



GROUPS DIVISION 2025 ANNUAL REPORT

Introduction

Two new Grounds Coordinators joined the Grounds Division in 2025 due to a retirement and another employee leaving. Both hires are working out nicely. Seasonal hiring for 2025 was similar to 2024, there were enough applicants to hire, but not enough to be very choosy.

The 2025 season started with a good skating season of seven weeks and ended with good skating conditions. 2025 was the first time in a decade that rinks were up and skatable by Christmas break. I have two staff that volunteered to work nights during the first cold spell, this was a huge help with getting the Jones Park rinks established early, and in having enough ice built up to withstand the later warm weather and rain.

The Division's challenges in 2025 continue to be the need for shoulder month staffing. Mowing, litter, garbage, bathroom, and ball diamond needs exceed our capabilities, especially during the spring. Not until we get our seasonal employees onboard and trained in the operation and locations for mowing, do we finally get caught up.

Another challenge is that we are not drawing a very big candidate pool for fulltime or seasonal positions. The past Grounds Coordinator positions only drew applicant numbers in the teens.

The 2025 season overall went smoothly with no major accidents or injuries. Projects that were completed included contracted and in-house projects.

Contracted Projects

- Lundgaard Park
- Highview Playground
- Universal spinner
- Veteran's Memorial Park Lot Gates
- Lower Telulah Trial Improvements
- Police Department Vehicle Gate
- Striping
 - Pierce, Telulah, VMP lots.
 - Kiwanis and Schaeffer courts and pathways.
- Fencing
 - Replaced backstop fabric and added flag poles to the Miracle League Field.
 - Wastewater and MSB perimeter fence repairs.
 - Hoover small diamond backstop fabric repair.

Lundgaard Park Pavilion



Highview Park Playground Additions



Universal Playground Spinner Project



Veterans Memorial Park Lot Gates



Schaefer and Kiwanis
Basketball Court Sealcoat and
lined



Contracted Services

- ASR Property Services was contracted for snow removal at the Police Department.
- The Weed Mowing Contract was awarded to B&V Maintenance.
 - Mows the Commerce Parks.
- The Porta-pot contract was awarded to P&C Portables.
- The topsoil and ball diamond mix contract was awarded to Swinkles.
- Fall herbicide applications for Fire Stations and some medians was awarded to TruGreen.

Staff Projects

- Field 6 Dugout Covers
- Lutz Boat Launch Application
- Fitness and Memorial Bench Slabs(6) and Equipment Install
- Houdini Root Top-dress
- Wastewater and MSB Perimeter Fence Repairs
- Ball Diamond Work
- Scheig Entrance Beds
- Arbutus Stairs
- Jones Rink regrading.
- Pierce Drain Tile
- Sign Work
- Vosters Sweet Clover
- Arbutus Slide Replacement
- Lundgaard Prairie Prep



Veterans Memorial Park Field 6 Dugout Cover
Installation

Lutz Boat Launch App.



Bench Press at Pierce and Erb Parks



Houdini Plaza Tree Roots

Surface roots were a trip hazard. Some of the most obtrusive were removed. Ground Staff top-dressed and seeded over the area.





Ball Diamonds

- Two infields laser graded and incorporated with 7 tons of Turface amendment each.
- Lip work.
- Irrigation repairs and moving heads.



Scheig Entrance Beds

Arbutus Stairs

Heaved post repaired.



