

**SUPERINTENDENT’S REPORT – JANUARY ACTIVITIES, 2011
EAST PARKS – CRAIG KLINKE**

The month of January kept us very busy with the heavy snowfall we received, requiring continuous maintenance of the ice rinks. We’ve kept up with the snow and have had very few complaints. The only problem we had removing snow has been with our jeeps. East Parks has four jeeps and with breakdowns this month, we’ve only had a maximum of three vehicles running at one time.

As far as ice operations go, things are spectacular! I can honestly say that ice conditions are the best they’ve been since I’ve been in this position (three winters). Our crew takes great pride in the quality of ice and it really shows. Besides what our crew does, the partnership with the *Adopt an Ice Groups* has been an overwhelming success. Both groups at Olbrich and at Heritage Heights have been very dedicated, hard working, and have done a great job. The City/Volunteer partnership has only proven to be a benefit to everyone. I hope that everyone gets out and enjoys an afternoon skate at one of our great rinks.

WEST PARKS – BILL SCHOTT

West Park’s staff returned from a long New Year’s Eve holiday weekend and set up the last two hockey rinks. The rinks were at Franklin and Garner. This brings the total rinks up and running to five. For the remainder of the month, staff concentrated on blowing, grooming, and flooding the rinks.

In conjunction with our rink maintenance, staff managed several snow storms in January. West Parks has 16 full-time employees, three vacant positions, one employee on extended medical leave, and one employee on light duty who is assigned to another department.

MALL CONCOURSE – JOY KUMMEROW

January kept us busy on a steady basis. We had 12.5” of snow and, with the help of Forestry, we kept our areas cleared of snow. We had a few minor breakdowns that happened during non- critical times. This month we used less than half the amount of salt we used in December. We collected 1,070 pounds of recycling, and 11,740 pounds of trash, along with 1,300 pounds of Holiday trees.

We adjusted the crew and supervisor work schedules to better cover the needs of staff and our customers.

Street Use Meetings have resumed. Early indications are that it is going to be a busy event season.

We are looking forward to the ground hog *not* seeing his shadow this February. ☺

FOREST HILL CEMETERY – KEVIN SORENSEN

January was a relatively slow month for burials. This was fortunate for us, since our crew numbers have been decreased by one. Jim Davis’s has now retired - Good luck for a long and healthy retirement Jim!

Current frost depth varies from 7” to well over a foot, depending upon the location. For the foreseeable future, we’ll need to set frost heaters on the graves for a day before being able to dig. This process adds a day of preparation work for each burial.

Forest Hill staffing levels are at 4.5 permanent employees, with two full time vacancies. We were able to bring back one seasonal employee to help fill in during the recruitment process for Jim Davis’s position.

January burial numbers, lot sales and total revenue are as follows:

Interments: 7 Lot Sales: 7 Total Revenue: \$22,295.00

EVENTS CORRINATOR – KELLI LAMBERTY

	December 2010	December 2009	YTD 2010	YTD 2009
Street Use Events	2	4	231	245
Block Parties	0	0	70	58
Amplification Permits	0	3	73	73
Total	2	7	374	376

	January 2011	January 2010	YTD 2011	YTD 2010
Street Use Events	0	0	0	0
Block Parties	0	0	0	0
Amplification Permits	0	2	0	2
Total	0	2	0	2

Comments:

December and January are quiet for outdoor events, quiet in terms of having the events, still it's a busy time when it comes to planning for them.

We've heard from a number of both new and old event planners for both the Parks and Street Use events already. The first Street Use Meeting was January 19, and there were three new events on the agenda. We also learned that there will be a significant amount of construction this year (again), so finding good/manageable routes for the longer run/walks may prove challenging. Street Use Meetings are scheduled for every other week from now until early November.

Plans and preparations for on-line event permitting has moved forward significantly in the last few months.

