Clerk