

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, May 12, 2015

1. Call to order by Beth Arneberg at 6:00 p.m.
Roll Call: Members Present: Audrey Stowell, Dale Berg, Carmen Muenich, Beth Arneberg, Heidi Hoekstra, Rob Kiefer and Nate Seckora.
Staff present: Dick Hebert and Tom Eisenhauer.
2. Approval of April 14, 2015, Minutes: **Motion by Carmen Muenich, seconded by Heidi Hoekstra, to approve the April 14, 2015, minutes. Motion carried.**
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications:
 - a. Public Library Family Movie. Joe Niese and Sue Rada from the Chippewa Falls Public Library would like to host a free outdoor family movie event at Marshall Park on August 22. They anticipate the event running from 4:00 p.m. until midnight. Citizens Community Bank is sponsoring the event. Dick Hebert recommends approving application with waiver of costs. **Motion by Muenich/Kiefer to approve the Public Library's special event application as presented with waiver of fees. Motion carried.**
 - b. Learn to Fish. Kyle Beach submitted an application for the "Learn to Fish" event that has been taking place for many many years. It is a free event to the community and geared toward the whole family. Individuals are taught the arts of tying knots, baiting, catching, and cleaning fish. The event takes place on the free fishing weekend. Dick Hebert recommends approving event with waiver of fees. **Motion by Berg/Seckora to approve application for the Learn to Fish event as presented with waiver of fees. Motion carried.**
5. Discuss/Consider:
 - a. Irvine Park Welcome Center/Small Animal/Aviary Building.
 - Construction Documents and Next Bidding Process
 - Discuss Future Scope of Services for CBS Squared, Inc.

Bob Sworski presents. The prebid meeting will be on Thursday. This is for the 2nd bid package. Bidding is due on May 21. There was discussion about what was involved in this bid package. The donor board is not included, but there is an allowance of space for it. Basic signage, but not all signs, is included. Data system, phone system, furnishings, and security system are not included in this bid package. There are provisions for tax-exempt owner purchases. Bob also discussed the elevation and how it relates to the parking lot and concession window. Discussed having Dick contact our animal vendor so the animals are gone before the September 2 construction start date. Dick expressed appreciation to Bill Albright, Isaac Lewis, and Chris Peterson of Heartland for their presence at the meeting and involvement and assistance with the project.

Dick also presented the proposal of CBS Squared, Inc. for construction administration services of the project. The previous contract was through the design phase. The scope of services was reviewed. The cost is \$72,830.00; Bob indicates this includes services of Apex Engineering and the structural engineering firm. This cost would be paid from the funds raised. **Motion by Kiefer/Berg to accept the contract of CBS Squared Inc. as presented. Motion carried.**

Carmen Muenich expressed concern regarding parking in the area of the Welcome Center. He would like to start discussing and starting the groundwork for establishing additional parking spots. Dick suggested the City engineer could review this to start.

- b. Handicap Fishing Pier Project in Erickson Park. The draft of the Memorandum of Understanding was reviewed and generally acceptable. Dick relayed an email in which Ron Bakken described a few requests. He suggested a name change to change the emphasis away from the word handicap, perhaps to "Fish Chippewa! Access for All! Erickson Park Project" or something similar. Discussion included incorporating this change. Also discussed making it clear that any improvements, such as widening, to the road would be at the cost of the Fish Chippewa! group. This will be changed at 3d to state "...to pay for any and all improvements." The rest of the sentence will be deleted. **Motion by Berg/Hoekstra to approve the draft of the Memorandum of Understanding as presented with the discussed name change and clarification that the cost of improvements will be covered by the group. Motion carried.**

Audrey Stowell left at this time; continued minutes taken by Tommy Eisenhauer.

- c. Update Buchanan Park Improvement Project. Bob Sworski from CBS Squared, Inc. updated the Park Board on the progress of the Pickle Ball Court Project. Monarch Industries did not recommend moving forward with paving area due to soft base course. Monarch will give cost estimate for rolling the base course or the street department will proceed. Paving will be pushed back to next week and 28 days after paving the color coat can be applied.
- d. Update Irvine Park Road Improvement Project. Roads closed Tuesday, May 12, and Wednesday, May 13, for paving. Road will open Thursday, May 14, with caution tape around newly seeded area to keep patrons off.
- e. Update Outdoor Pool Bathhouse Roof Project. Dick updated Park Board on changes to project. Aluminum flashing was added under gutter to lower maintenance requirements. A change order was also made to paint the inside of pool changing areas
- f. Irving Park Playground Equipment Install Schedule. The installation will take place June 1st, 2nd, & 3rd. On June 1st, the Parks Department and Lee Enterprises will set up installation areas by drilling holes, etc. On June 2nd & 3rd, TTM will provide 8-12 volunteers to help with the installation of playground equipment.

- g. Discuss New Department Logo. Dick stated that the draft of the new department logo will be ready by next month's Park Board Meeting.
 - h. Park Signage. It was discussed that the Park Logo should be determined before new park signage is discussed. It will remain an agenda item until then.
 - i. Director's Report. Dick updated the board on the fiber quotes. The total for all three stages is estimated at \$117,305.92 from CCI Systems. Dick updated the board on the department's extensive use of non-traditional employees and volunteers. Because of this work, the parks are in much better shape. Update on the Riverfront Park Project: the old chamber building will be torn down in June and the next step will be removing any invasive plants and nuisance trees and completing the final design of the roundabout. Dick stated that he was able to get employees for seasonal park positions at the current wages.
- 6. Approve Claims. **Motion by Muenich/Hoekstra, to approve claims of \$77,806.00. Motion passed.**
 - 7. Park Board Member comments or concerns. Heidi Hoekstra would like to reassess the special event application for the "Past Passed Here Event" next year.
 - 8. Adjournment. **Motion by Muenich/Hoekstra, to adjourn at 7:35 p.m. Motion passed.**

Submitted by:

Audrey Stowell, Secretary
Tommy Eisenhauer