Upcoming Events:

February

5, Sat,	9a-sunset, neighborhood block party,	2700 Lafollette Ave.
17, Thur,	8:30a-12p, Overture School Show - UW Band,	200 N. Henry St.
18, Fri,	8:30a-12p, Overture School Show - UW Band,	200 N. Henry
18, Fri,	12p, set-up for Madison Winter Festival begins at 6p, Capitol Square closes	100 MLK
19-20 Sat & Sun,	Madison Winter Festival,	Capitol Square
19, Sat,	10a-3:30p, Polar Plunge,	Olin Park

OLBRICH BOTANICAL GARDENS – ROBERTA SLADKY

People and Gardens

Attendance at Olbrich Botanical Gardens reached a new high, with 253,048 visitors recorded during 2010. A note, this count only includes visitors from 9:00 a.m. to 4:00 p.m., plus our event participants. The Gardens are open from 8:00 am to 8:00 pm for six months out of the year, and visitors arriving before 9:00 a.m. and after 4:00 p.m. were not included in the final tally. Kudos to our staff and volunteers for their hard work in attracting and accommodating those numbers!

Visitor comment from the past month:

1/22/2011 "Thank you for doing the Poler (sic) Dash" Olivia M.

Numbers

OBG Attendance (counted from 9 – 4 only + event participants)	2010	2009
December 1 – 31	21,890	20,789
YTD December 31	253,048	246,197
Total Member Households (individuals*) Dec 31	5,841 (8,762)	5,426 (8,478)

**based on the number of membership cards issued*

OBG City of Madison Major Revenue Categories	YTD 12/31/2010	YTD 12/31/2009
Bolz Conservatory Admission YTD	\$49,922	\$56,690
Room Rentals YTD*	\$123,809	\$118,267
Catering Percentage Revenue YTD**	\$37,673	\$37,846

**accrued at time of booking – up to 21 months before the rental date*

*** accrued on a monthly basis following each catered rental*

Website Visit Summary	YTD 2010	YTD 2009
Total Visits	160,417	135,668

Events

- Bolz Conservatory Exhibit: *From Bean to Coffee Cup*, through Mar 20. Learn about coffee – the world's second most traded commodity after oil and America's most relied upon pick-me-up. Learn about how coffee is grown and produced and what methods of production are environmentally friendly. Free with \$1 admission to the Bolz Conservatory. *Black Gold: Wake Up and Smell the Coffee*, an award winning documentary will be screened Sat, February 5.
- *Olbrich as Art Invitational Exhibit*: through April 3, Sundays, 11 am – 5 pm, Evjue Commons. Fourteen artists were invited to create original artwork inspired by Olbrich Gardens for this exhibition. Madison's Poet Laureate, Fabu Carter Brisco created original poems inspired by the Olbrich Botanical Gardens.
- *Children of the Rainforest: Brisas del Peru*, Feb 19, 10:30 am and 1:30 pm, \$3.00 ages 13 and up, \$2.00 ages 3 – 12; ages 2 and under are free.
- *Indulgence! Wine & Chocolate Tasting*, Feb 26, 5:30 – 8:30 pm

Winter Concerts, Sundays, 2 – 3 pm

Feb 6: The Sound of Madison – Barbershop Style Women's Chorus

Feb 13: Whitney Mann – Indie, Americana & Country Music

Feb 20: Johnny Chimes – New Orleans Style Piano

Feb 27: Quattro Formaggi Saxophone Quartet – Jazz, Classical & Alternative Music

Education

Wellness in the Gardens

- Yoga, Mondays 5:30 pm – 6:45 pm and Thursdays, 7:30 – 8:45 am (drop in OK)
- Moving Meditation, Mondays, Jan 24 – Mar 14, 6 – 7:30 pm
- Herbs for Immune Support, Thu, Jan 20, 6:30 – 8:30 pm
- Naturopathic Approaches to Healthy Detoxification, Tues, Feb 22, 6:30 – 8 pm

Classes & Workshops for Adults

- *Black Gold: Wake Up and Smell the Coffee*, an award winning documentary will be screened Sat, February 5, 3 – 4:30 pm
- What's New With Hydrangeas, Wed, Feb 9, 6:30 – 8:30 pm
- Benefits of Landscaping with Native Plants, Tues, Feb 15, 6:30 - 8 pm
- Winter Interest Lecture and Night Garden Walk, Thu, Feb 17, 6 – 8 pm
- Backyard Herb Gardening for the Novice, Thu, Feb 22, 6 – 8:30 pm
- Help Your Vegetable Garden Produce Like a Vegetable Farm, Wed, Feb 23, 6 – 8 pm
- Pruning Your Trees and Shrubs, Wed, Feb 23, 6:30 – 8:30 pm
- Gardening in Small Spaces, Thu, Feb 24, 10 am – 3 pm
- Annuals: The Big, Bad, and Bold, Thu, Feb 24, 6:30 – 8:30 p.m.