Jones Family Rink Regrading



Pierce Park Drain Tile





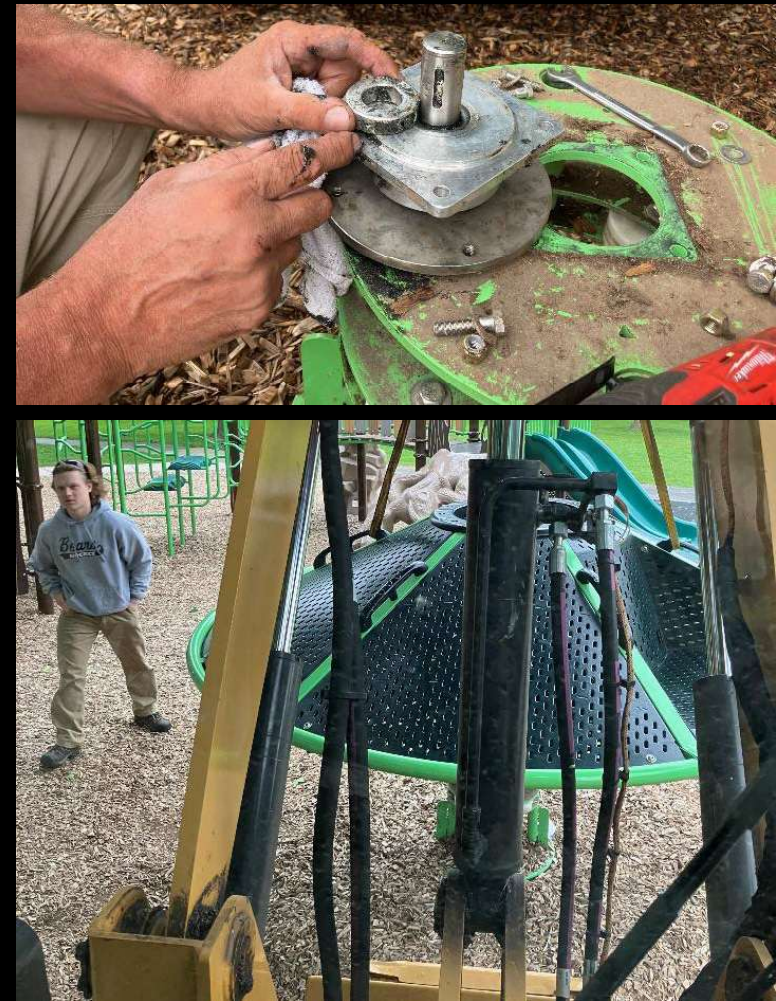
Sign Work



Lions Park Free Standing Slide removal



Kiwanis Spinner bearing replacement



Lundgaard Prairie Preparation



Vosters Sweet Clover Flower Removal



Arbutus Slide Replacement



Fire Station 6 Training Area Fence Posts.



Annual Responsibilities

Many of the Ground's Division tasks are things that are repeated seasonally.

- Performed snow removal at parks, Fire Stations, Wastewater, Library, various sidewalks and trails.
- Brushing and low limb pruning.
- Picnic tables hauled to shop for refurbishment.
- Picnic tables refurbished.
- Invasives removal.
- City Park benches and Scheig benches refurbished.
- Park signs built. Park and Recreation office sign changes.
- Rinks were flooded and maintained.
- Warming shelters and sled hills cleaned and maintained.
- Cross country ski trails were maintained at Reid and Memorial Park when snow was available.
- Dasher boards, goals and puck containment nets were disassembled and put into storage.
- Snow equipment removed and put away for the season.
- Snow stakes removed.
- Plow damage repaired.
- Soccer fields and outfields received a top dressing of compost.
- Pavilion decks are power washed.
- All Grounds trailers were brought to MSB for their annual inspection.
- Cold patching of parking lots and drives.
- Tennis, pickleball and volleyball nets put up.
- Shade sails installed on playgrounds and structures.
- The Lutz and Telulah kayak launches were installed for the season.
- Pavilions and bathrooms are cleaned and prepared for the season.
- Limbs and stick clean up.
- Playgrounds inspected monthly; repairs were completed as needed.
- Remove rabbit guards from the Scheig Center Gardens.
- Landscape beds have been cut back and cleaned up.
- Homeless encampments removed.
- New soccer goals were installed at Highview Park.
- Gate PMs were performed on the MSB, VT, WW, Water, and Lake Station gates.
- Staff hauled a stockpile of mulch from Sandra to the bin at our shop.
- School site playgrounds had holes under the swings and slides pushed in during spring break.

Annual Responsibilities

- Field aeration and rolling take place when moisture levels allow.
- Baseball diamonds ready for play on weekdays and weekends.
- Daily park cleaning. Litter, garbage, clean pavilions and bathrooms, blow hard surfaces. May 1 – October.
- Graffiti removal and vandalism repair.
- Monthly safety inspections of playgrounds.
- Monthly PMs on the City Facility security gates.
- Score board and light programing and repair.
- Weekly mowing, trimming, and weed control of parks, boulevards/triangles, and other city properties.
- Hard surface median and round-about cracks treated for weeds.
- Move City Band items from North High School to Pierce Park.
- Playground mulch top-dressed.
- Grooming, chalking of seventeen baseball diamonds. Weekend prep for tournaments and Sunday Adult League.
- Maintain irrigation at Erb Pool, Houdini Plaza, Memorial Park diamonds, and the Scheig Center.
- Line painting for soccer fields, and foul lines.
- Periodic blowing or sweeping of trails and walkways for debris and goose droppings.
- Goose repellent applied to problem parks.
- Return City Band items from Pierce to North High School.
- Weed mowing of right of way.
- Tables and trash cans delivered for events at Fire Stations, Art in the Park, Pioneer Park neighborhood picnic, and Touch A Truck.
- Mowing, trimming and leaf mulching.
- Broadleaf weed treatment of parks.
- Fertilization of parks.
- Installation and removal of nets at courts and fields.
- Installation and removal of shade canopies.
- Installation and removal of kayak launches.
- Eighty tables delivered and removed from College Ave for Octoberfest.
- Transport tables and benches in need of repair to the shop.
- Rabbit guards and fencing installed at the Scheig Center.
- Landscape beds cut back.
- Snow stake installation.
- Dasher boards set up for skating rinks.
- Field aeration

Grounds Division Collaborative and Volunteer Projects

- The Friends of the Scheig Center Gardens continued relationship for labor and expertise in maintaining the gardens.
- Coordinated workdays with the various Adopt a Park groups.
- Coordinated with school groups, volunteer groups and scouting troops to pick up litter, sticks, trail clean up and Eagle Scout projects.
- Continued sharing of equipment with the Department of Public Works.

Training

- Two full-time staff received DNR certification for operating ATV/UTVs. The remaining staff are old enough not to require certification.
- Three grounds staff and the Grounds Manager certified or recertified to be Wisconsin Pesticide Applicators.
- All Grounds staff completed General Safety Training and forklift certification.
- New staff members had chainsaw and tree felling training.
- Staff received a refresher on payload operation for loading salt.