### CITY OF MARSHFIELD, WISCONSIN



# MEETING NOTICE

## Agenda Parks, Recreation, and Forestry Committee

Thursday, October 11<sup>th</sup>, 2012 - 6:00 p.m.

City Hall Ground Floor Conference Room #108 - City Hall Plaza 630 S. Central Avenue

- A. Call to order Jim Wein, chairperson.
- B. Approval of Minutes of September 13<sup>th</sup>, 2012 Parks, Recreation, and Forestry Committee meeting.
- C. Public Comments At this time the Chairperson will recognize members of the public who have indicated a desire to address the Committee.
- **D.** Set date, time, and location for the November meeting.

  Recommended Action: Approve meeting at 6:00 p.m. on Thursday, November 15<sup>th</sup> (if needed).
- E. Update on Airport and Wildwood Park Land Use Designation.
  Presented by: Ed Englehart, Parks and Recreation Director.
  Recommended Action: Information Only No Action Necessary.
- F. 2012 Parks and Recreation Volunteer of the Year Award.
  Presented by: Jim Wein, Chairperson Parks, Recreation, and Forestry Committee.
  Recommended Action: Approve committee recommendation.
- G. Information Items.
  - 1. Monthly Reports Staff
  - 2. Recreation Programs and Aquatics (Hefko Pool Report) Kelly Cassidy
  - 3. Park Maintenance & Zoo Operations (Contract Mowing Extension) Ben Steinbach
  - 4. Project Updates Staff
  - 5. Zoological Society Report Corey Sullenger
  - 6. Volunteer Recognition -
  - 7. Other -
- H. Committee Member Questions, Comments, Ideas, and Suggestions.
- I. Future Agenda Items.
- J. Communications.
- K. Adjournment.

Posted this 8<sup>th</sup> of October, 2012 at 4:00 p.m. by Ed Englehart, Parks and Recreation Director.

#### NOTICE

It is possible that members, and possibly a quorum, of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; any governmental body specifically referred to above in this notice will take no action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Ed Englehart, Director of Parks & Recreation, at 630 S. Central Ave., Floor 2R, City Hall Plaza, or by calling (715) 384-4642.

#### Parks, Recreation, and Forestry Committee Minutes of September 13, 2012

Meeting called to order by Jim Wein, chairperson, at 6:00 p.m. in Room 108 of City Hall Plaza, 630 S. Central Ave. **Present**: Jim Wein, Julie Smith, Jane Yaeger, Chris Viegut, Corey Sullenger, Brenda Baur, and Alderman Tom

Buttke.

Excused: None Absent: None

Also Present: Ed Englehart, Parks & Recreation Director; Ben Steinbach, Parks and Recreation Maintenance Supervisor; Kelly Cassidy, Parks and Recreation Supervisor; Steve Burns, Zoo Keeper; Dean Marquardt; Jack Marquardt; and Kris Berg, Marshfield Baseball Association.

PR12-31 Motion by Buttke, seconded by Yaeger to approve the minutes of the August 9th meeting.

**Motion Carried 7-0** 

Public Comments: None

The committee set Thursday, October  $25^{th}$  at 6:00 p.m. as the date and time of their next meeting. They will not plan to hold a November meeting.

Jack Marquardt, a Boy Scout in Marshfield Troop 382, presented his request to construct and place two Leopold-style benches along the section of the Wildwood Station pedestrian/bicycle trail between Adler Road and Lincoln Avenue as his Eagle Scout project. Jack has reviewed the project with department staff and is awaiting final approval from the scouts. There will be no cost to the Parks and Recreation Department.

PR12-32 Motion by Baur, seconded by Yaeger to approve the request.

#### **Motion Carried 7-0**

Englehart presented a request from Alex Sainterme to be allowed to install a counter with lockable cabinets in the concession room at Griese Park as his Eagle Scout project. The project has been reviewed with the Parks and Recreation Department staff and Dick Pokorny, Building Services Supervisor. Alex is working with the Marshfield Youth Soccer Association on his project and they will assist with funding. Alex was unable to attend the meeting this evening but is willing to return to a later meeting to report on the project if approved. Alex is also still awaiting approval of the project from the Boy Scouts.

<u>PR12-33</u> Motion by Baur, seconded by Buttke to approve the request and to have Alex attend a future Parks, Recreation and Forestry Committee meeting to report on the project.