Learn + Play Together

- Toddler Story & Stroll: Rainforest Romp
 - Colors in the Rainforest, Tue, Feb 15, 10 – 11 am
 - Animals of the Rainforest, Tue, Feb 22, 10 – 11 am
 - Food from the Rainforest, Tue, Mar 1, 10 – 11 am
- Full Moon Walk, Fri, Feb 18, 6:30 – 7:30 pm
- Wonderful Worms, Fri, Feb 25, 10 – 11:30 am

CONSERVATION – RUSS HEFTY

The warm spell we experienced during the last days of 2010 put an end to cross country skiing through to the beginning of 2011. Most of the ski base was lost during that meltdown. The snowfall in January was slightly above average, but it was a dry snow and not ideal for rebuilding a ski base. As a result, ski conditions were only fair in quality.

During the break from ski trail grooming responsibilities, the crew continued to work on exotic tree and shrub management at Heritage Sanctuary.

Staff continues to be concerned over a burgeoning deer population in Sandburg Woods Conservation Park. An aerial helicopter survey of deer conducted by the Dane County airport staff reported more than 20 deer present in this small 20-acre oak woodland. Staff is concerned with the potential impact that those numbers of deer could have on the herbaceous ground flora in the park. Sandburg Woods holds one of the most diverse assemblages of native wildflowers in our park system. We will be monitoring this matter closely this year. Staff has received several complaints from nearby residents regarding deer impacts on their landscaping.

We moved forward with brush mowing in wetland areas in Cherokee Marsh. A private contractor using a Forestry mower powered by a rubber tracked skid steer loader cleared 20 acres of shrub thickets. The mowing reduces the shrub cover to allow native grasses, sedges, and forbs to flourish. The absence of regular fires over many decades has allowed the shrubs to dominate these formerly open wetland areas. We'll follow up with controlled burns to continue the process of restoring sedge meadows, fens, and wet prairies. In the near future we hope these areas will again provide habitat for marsh harriers, short-eared owls, and other open space requiring species.

Staff began discussions with United States Fish and Wildlife Service to work together on oak woodland restorations at Cherokee Marsh and Edna Taylor Park. We are also exploring options to restore the hydrology of the East Marsh wetlands in Cherokee Marsh by closing drainage ditches.

FORESTRY – MARLA EDDY

Forestry Section	Total Trees	Total Hours
Cycle Pruning	59	322
Pruned by Request	283	265
Small Tree Pruning Cycle	356	122
Tree Removal	259	445
Storm Work/Hangers	--	2
Unfilled Vacancies	--	432

In the month of January, Forestry continued performing District Tree Maintenance (aka cycle pruning) as well as pruning in several "Satellite" areas where block long sections of trees were found to be hanging too low over the road and sidewalks. We completed special pruning and removal requests from the Engineering Division and Parks Conservation. We continued snow removal clearing on our routes throughout the city.

Forestry Specialists are preparing nursery orders and planting routes for the 2011 spring planting. They continue to work on 2011 street construction projects.

GOLF – RAY SHANE

January was the month for planning and preparing our fertilization and fungicide programs. This was also the time to evaluate, modify, and finalize our supply needs, reduce purchases based on prices submitted and the requests of the staff. We also looked at repair costs of equipment versus replacement. We completed preventative maintenance.

Staff performed snow-plowing when necessary and assisted with other winter activities. We also helped with the snowmaking operation at the Alliant Energy Center for the *Winter Festival Organization*.

We met with the Information Technology Department to prepare for upgrades in both the hardware and software for our Point Of Sale systems that are used in the clubhouses. We held the initial meetings with our golf professionals to begin formulating a comprehensive marketing strategy.

We reviewed seasonal staffing levels and completed the list of returning employees. We can now begin the hiring process for the new season.

