



## CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
2. ADMINISTRATIVE
3. PERSONNEL
4. FINANCIAL
5. PUBLIC WORKS
6. **PARKS AND RECREATION**

CHAPTER 6: Parks and Recreation

SUBJECT: Wildwood Zoo Policy

POLICY NUMBER: 6.910

PAGES: 6

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APPROVED BY:

\_\_\_\_\_  
John White Jr., Chairperson  
Parks, Recreation, and Forestry Committee

\_\_\_\_\_  
Date

### I. PURPOSE

- A. The Wildwood Zoo falls under the authority of the Parks and Recreation Department and with that, this policy was developed to help govern the Wildwood Zoo, its' animals and the operations of the facility.

### II. DEFINITIONS

- A. 'City' shall mean the corporate City of Marshfield, Wisconsin.
- B. 'Department' shall mean the City of Marshfield, Wisconsin's Parks and Recreation Department.
- C. 'Zoo' shall mean the Wildwood Zoo in Marshfield, WI.
- D. 'Core Zoo' shall mean the area of the zoo that is inside the fence accessible to guests.
- E. 'Animal' shall mean any animal under the care and supervision of the Parks and Recreation Department.
- F. 'PRFC' shall mean the City of Marshfield, Wisconsin Parks, Recreation and Forestry Committee
- G. 'Disposition' shall mean the removal of an animal from the 'Zoo'.
- H. 'Pedestrian Transportation' shall mean a method of moving typically associated with bicycles, skateboards, rollerblades, scooters, electric devices, four-wheelers, UTV, and ATVs

### III. HOURS

- A. It is recognized that the Zoo is a unique Park among the City of Marshfield Parks System. The hours of operation of the Zoo may be different than the hours of other parks. The Zoo's hours and days of operation will be set by the Parks and Recreation Director and approved by the PRFC. Hours of operation will be determined by multiple factors including, but not limited to; the season, staffing levels and attendance trends. Planned exceptions to the hours of operation will be approved in advance by the PRFC. In the event that approval of exceptions to the hours by the PRFC is not feasible the Parks and Recreation Director may approve the exception. Occasionally, environmental conditions, zoo operations, animal procedures or maintenance repairs may require alterations from the established hours. These changes are made by the authority of the staff on site.

### IV. TRESPASSING

- A. Entrance to the Zoo outside of the posted hours or entrance beyond fences, guard rails or areas otherwise posted as "Off-limits", "Staff Only" or designed to restrict public access shall be considered trespassing.
- B. Individuals shall be asked to leave; and if warranted fines administrator. (administered?)

### V. FEEDING

- A. Feeding of Zoo animals is prohibited.
- B. Feeding of waterfowl inside the Core Zoo is prohibited.
- C. Individuals who are illegally feeding the animals shall be asked to leave, and if warranted fines administered.

### VI. PETS

- A. Pets are not allowed in the core zoo. Pets are allowed on property outside of the core zoo fences; provided other applicable laws, ordinances and policies are observed. Service animals are allowed anywhere within the Zoo that the general public is allowed access. "Companion Animals", "Emotional Support Animals" or similar are not service animals and are not allowed access to the core zoo grounds.
- B. Individuals who ~~are~~ have pets inside the zoo, shall be asked to leave, and if warranted fines administered.
- C. Information on service animals under the ADA Act can be found at: ADA 2010 Revised Requirements: Service Animals

### VII. SMOKING

- A. In accordance with the PRFC policy 6.410, smoking is prohibited in the zoo and buildings. See policy below:

- B. Individuals smoking shall be asked to leave or extinguish their item, and if warranted fines administered.

#### VIII. PEDESTRIAN TRANSPORTATION

- A. Patrons are prohibited from riding/using bikes, scooters, skateboards, rollerblades, or electronic/motorized devices within the Core Zoo. These items may be walked or carried through the Zoo.

#### IX. ATTIRE

- A. Proper attire including footwear and a shirt are required while visiting the Zoo.