#### Motion Carried 7-0

Kris Berg, President of Marshfield Baseball Association, presented information regarding three improvements they would like to make at the Steve J. Miller Recreation Area to assist practice and warm-up situations at the baseball fields. The improvements include two soft toss stations and a pre-game warm-up area. The improvements have been reviewed with Parks and Recreation Department staff. They would like to complete the improvements yet this fall or early spring. Berg also provided the committee with some background about the committee and overall mission to help improve baseball in Marshfield. They will be running the annual youth baseball tournaments that Marsh 21 formally ran, and will use funds generated from the tournaments to make improvements to facilities and assist the local programs.

<u>PR12-34</u> Motion by Buttke, seconded by Yaeger to approve the request from the Marshfield Baseball Association to construct the two soft toss stations and a warm-up area at Steve J. Miller Recreation Area.

#### **Motion Carried 7-0**

Steve Burns, Zoo Keeper, presented information regarding his request to allow limited breeding of the white-tail deer at the Wildwood Zoo. Burns explained that the existing herd is aging and we will be losing some in the coming years. We also have a viable buck that was acquired last year, and the pasture space to segregate the buck and two younger does into a separate pasture this fall. This would be for a one-year trial basis.

<u>PR12-35</u> Motion by Buttke, seconded by Viegut to approve breeding for the white-tail deer on a controlled basis for one year.

#### **Motion Carried 7-0**

**Information Items:** Staff updated the Committee on their respective areas of responsibility. Sullenger updated the committee on the Zoo Society activities and provide information about their upcoming Halloween Trick-or-Treat event scheduled for October 13<sup>th</sup> at the zoo. He also noted that the Zoological Society's annual meeting will be held October 18<sup>th</sup> at the Wildwood Station building.

**Volunteer Recognitions:** Englehart noted that Joe and Bernadine Weber hosted a special luncheon on September 1<sup>st</sup> at Weber Park for individuals who have volunteered or assisted in making the park a reality. A special presentation was

made to Dan Umhoefer for all his hard work over the years, and a plaque was unveiled that tells about Dan's efforts and will be mounted on the shelter at Weber Park.

Committee Member Questions, Comments, and Suggestions: Viegut suggested that possibly the team benches from the G.P. Olson and Reeths baseball fields could be used at another park location during the months that the baseball fields aren't used. No specific location was suggested but they could be used at soccer fields for team benches in lieu of the wood benches that are currently used. He also inquired about the planting of the hostas in a couple of locations in Weber Park. He doesn't feel they fit the natural setting that we have at Griese Park. Englehart commented that he thought that possibly one of the master gardeners who assist with the landscape bed and the entrance may have planted them and will follow-up with her.

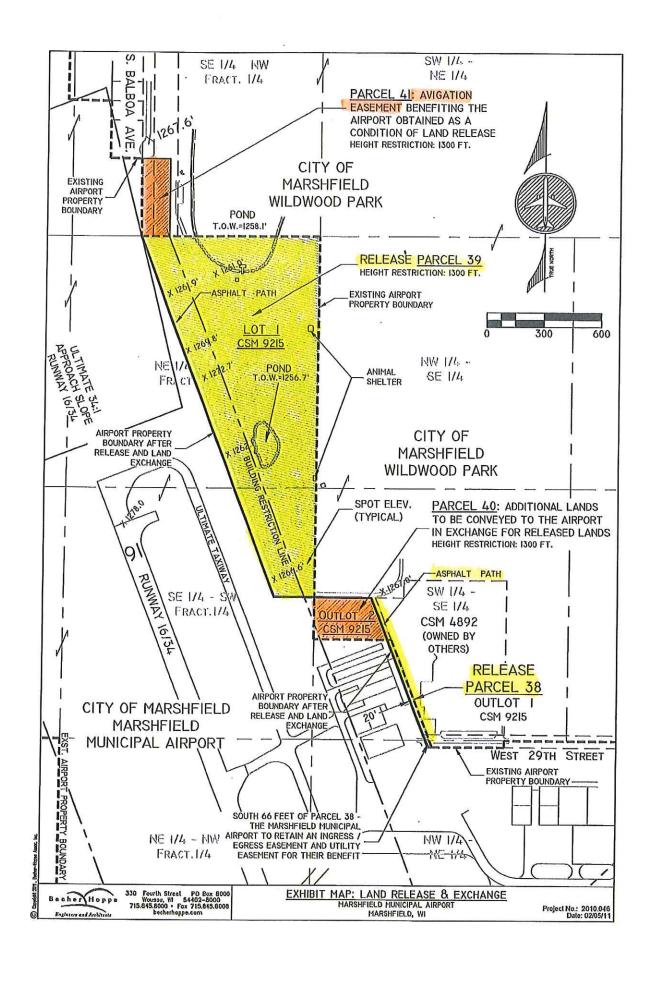
#### Future Agenda Items:

**Communications:** Englehart reviewed a few of the communications the department had received recently. Broken play equipment at Benedict Park, bees at Hamus Park, problem with individuals trespassing on private property from Griese Park, and light problems at Braem Park are a few of the more recent communications.

PR12-36 Motion by Smith, seconded by Yaeger to adjourn the meeting.

Motion Carried 7-0 Meeting adjourned at 7:12 p.m.

Ed Englehart, Parks and Recreation Director



### Monthly Report for Parks and Recreation Department SUMMARY OF MAJOR WORK PROJECTS/ACCOMPLISHMENTS: September 2012

#### **ADMINISTRATION**

Met with Street Division Supervisors and Todd Trader, MSA Professional Services, to review final plans and procedures to complete the construction of the parking lots at Wildwood Park. The Street Division crews will begin preliminary work prior to the Fall Fest, however, the parking areas will be able to be used for the Fall Fest. Following Fall Fest the lot will be closed for construction. It is hoped that the majority of the work will be completed prior to October 1<sup>st</sup>.

Attended department-head meetings with City Administrator to discuss the 2013 City Budget and make revisions as necessary. The City Administrator will present his budget to the Common Council on Tuesday, October 9<sup>th</sup>. Council budget review meetings will begin the following week.

Held meetings with Jordon Ott, Marshfield Grant Office, to discuss possible funding opportunities that may be available to fund the completion of the connection of the Hewitt Trails with the City of Marshfield Trails. Less than a quarter of a mile separates the trail systems. The corridor for the trail connection has been secured. The majority of the connection is located on the east side of the Yellowstone Industrial Park. It is estimated to cost approximately \$162,000 to complete the connection with an asphalt surface. No funding for this project is included in the City's five year capital project program.

Met with the Fahrner Asphalt Sealer representative to review concerns of the recent slurry seal that was applied to the Wildwood Station Trail between Lincoln Avenue and State Street. Department staff has identified locations where the sealer has small cracking, and in one or two locations where it was peeling away from the asphalt. Fahrner Asphalt is investigating the situation and will respond with options to correct the situation. Payment is being held by the City until a resolution is determined.

Met with two area roofers and Dick Pokorny, Building Services Supervisor, to review specifications for the Expo Building roof and the Round Barn roof projects. The Fair Commission met to discuss the specifications and to finalize which process and materials they wanted the specifications to include.

City staff held a conference call with Strand Associates to discuss a variety of issues relating to the Wildwood-McMillan Connector Trail project's final design. A number of items have been submitted by Strand to the Wisconsin DOT and they are waiting for those approvals before proceeding with final design. It appears the project schedule has been delayed by one month awaiting for the approvals.

Brochures were mailed out to over 100 area landscape and forestry contractors regarding the E.A.B. Workshop scheduled for October 17<sup>th</sup> at Wildwood Station. This workshop is a portion of the Urban Forestry grant that the city received in 2011.

#### **PARKS**

Park staff continues daily seasonal operations at all parks, including emptying trash, inspecting facilities, picking up litter and debris, and addressing miscellaneous repair issues, such as those involving signs, plumbing, electrical, and vandalism.

Park staff continues to perform maintenance at Oak Avenue Community Center, Wildwood Station, Junior Fair Expo Building, John C. Lang 4-H Building, and the Senior Community Center.

Park Staff continues to assist with special events, Cross Country Races, Fall Maple Fest, Heart Walk, Cranberry Bike event, Breast Cancer Awareness Tournament, and High School Soccer Tournaments.

Staff continues to perform maintenance on "as needed" items on playgrounds, buildings, trails, and parks that are supervised by the Parks Department such as:

- Winterized Hefko Pool, all irrigation systems and Hackman concession stand and restrooms for the season.
- Painted Hefko showers and restrooms.
- Removed windscreen and buttoned up any remaining items to do on baseball/softball fields for the season.
- Installed recognition sign on Weber Pavilion.

- Air-o-vated Peach Street grass parking areas after fair.
- Removed the dead branches from the cedar trees around the Braem Park tennis courts.
- Stained Reeth's restrooms building.
- Added millings as needed around Braem Park disc golf tee boxes.
- Started cleaning and painting the Columbia Park Band Shell restrooms.