As we enjoy the winter activities in our Parks, we often lose sight of how quickly the change of seasons occurs. It is possible that in as little as six weeks, instead of kids sledding down the hills and skiers racing across snow-covered turf, golfers will be out walking our lush fairways, the smell of freshly mowed grass and enjoying Spring in Madison

PLANNING AND DEVELOPMENT – KAY RUTLEDGE

James Madison Park Shoreline Improvements

Due to the early onset of winter, construction on this project couldn't be started last fall as scheduled. The contractor will begin in spring, unless the forecast shows two weeks of decent weather in which he feels he can be productive.

Breese Stevens Field Press Box

The Parks Division began preparations for a new, pre-fabricated press box for Breese Stevens Field this month. We are having discussions with the vendors to obtain costs and design criteria and with staff to find out what approvals will be required. We will put out a request for proposal for the design and purchase of the structure. We will also put out a second public works contract for the coordination of the delivery and installation of the structure. The anticipated time for installation is August of 2011, between the spring and fall soccer seasons.

Tennis Court Resurfacing

A public works contract was completed for the re-surfacing of tennis courts within our parks system. The courts to be resurfaced are in Rennebohm Park (6); Brittingham Park (4); Walnut Grove Park (2); and Westmorland Park (2). The anticipated start to work is mid-May, with completion in mid-June.

Burrows Park Restroom Renovation

The Burrows Park restroom was completed, except for a few minor punch list items and the spring start up. The contractor and the Parks Division decided it was not worth starting up the system this fall, then shutting it down for winter right away, so we agreed to wait until spring and have the contractor start it up for the season.

Warner Park Parking Lot

The Parks Division will be reconstructing the Warner Park parking lot in three phases over the next three years. In Phase 1, (fall 2010), we replaced the storm sewer and built two retention ponds that will hold all of the parking lot run off prior to it going into the channel and lagoons. Phase 1 has been completed. Phase 2 plans and specifications went out to contractors by January 14, 2011. Phase 2 includes Bay 3 of the parking lot and the complete roadway through the parking lot. Bay 3 will be completed in spring and the remainder of Phase 2 will be done after the 2011 Mallards season. Bids for Phase 2 are due by February 4 and will be opened on February 11.

Warner Park Bleacher Replacement

This joint venture with the *Madison Mallards* is to replace the bleachers at the baseball diamond at Warner Park. The low bid was Joe Daniels Construction Co., Inc. at \$999,985.85. The estimated time of completion is May 27, 2011. This will be in time for the first *Mallards* game of the season. The contractor is on site re-routing storm/sanitary sewer and is performing site work in anticipation of the arrival of the bleachers in March.

BB Clarke Beach

We are assisting Engineering with plans for the shoreline improvement project at BB Clarke Beach. We attended a neighborhood meeting on October 26 to discuss the project. Improvements were well received at the meeting, and the project is moving forward. City Engineering submitted an application for a DNR Chapter 30 permit for the proposed project on November 15.

Thut Park

We are working with Engineering on a plan for potential drainage improvement to control stormwater runoff in the park. We completed soil borings to determine infiltration opportunities; revising the design and identifying funding so we can move forward with the project.

Tenney Park Shelter

The Tenney Park Pavilion project continues to move forward. Bids we received on January 7 were opened on January 14. *J.H. Findorff and Sons, Inc.* was the low bidder at \$890,000 for the base bid construction as well as Add Alternate No.1 (wood beams on the ceiling). The contract award was approved by the Board of Public Works on January 19, and will go before the Common Council on February 1. Once approval is granted, we'll move forward with executing the contracts and set up the preconstruction meeting. The DNR Chapter 30 permit for this project has also been submitted, and is presently going through the 30-day public input process. The Department of Commerce has approved the project for construction.

Tenney Park Maintenance Bridge

We've made initial calls to the neighborhood association to obtain some design guidelines that the Parks Division can take to our bridge designer. It is anticipated that the design process will be completed in June and the bridge will go out for bid in the summer. We are looking towards a construction schedule beginning in the fall and going through spring 2012.

Playgrounds

We are compiling data for the 2011 playgrounds and surface or path upgrades for accessibility. These will be included in a Board of Public Works contract for bidding. We're meeting with vendors and sales representatives to update proposals for the 2011 purchase and construction.

Brittingham Boathouse

The contract has been approved and is being routed for signatures. The construction is to begin next month.

Wingra Park Shoreline

This project involves the repair of the shoreline at Wingra Park in front of the Wingra Boat Livery. The existing degraded curb has been replaced with limestone steps and a concrete abutment wall that will connect to the pier. This project has been completed and further paving improvements related to this project will be made this year.

