

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, April 14, 2015

1. Call to order by Beth Arneberg at 6:00 p.m.
Roll Call: Members Present: Audrey Stowell, Dale Berg, Beth Arneberg, Heidi Hoekstra, Rob Kiefer and Nate Seckora. Absent: Carmen Muenich.
Staff present: Dick Hebert and Tom Eisenhauer.
2. Approval of March 10, 2015, Minutes: **Motion by Rob Kiefer, seconded by Heidi Hoekstra, to approve the March 10, 2015, minutes. Motion carried.**
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications:
 - a. Dick Hebert presents four events that have submitted applications for recurring events. He recommends approving events with requirements as approved previously. **Motion by Kiefer/Arneberg to accept renewal of special event applications as presented.**
 - b. Who Let the Dogs Out? This event has been taken place in years past at Harmony Courtyard, but that venue is getting too small. It is a community event not a fundraiser. Terri Oimette is present with a flyer describing various activities that will be taking place at the event. **Motion by Berg/Seckora to approve the special event application for Who Let the Dogs Out? On May 29, 2015, as presented, with \$25.00 processing fee.** Questions were asked about whether staff time is needed (no) and whether they would provide port-a-potty (undecided but if yes, they would cover cost). **Motion carried.**
5. Discuss/Consider:
 - a. Irvine Park Welcome Center/Small Animal/Aviary Building.
 - Discuss Precast Concrete BidsWells Concrete submitted the low bid of \$871,469.00 for uninsulated double tee precast deck. The price is higher than anticipated because of overhang that was added, raising ceiling, and 30% increase in cost and rail transportation. Brief discussion regarding warranty. **Motion by Berg/Arneberg to award project to Wells Concrete in amount of \$871,469.00. Motion carried.**
Hebert also reports that it was brought to his attention that we should be looking at laying fiber for high-speed internet to the Welcome Center while the roads are being worked on. He has request for bids out and anticipates that a special meeting will be needed.

Carmen Muenich arrives at this time.

Hebert reports that funding could be partially from the capital campaign but felt it was more appropriate from the Irvine Park Donation Fund, as the fiber will be laid so that access will be possible to the other areas of the park as well.

b. Irvine Park Welcome Center/Small Animal/Aviary Building.

- Create Draft – Memorandum of Understanding

The City would like us to create a Memorandum of Understanding with regard to this project. A sample format was passed out. Discussed drafting a document that would outline the responsibilities of each party. Discussion included that the City is providing the land and maintaining and servicing the road and parking lot; that the City and/or Park Board would have final approval of the final design and any and all future improvements at the site. Discussion also included that Fish Chippewa! Access for All would be responsible for any improvements or widening of the road, garbage removal, lawn maintenance, maintenance of improvements and facilities, any porta-potties, and all licenses and permits. A document will be drafted and presented to the Park Board for approval. This document is meant to communicate the expectations and responsibilities of all involved, and it is expected that it will evolve over time.

- c. Updated Buchanan Park Improvement Project. Dick indicates that the City would like to use the savings from the lower bid to go toward neighborhood parks. The pickle ball group would continue to cover the cost of color coating, which was about \$11,000. The group may decide to have some add-ons, which they would also pay for.
- d. Update Irvine Park Road Improvement Project. The road improvements have started. Dick indicates that the base course needs to be done from Jefferson to the bottom of the hill by April 25 for a run event. If it can't be done by then, then it may not be started until afterward. Hopefully, the project will be done by Memorial Day.
- e. Park Signage. Dick suggests having Phil Johnson return to our June meeting. Beth has someone working on a logo. Discussion included having the focus be on signs inside the parks and then signs outside of the parks and whether it would be grant eligible or could be a project for a UW student. Tommy suggested signage for the trail system as well. We would invite Jayson Smith to attend the meeting as well, so that we could coordinate with the City.
- f. Director's Report. Dick reports that Leinie's will be celebrating their 150th year in 2017. He will be serving on a committee. The celebration will coincide with Pure Water Days. Dick also presented Emerald Ash Borer information. He recommends starting to move on establishing a policy and believes performing or obtaining an inventory is a preferred starting point.

6. Approve Claims. **Motion by Muenich/Kiefer, to approve claims of \$99,381.19. Motion passed.**

7. Board Member comments or concerns. Hoekstra received a complaint concerning garbage at the Alexander McBean Park; Dick made a note of it and indicated that should we receive any future calls of this type, we should have the individual contact the office to be taken care of. The metal detecting event is shaping up to take place in May. Dick indicates weekend coverage will start this weekend. Beth indicates it would be a good idea for the road from the north entrance in to be swept before opening. Dale indicated that he had questioned

about why veterans did not receive a discount for renting the band shell. Rob questioned whether adequate staffing concerns had been addressed in the new building. Beth indicated that had been discussed quite a bit as part of the capital campaign.

8. Adjournment. **Motion by Hoekstra/Arneberg, to adjourn at 7:59 p.m. Motion passed.**

Submitted by:

Audrey Stowell, Secretary