

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, October 13, 2015

1. Call to order by Beth Arneberg at 6:02 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 Tommy Eisenhauer.
2. Approval of September 8, 2015, Minutes: **Motion by Rob Kiefer, seconded by Heidi Hoekstra, to approve the September 8, 2015, minutes. Motion carried.**
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications: River Valley Community Church, by Ken Wilds and Cami Nyhus, would like to host a Trunk or Treats Event at Marshall Park on Friday, October 30, from 3:00 p.m. to 6:00 p.m. Downtown trick-or-treating ends at 5:00, and they would like to hold their event open for an extra hour. They anticipate 6-8 cars with decorated trunks, a tent with coffee, cookies, etc. Dick indicated that power can be provided from either the swimming pool or warming house building. **Motion by Carmen Muenich, seconded by Dale Berg, to approve the special event application. Motion carried.**
5. Discuss/Consider:
 - a. Presentation by Rick Rubenzer, Public Works Director, on City, County & State Signage Policies. Rick Rubenzer indicates that there were no clear signage policies or guidelines. A recommendation is being made to the council to follow the DOT guidelines. This would apply to any sign in the City that is in the right of way. Any sign on county or state roads would need to comply with those permitting processes. Discussion that the Board would like the signs directing to and the signs within the Parks system to complement and blend in with other signs being used throughout the City. It may be beneficial to have a city-wide Master Plan. Once the guidelines are established and adopted, Rick will place an item on the committee's agenda indicating our desire to come up with a Signage Plan.
 - b. Irvine Park Welcome Center/Small Animal/Aviary Building.
 - Road Change - