

PARKS, RECREATION & FORESTRY BOARD MEETING  
Tuesday, April 8, 2014

1. Call to order by Beth Arneberg at 6:01 p.m.  
Roll Call: Members Present: Audrey Stowell, Dale Berg, Beth Arneberg, Heidi Hoekstra, Curt Stepanek, Rob Kiefer and Carmen Muenich.  
Department Staff present: Dick Hebert and Tommy Eisenhauer.
2. Approval of March 11, 2014, Minutes: **Motion by Berg/Muenich, to approve the March 11, 2014, minutes.** Motion carried.
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications:
  - a. Pure Water Days Duck Splash Festival, Saturday, August 9, 2014, in Allen Park. This event takes place during Pure Water Days and is being moved to the downtown area. It will be after the parade. While Main Street will be taking care of portable toilets, garbage, etc., staff will be needed for moving benches. **Motion by Berg/Kiefer, to approve the special event application with \$50.00 rental and \$25.00 processing fee.** Motion carried.
  - b. Family Movie Night, Friday, June 13, 2014, in Marshall Park. Ali Sullivan is proposing to show a movie on the ball field at Marshall Park. It will start at sunset. She will be asking participants to make a donation to her Relay for Life team. Participants will be asked to bring their own lawn chairs, etc. **Motion by Arneberg/Kiefer, to approve the special event application with fees charged to be between \$25.00 and \$75.00, depending on success of event. This amount will be agreed upon between Ali & Dick.** Motion carried.
  - c. Special Event Renewals. Dick Hebert presented a listing of 2014 special events for organizations that have presented to the Board in the past and have renewed their special event applications for the same event to be held this year. **Motion by Berg/Stepanek, to approve the 2014 Special Event Renewals as presented.** Motion carried.
5. Discuss/Consider.
  - a. Presentation on proposed new walk bridge at Kell's Corner / Glen Loch Overlook by Jim Hohncke. Discussion regarding possible footbridge over the ravine at Kell's Corner. Jim Hohncke has put together some general information on the length and cost of various types of bridges. Hebert indicates there is a donor interested in this project. He can also apply for a DNR grant for the project. The deadline for applying for the DNR grant is May 1. He asks whether there is support for the project prior to applying for the grant. Some concerns raised are need and cost. There is no obligation to proceed with project if grant is won; the money is not

received until project is complete. After discussion, **motion by Berg/Kiefer, for Dick Hebert to apply for the DNR grant.** Motion carried with Carmen Muenich voting no.

- b. Department Special Event Policy. Discussed revising our special event policy for capacity and fees. Concerns are whether there is a maximum capacity for the park and events that can be held there as well as fees for various usages. Tommy Eisenhauer suggested using a calculation that includes the number of parking spots as a starting point for capacity. Stepanek wondered whether we want to limit the number of large events held per month. Discussed walk/run/bike events that start somewhere else yet go through the park and revising fee structure to address these and other issues. Will continue to discuss with any decisions to be in place by September.
  - c. Director's Report. Dick Hebert reviews the UWEC Park History Project. He indicates that the scope of services for the bathhouse has been given to both SEH and CBS<sup>2</sup>. Deadline for bids for a truss roof on the bathhouse is 4:30 p.m. on the day of the May meeting. Dick also discussed information he received at an Emerald Bore Ash symposium.
  - d. Recreation Report. Tommy Eisenhauer provides a report on the ending spring recreational activities. He also distributes the new summer / fall activities brochure and provides an update on our social media activity.
6. Approve Claims. **Motion by Stepanek/Hoekstra, to approve claims of \$25,515.51.** Motion carried.
  7. Board Member comments or concerns. Carmen asks about any updates to fundraising activities for the Welcome Center. Dick indicates that the Community Assessment Study is underway and recommendations will be given to the Board when that study is complete.
  8. Adjournment. **Motion by Muenich/Hoekstra, to adjourn at 7:50 p.m.** Motion carried.

Submitted by:

Audrey Stowell, Secretary