#### Park Maintenance Supervisor:

- Continued to coordinate with all contractors, which includes grass mowing, electrical, heating and cooling, tree service, plumbing, and others as needed.
- Hired Katrina Peissig to fill the position of Zookeeper Assistant for the fall season.
- Met with local contractor to form ideas and get a quotation on building a room to display mounts in the Lynx Building. Visitors would be able to view animal mounts through the large picture window on the west side of the building.
- Coordinated fall herbicide and fertilizer applications.
- Attended interdepartmental budget meeting with City Administrator and Finance Director.
- Extended the Wildwood Park and Zoo mowing contract for one year. It will now expire at the end of the 2013 season, which will match up with our other mowing contract.
- Met with Innovative Services to discuss their "Park Check Services" they provided this past season, and discussed the potential to continue this service for the 2013 season.
- Attended the WPRA Region I meeting in Black River Falls.
- Started organizing for winter storage at the Fairgrounds.
- Coordinated a leak check with AmeriGas on the Pickle Pond tank.

#### **ZOO**

Staff continues to perform daily operations such as cleaning exhibits, preparing and feeding diets, maintaining equipment, and cleaning buildings and grounds.

- Athens Veterinary Service completed monthly animal care checks at the zoo.
- Continued construction on the new fox exhibit.
- Installed a donor bench and donation can near the deer feed building.
- Vince, our 3-year-old buck whitetail passed. Following is an explanation of death from our Zookeeper, Steve Burns.

The broad cause of death looks to be malnutrition. The difference between starvation and malnutrition being that starvation is death caused by a lack of available food, malnutrition being caused by the inability to absorb nutrients properly, despite an abundance of food. Katrina and I took the carcass to the Vet office in Athens where we conducted a necropsy with Dr. Todd. Preliminary findings show abnormalities in the small intestine (villous atrophy). This means that there was a marked lack of villi in the small intestine. Villi are fingerlike projections from the walls of the intestine that increase the surface area that nutrients can be absorbed through. The decreased surface area for nutrient absorption apparently resulted in death by malnutrition. This condition is similar to coeliac disease in humans.

#### **OLDER ADULTS**

MSCC will hold their election of officers on Monday, October 1<sup>st</sup>. There were five individuals running for three of the director positions on the board. They will elect officers for the board at their Friday, October 19<sup>th</sup> board meeting.

Vendor contracts, publicity and final planning are under way for Living Actively Longer – Senior Health Fair which is set for Friday, October 5<sup>th</sup> at the Jr. Fair Expo Building at the Fairgrounds. There will be 35 area businesses and organizations with displays. The event is being offered by the Committee on Aging and Parks & Recreation Department. There will be two topics presented at the health fair; they are "Cooking for One or Two" and "Reading Food Labels."

Brunch was held on Friday, September 14<sup>th</sup>. There were 65 people in attendance. The brunch cost was picked up by Physicians Mutual. The presentation was given by David Martin of Physicians Mutual on rights, options and entitlements for social security parts A & B.

#### YOUTH PROGRAMS

Fall Soccer ended for the season on Sunday, September 30<sup>th</sup>. This year, the Marshfield Youth Soccer Association is working with our department to help run this program. It is running very well and there are 356 children enrolled in the

program. It is held on Sunday afternoons from 11:45 a.m. to 5:15 p.m. This is a community program involving volunteers who coach all 30 teams.

Gymnastics instructors have been hired for the fall gymnastics programs which begin on November 5<sup>th</sup>. This fall we will be offering classes on both Monday and Wednesday evenings. This will allow more participants in classes and spread out the ability of the students.

#### TENNIS/RACQUETBALL CENTER

The fall season has begun and is off to a rather slow start, which is how the past few years have been. For the weekend use, we have not scheduled employees until the end of October, but players can use the facility with the door code. Contracted court use is being utilized during the week.

Fall tennis lessons began on Tuesday, September 18<sup>th</sup>. All classes offered are being held on both Tuesdays and Thursdays. John Harrington, retired professor from the UW and Zach Ott, a Marshfield Senior High tennis player, are teaching the lessons for us this fall.

#### **AQUATICS**

Early Bird Lap Swim is held Tuesdays, Thursdays, and Fridays; Senior Aquacise is held Tuesdays and Thursdays; and Open Swim on Mondays and Wednesdays. All activities are held at the Senior High Pool.

An evening aquacise class was scheduled to begin Monday, September 17<sup>th</sup> and run both Mondays and Wednesdays. There was not enough interest in holding a class on Monday evenings so the class is being held on Wednesdays only from September 26 – December 12<sup>th</sup>, with no class on 10/31 or 11/21.