#### X. CODE OF CONDUCT

- A. Disrespectful behavior such as harassing animals, vulgarity, loitering, intoxication, theft and all other actions that negatively impact guests, animals or the environment will not be tolerated.
- B. Individuals who are unable to conduct themselves in such a manner shall be asked to leave, and if warranted fines administrator. (administered)

#### XI. ANIMAL DISPOSITION

- A. Disposition decisions will be made by the Zoo Manager and Parks Superintendent and approved by the Parks and Recreation Director. All animal disposition decisions should consider all education and conservation possibilities and enable Wildwood Zoo to manage animals in a consistent and humane manner. The Zoo does not condone or support the sale of exotics through public auction, the use of animals in shooting preserves, or the use of animals for invasive research, which does not have direct benefit to the conservation of the species.
- B. Considerations for disposition of live animals will include (but are not limited to) the following:
  - 1. Successful reproduction that produces surplus stock.
  - 2. Removing related stock to maintain genetic diversity.
  - 3. Space restrictions that are non-beneficial for the Zoo or animal involved.
  - 4. Incompatibility between animals or species warrants removal.
  - 5. The evolvement of our collection to be in line with our Zoo master plan and collection plan.
- C. Disposition of live animals will be by sale, exchange, loan, or gift. All legal restrictions must be observed. Recipients will be approved on a case-by-case selection process. Decisions regarding recipients will be based on the following preferences:

1. Species Survival Plan (SSP) approval recipients for all SSP Animals (including their international counterparts).
  2. AZA accredited zoological institutions or AZA registered animal suppliers.
  3. Reputable zoological institutions or museums which are not members of AZA. These recipients must complete the profile survey and the department staff (Zookeeper Manager, Supervisor, and Director) must be satisfied with the reference materials and competence of such recipients.
  4. Reputable private animal breeders and owners. These recipients must complete the profile survey and the zoo specialist must be satisfied with the reference materials and competence of such recipients. See attached dealer profile form.
  5. Research institutions if proposed research is of direct benefit to the individual animal or species.
  6. Domestic animals to private individuals are subject to the recipient criteria above, and these animals may be sold or slaughtered in accordance with accepted farm practices.
  7. Any loan agreement with a private individual or other recipient will be subject to periodic review of the animals' condition and care and these terms should be included in the loan agreement.
  8. Euthanasia will be considered as means of elective disposition of an animal in accordance with the "Report of the AVMA Panel on Euthanasia" (202 (#2), pages 229-249, 1993) if other means of disposition are not feasible and it is determined to be absolutely necessary in an agreement signed by the Zoo Manager, Parks Superintendent and Parks and Recreation Director, and attending veterinarian.
  9. Live specimens may be released within native ranges subject to relevant laws and regulations.
- D. Animals parts, products, and remains will be used for research purposes that would directly benefit the species or for educational purposes whenever possible and follow any and all legal restrictions. Other remains should be disposed of by incineration or other suitable method.
- E. This document incorporates "Guidelines for the Disposition of Wild Animals from Zoological Parks and Aquariums" as adopted in 1987 by the American Zoological Parks and Aquarium Association.

City of Marshfield  
Parks and Recreation  
**ANIMAL DEALER PROFILE FORM**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Function (Aviculturist, Dealer, etc.): \_\_\_\_\_

AZA Member: Yes    No                      AZA inspected: Yes    No

Institutional ISIS #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permits Held (include complete copies): \_\_\_\_\_

References: Please provide name of organization, complete address and phone number. Use back of sheet if more space is needed.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Comments (Description of facilities, areas of expertise, interest, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Return this form along with copies of the latest USDA inspection form and application to:

Zoo Manager  
211 E. 2<sup>nd</sup> Street  
Marshfield, WI 54449  
715-486-2049

City of Marshfield  
Parks and Recreation  
**Wildwood Zoo**

We have determined and mutually agree that it is in the best interest of the animal

\_\_\_\_\_ that euthanasia is warranted.  
Animal Name & Identification

Date

Signatures

\_\_\_\_\_

\_\_\_\_\_ Parks & Recreation Director

\_\_\_\_\_

\_\_\_\_\_ Parks Superintendent

\_\_\_\_\_

\_\_\_\_\_ Zoo Manager

\_\_\_\_\_

\_\_\_\_\_ Attending Veterinarian

Date Euthanized \_\_\_\_\_

Veterinarian \_\_\_\_\_