

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, February 13, 2018

1. Call to order by Beth Arneberg at 6:00 p.m.
Roll Call: Members Present: Dale Berg, Beth Arneberg, Heidi Hoekstra and Rob Kiefer. Absent: Nate Seckora, Audrey Stowell, Carmen Muenich.
Staff present: Dick Hebert.
2. Approval of January 9, 2018, Minutes: **Motion by Kiefer/Hoekstra to approve January 9, 2018, minutes. Motion passed.**
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications: There are four renewal Special Events Applications. **Motion by Berg/Kiefer to approve special event applications for the Stroll in the Park for Epilepsy, Chippewa Valley Century Ride, Memorial Day Program and Chippewa River Industries Company Picnic as presented. Motion Passed.**
5. Discuss/Consider:
 - a. Discuss Bids for Duck Pond/Duck House Swale Project and Two Parking Lots in Irvine Park. Chad Oster of CBS Squared presented the proposals that were received on February 12, 2018 for paving, grading, pond reconstruction utility work and chain link fencing. Proposals were submitted and received from two general contractors. **Motion by Berg/Hoekstra to accept the bid from Tanner Excavation in the amount of \$222,750. Motion Passed. Motion by Berg/Kiefer to amend the motion to include Tanner Excavation is awarded the bid contingent on paying thirty-five dollars for receiving digital copies of bid documents. Motion Passed.** Chad Oster recommends using the unused precast panels from the Welcome Center/Small Mammal Building for the Duck Pond/Duck House Swale Project. The panels were going to be used for the decking on the new ski/walking trail bridges in Irvine Park. The bridges will be built with wood decking/rails and concrete abutments. Chad Oster will be providing additional information at the March 2018 Park Board Meeting.
 - b. Discuss Park Rules Subcommittee Minutes from January 18, 2018. The Park Board discussed subcommittee minutes. No action taken.
 - c. Discuss Department Special Event Application Form. The Park Board discussed the form. **Motion by Kiefer/Hoekstra to add the following to the application form: "Food Truck(s) at Event". Motion Carried.**
 - d. Discuss improvements to Welcome Center. Heidi Hoekstra asked when the birch- bark canoe, currently displayed at the Chippewa Valley Museum in Eau Claire Carson Park, will be moved and displayed at the Irvine Park Welcome Center. Hebert reported that it is to be determined.
 - e. Discuss Erickson Park Improvement Project. Ron Bakken is present. Bids have been advertised. Bid deadline and opening will be March 6, 2018. In

final push to raise remaining funds. Approximately \$80,000 left to raise before March Park Board Meeting.

- f. Discuss Riverfront Park. No Report
 - g. Urban Forestry Grant Update. No Report
 - h. Flats Neighborhood Park. No Report
 - i. Casper Park Softball Press Boxes. The Casper Foundation is contributing \$25,000 to build the two press boxes at the softball fields.
 - j. Discuss Location of 2018 Park Board Meetings. The Park Board discussed scheduling future meetings at the Irvine Park Welcome Center. **Motion by Hoekstra/Berg to schedule the March through October, and December, 2018 Park Board Meetings in the Irvine Park Welcome Center. Motion Carried.** The November 2018 Meeting will be held in City Hall.
 - k. Recreation Report. Josh Kriesel reports that the regular season of volleyball ends tonight. Playoffs start next week and end on March 13. Basketball playoffs start next week and are scheduled to end on March 7. Josh is planning new adult grass volleyball and co-ed flag football programs to be held at Casper Park. The Summer Program brochure should be up and running on the city website by Thursday. Plan to distribute more hard copies in the Irvine Park Welcome Center.
 - l. Director Report. No Report.
6. Approve Claims. Claims reviewed. **Motion by Hoekstra/Kiefer to approve claims of \$51,626.69. Motion passed.**
7. Park Board Members' Concerns or Comments. Heidi Hoekstra feels the job description for the summer internship and/or seasonal position to work in the Welcome Center needs to be completed in the immediate future. The Department will reach out to college public history students as a possible labor pool.
8. Adjournment. **Motion by Hoekstra/Kiefer to adjourn at 6:52 p.m. Motion passed.**

Submitted by:

Dick Hebert; Parks, Recreation & Forestry Director