

2026 Parks and Recreation Grounds Division Mid-Year Report

Contracted Projects

- **Alicia Park Playground**

- Lee Recreation was the winning bid.
- Playground and concrete sidewalk are installed.



- Landscaping is complete.
- **Pavilion Bathroom ADA Improvements**
 - Lions, Peabody, and Linwood Park bathrooms had their bathrooms reconfigured to comply with ADA guidelines.
 - Complete
- **Jaycee Park Court Design**
 - McMahon completed design on the Jaycee basketball and pickleball courts.
 - Construction is scheduled for 2027.
- **Lundgaard Pickleball Slats**
 - Windscreen slats installed on the north and west fencelines.
- **City Park Sidewalk Repair**
 - Al Dix is contracted to repair several bad sections of sidewalk.
- **Wisconsin Sealcoat**
 - Painted lines at MSB and the Water Plant.
- **Century Fence**

- Moved some perimeter Fencing at MSB.
- Replaced a control board on the Police vehicle gate that was under warranty.

Contracted Services

- ASR Property Services were contracted for snow removal at the Police Department.
- The Porta-pot contract was awarded to P&C Portables.
- The topsoil and ball diamond mix contract were awarded to Swinkles.
- Fall herbicide applications for Fire Stations were awarded to TruGreen.
- Fields 2 and 3 at Memorial Park were relamped by Musco under their contract.

Operations

- Created RFPs for a new Alicia Playground and Jaycee basketball and pickleball courts design.
- Safety supplies, PPE and seasonal shirts ordered.
- Bird and Bee City renewal fees paid.
- Applied to the Federal Motor Carrier Safety Administration to become a Training Provider for our own staff. We have three staff who need CDLs or upgrades.
- Implemented our own in-house CDL training program. One of our new staff received his Class A CDL this year. The other two will work on theirs this winter.
- Added some Stormwater sites to our mowing map. Stormwater asked Grounds to assess some sites to see if we could help with their mowing. We agreed to help on the sites that were very close to other sites we already mow.
- Arranged to have the College and Memorial flagpole evaluated and welded again. They will try to add some material this time to repair some small cracks.
- Ordered two MDF drinking fountains. One for Lions Park and one for Linwood Park. This was part of the ADA Improvement Project.
- Park and Recreation Department Safety Meeting agenda, meetings and minutes.
- Toilet paper, garbage liners, and cleaning supplies have been ordered for pavilion cleaning.
- Herbicides and grass seed purchased.
- Organize the work and meet with the Friends of the Scheig Gardens volunteer group.
- Seasonal hiring.
- PRFMD Safety Committee agenda and minutes.
- Scheig plant order for 2026.
- Tier 2 Report complete.
- Goose Nest and Egg Depredation Permit applied for and received.
- Worked with seasonals to get them their DNR UTV Certification before starting this season.
- Keep pavilion supplies such as toilet paper, garbage bags, urinal screens, cleaners, and paper towels in stock.
- Keep safety supplies, PPE, herbicides, small equipment, and fuel in stock.
- Goals added to Neogov.
- Signs citing the new Alcohol Policy ordered and installed.
- Organize and coordinate the purchase, planting and care of annual and perennial plantings at the Scheig Center.
- Mowing maps were updated with GIS.
- Small equipment research and purchase.

- Park and Recreation Safety Agendas, meetings, and minutes.
- RFPs and contracts for portable toilets, contracted herbicide, and topsoil/ball mix.
- Purchased a storage container for seasonal storage.
- Supported an Eagle Scout with his project of placing a bat house in Memorial Park.

Annual Staff Responsibilities

Winter

- 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.
- Make deliveries of salt to the contractor that maintains the Police and Library lots in the winter.
- Old picnic tables refurbished, and ten new tables assembled for Lundgaard Park.
- Invasives removed at Newberry Trail, Arbutus, Pierce, Jones, Woodland, and Veterans Memorial Parks.
- City Park benches and Scheig benches refurbished.
- Park signs built. Park and Recreation office sign changes.
- Rinks were flooded. We had a successful seven week skating season in 2026.
- Warming shelters and sled hills cleaned and maintained.
- Cross country ski trails were maintained at Reid and Veterans 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.

Spring

- 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 at playgrounds and structures.
- The Lutz and Telulah kayak launches were installed for the season. The Telulah launch had some issues that needed to be repaired due to ice damage.
- Pavilions and bathrooms are being 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 were cut back and cleaned up.
- 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.
- Field aeration and rolling take place when moisture levels allow.
- Baseball diamonds ready for play on weekdays and weekends.
- Mowing.

Summer

- Daily park cleaning. Litter, garbage, clean pavilions and bathrooms, blow hard surfaces. May – October.
- Graffiti removal and vandalism repair.
- Monthly safety inspections and repairs of playgrounds.
- Monthly PMs on the City Facility security gates.
- Score board and light program 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, Veterans 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.
- Goose feces blown or swept off walkways.
- Return City Band items from Pierce to North High School.
- Weed mowing of right of way.
- Tables and trash cans delivered for Fire Department events, Art in the Park, Pioneer Park neighborhood picnic, and Touch A Truck.
- Transport fitness and dance items from the Studios to the Parks, and return said items for fitness classes, recitals, and the Playground Fair.

Grounds Staff Projects

- Two old bleachers were moved to USA Sports.
- Playgrounds have been inspected monthly; repairs were completed as needed.
- Landscape beds have been cut back and cleaned up.
- Gate PMs were performed on the MSB, VT, WW, Water, and Lake Station gates.
- Control board replaced on the Police Department vehicle gate under warranty.
- School site playgrounds had the holes pushed in under swings and slides during spring break.
- New information signs installed in the parks.
- The mulch in the Mead Park playground had broken down and was growing a lot of weeds. The old mulch was removed and replaced with new certified playground mulch.



- A bench press with slab was installed at Memorial Park.



- Staff installed barrier rocks at Jones Park and Houdini Plaza.



- Staff removed the Alicia Park Playground, disposed of the equipment and concrete balls, excavated and installed drain tile to get the site ready for the contractor. After the playground was installed Al Dix poured the concrete sidewalk. Our staff installed the mulch, added a timber boarder, and did the landscaping.



- A trailer was redecked with some 2-inch ash we purchased. There is enough ash remaining to also deck a trailer from the Golf Zone.
- Certified wood chip was installed at Green Meadows, Mead, and Alicia Parks playgrounds.
- Memorial benches and slabs were installed in Ellen Kort, Arbutus, and Schaefer Parks.
- Staff removed trees from the Wastewater Plant.
- The Telulah soccer field and outfield received a top dressing of compost.
- Parking spaces were numbered, and signage was installed for the new parking application at the Lutz Boat Launch.

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 Grounds staff passed the test to be Certified Wisconsin Pesticide Applicators.
- The Grounds Technician passed the Certified Playground Safety Inspector exam.
- All Grounds staff completed General Safety Training and forklift certification.
- New staff members had chainsaw and tree felling training.
- All Grounds staff had CPR and First Aid Training.