

PARKS, RECREATION & FORESTRY BOARD MEETING  
Monday, February 17, 2014

1. Call to order by Beth Arneberg at 6:00 p.m.  
Roll Call: Members Present: Curt Stepanek, Audrey Stowell, Dale Berg, Beth Arneberg, and Rob Kiefer. Absent: Heidi Hoekstra and Carmen Muenich.  
Department Staff present: Dick Hebert and Tommy Eisenhauer.
2. Approval of January 20, 2014, Minutes: **Motion by Berg/Stepanek**, to approve the January 20, 2014, minutes. All present voting aye, motion carried.
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications: None.
5. Discuss/Consider.
  - a. Update on Downtown Riverfront Park by City Planner, Jayson Smith. Jayson Smith gave an update on the Downtown Riverfront Park and answered all questions. He indicates that it is an exciting year in that SEH and JJR will be taking the original plan and providing the details that will take the project to completion. The steering committee meetings will now be open to the public; there will also be two public information meetings. There will also be meetings with various focus groups to get community input and involvement.  
**Heidi Hoekstra arrives at this time.**
  - b. Discuss Dept. fees for rentals and programs. Hoekstra would like to review the fee charged to groups for fund-raising events. Dick Hebert suggested all special event procedures be reviewed at the March meeting.
  - c. Presentation by Capital Campaign Consulting Firm, NewDay Nonprofit Solutions. Brent Hafele gave presentation and answered questions.
  - d. Presentation by Capital Campaign Consulting Firm, Crescendo Consulting. Ellen Hongerholt and Laura Eddy gave presentation and answered questions.
  - e. Discuss New Welcome Center/Mammal Building/Aviary Building. Discussion of firms. **Motion by Hoekstra/Stepanek**, for a roll call vote for choice of firm. Roll Call Vote: NewDay Nonprofit: Stowell & Hoekstra; Crescendo Consulting: Stepanek, Berg, Arneberg, & Kiefer. **Motion by Kiefer/Berg** to hire Crescendo Consulting as the Capital Campaign Consulting Firm for the new Welcome Center/Mammal & Aviary Building and to use funds from the Irvine Park Donation Fund to pay the \$25,000 fee plus \$750 in expenses. All present voting aye, motion carried.
  - f. Discuss future Park Board monthly meeting schedule. Rob Keifer no longer has a Tuesday night conflict, and the meeting times will return to the 2<sup>nd</sup> Tuesday of the month at 6:00 p.m.
  - g. Director's Report. Dick Hebert reports that UWEC students will be performing an inventory on artifacts of the Park and providing input on possible themes and display ideas as well as putting together a history and video of Irvine

Park. A UWEC graduate student will be attending our March meeting to provide additional information.

6. Approve Claims. **Motion by Stepanek/Hoekstra**, to approve claims of \$19,338.72. All present voting aye, motion carried.
7. Board Member comments or concerns. Audrey Stowell commented that the new website looks great.
8. Adjournment. **Motion by Hoekstra/Arneberg**, to adjourn at 8:30 p.m. All present voting aye, motion passed.

Submitted by:

Audrey Stowell, Secretary