Park Landscaping

We are compiling data, developing plans, plant lists, and budgets for landscape projects and site improvements identified for 2011 for bidding via the Board of Public Works contract. The Board of Public Works approved plans and specifications on January 19. This contract will primarily consist of canopy and ornamental trees as phased planting in newer parks and under-planting in areas that have been cleared of exotic invasives. Additionally, phased planting will occur as areas are made ready at the Warner Park parking lot, and wrapping up landscaping at the New Elver Shelter and terrace that were completed last fall. We are working with the contractor to develop proposals for exotic invasives removal to occur under a separate purchase order

Edible Landscapes in Parks

The Dudgeon Monroe Neighborhood Association was one of the winners of free trees and shrubs from the *Fruit Tree Planting Foundation*. The plantings were delivered and installed on September 16. An agreement for this use in Wingra Park was approved by the Common Council on October 19. We are working through the final details of the agreement with DMNA.

Owls Creek Open Space

The playground equipment was received and is stored within the maintenance yard at Yahara Golf Course. Installation will occur this winter as weather allows, or by early spring.

Olive Jones Park

We obtained proposals from the consultants to evaluate the stability of the existing retaining wall at the park. We are reviewing and are awaiting consensus in order to begin project assessment. We are working with Madison Metropolitan School District staff to secure plans, photos, and other pertinent information to assess this project. We met with the alder and neighborhood representatives to plan the next phase of fund raising and construction to occur during summer 2011.

Marshall Park Dredging

The permit required for this project was sent to the DNR in mid December. It is presently going through the 30-day public input process. This month, the DNR informed us that no dredge work can be done during the spring spawning period, which is between March 15 and May 15. They informed us that the Marshall Park channel and bay, where the boat launch is located, is an important location for spawning pan fish. Therefore, due to these requirements, the contract has been delayed until fall.

Park and Open Space Plan

The Plan update is underway. Over the last several months, we have performed ongoing research and inventorying of park facilities and reviewing park classifications. We are evaluating the park classification system in accordance with NRPA standards and guidelines. As part of the plan, a *Recreational Organization User Survey* was mailed to over 30 recreation organizations that made athletic field reservations in 2010. Additionally, staff has been meeting one on one with some of the key users of athletic facilities such as MSCR and MMSD. Another part of the Plan, a *Resident's Survey* was released via e-mail and through a press release. As of January 27, 756 people have filled out the survey. Staff scheduled three public input sessions at three different locations to further engage the public. The first one was held on January 25 at the Central Library and the next two meetings are scheduled for February 3 at Alicia Ashman Public Library, and February 10 at Warner Park Community Recreation Center.

Other projects we are working on:

- Working on planning and design for 2011 Capital Budget projects for construction next year.
- Working on cataloging the City's entire database of managed meadows and no mow areas.
- Working with Dane County Parks and Highway Department to coordinate installation of a path through Baxter Park that will link to the E-Way trail in the spring. We are revising the path design to coordinate with Storm Utility to accommodate future upgrades to ponds, and to provide a link to the playground in the park. We are coordinating with Real Estate to generate a temporary construction easement for Dane County to complete the installation of the trail in Baxter Park.

WARNER PARK COMMUNITY RECREATION CENTER – BRAD WEISINGER

Admissions and Passes

	YTD 2009	YTD 2010	% Rev Change	% Change
Pass Plans	\$77,295.00	\$72,213.50	127%	-7%
Admissions	\$33,055.00	\$29,915.00	85%	-9%

Facility Reservations

Calendar Year	December Rental Totals	No. Free	% Free	Rentals	Free Rentals YTD	% Free YTD	YTD Revenue	% Rev budget
2009	94	28	30%	1095	340	31%	\$55,158.00	92%
2010	117	26	22%	988	348	35%	\$53,166.25	104%

Calendar Year	YTD hrs	YTD hrly participations
2009	3167	143,495
2010	2670.5	163,892

YTD 2010 Age Profile

Preschool – 372; Elementary School – 370; Middle School – 412; High School – 612; Adult – 4,459; Senior 60+ 4,196

YTD Income Compliance

Income levels are based on households with 1-8 family members.
60% compliance - YTD