Open Gym and Swim began on Monday, September 17<sup>th</sup>. The program runs on Monday and Wednesday evenings from 5:30 – 8:30 p.m. We have an agreement with the school district that if youth are allowed to use the facility at no cost, they will not charge us for rental of the pool and fieldhouse. Therefore, youth are free and resident adults pay a fee of \$2.50 and adult non-residents pay \$3.75. We have had a slow start to the season.

#### **ICE RINKS**

Sent out information to indoor ice rink employees for the 2011 – 12 season. The season will begin on November 5<sup>th</sup>. Open Skate at the Marshfield Youth Ice & Recreation Center will be held on early release and no school days from November 5<sup>th</sup> until the end of February. This year, due to the change in the school calendar, there are not that many dates available to hold this program.

#### MAJOR GOALS, OBJECTIVES, & TASKS PLANNED FOR THE MONTH OF: October 2012

ADMINISTRATION CONTROL OF THE PROPERTY OF THE
☐ Hold E.A.B. contractor information workshop October 17 <sup>th</sup> at Wildwood Station.
☐ Continue to work with the Zoological Society Bear Exhibit Fundraising Committee to finalize fundraising
materials and determine options for introduction of the project to the Parks, Recreation and Forestry Committee,
Board of Public Works and the public.
☐ Continue planning efforts with Strand Associates for the Wildwood-McMillan Connector Trail project.
☐ Complete lease agreements with the American Legion.
☐ Meet with Planning and Economic Development department staff regarding how best to proceed in addressing the needs to update the 5-year Comprehensive Outdoor Recreation Plan (C.O.R.P.) and provide an A.D.A. assessment of all parks and recreation facilities.
☐ Update the Parks and Recreation Department project(s)/items to complete listing.
☐ Provide department policy information to Amy for placement on the city website.
PARKS
☐ Successfully complete all department maintenance assistance for special events.
☐ Continue maintaining all parks and facilities for seasonal operations.
☐ Continue with seasonal maintenance projects in parks and fairgrounds buildings and grounds.
☐ Continue with Wildwood Station, Fairgrounds, Oak Avenue Community Center, and Senior Center operations.
☐ Continue to work with the Recreation Department and other facility users to prepare fields and courts for play.
☐ Work with service providers – lawn mowing services, dumpster services, and others as needed.
☐ Work with contactors as needed – electrical, plumbing, heating and cooling, utilities, and others as needed.
☐ Perform hazardous tree and brush removal

<ul> <li>□ Refurbish the walking bridge that was once at Wildwood Zoo, and possibly reuse over the drainage ditch at Griese Park.</li> <li>□ Work on roof replacements at the softball concession stand, fair office and milk house buildings.</li> <li>□ Winterize all remaining facilities.</li> </ul>
ZOO  ☐ Continue animal care and maintenance of management areas. ☐ Continue to maintain zoo buildings, grounds, and exhibits. ☐ Pursue the purchase of a bull elk. ☐ Work on new fox exhibit project. ☐ Winterize all exhibits.
AQUATICS  ☐ Supervise staff for fall hours at Senior High Pool. ☐ Hold staff trainings for lifeguards.
YOUTH ACTIVITIES  ☐ Supervise staff for Open Gym. ☐ Wrap up Fall Soccer (collect equipment from coaches). ☐ Hold staff training for gymnastics program.
OLDER ADULT ACTIVITIES  ☐ Attend MSCC board meeting on Friday, October 19 <sup>th</sup> . ☐ MSCC is preparing for the election of officers on Monday, October 1 <sup>st</sup> . ☐ Senior Health Fair event is set for Friday, October 5 <sup>th</sup> at Junior Fair Expo Building. ☐ Work with Don Zais & United Way to organize volunteers for Homestead Tax Assistance.
TENNIS/RACQUETBALL CENTER  ☐ Continue coordination of facility usage and monitor staff. ☐ Advertise for second session of tennis lessons. ☐ Send out information to adult tennis league participants.
ADULT ACTIVITIES
<ul> <li>Adult volleyball and basketball league schedules will be distributed on Friday, Oct 12<sup>th</sup>.</li> <li>Adult volleyball leagues will begin the week of October 22<sup>nd</sup>. Distribute supplies to the location.</li> <li>Coordinate volleyball referee schedule and hold volleyball referee meeting.</li> <li>Schedule and train basketball scorekeepers and facility supervisor.</li> </ul>
<u>ICE RINK</u>
<ul> <li>□ Schedule staff for the indoor ice season which begins on Monday, Nov. 5<sup>th</sup>.</li> <li>□ Send out forms for available dates for this season to last year's outdoor ice rink employees.</li> </ul>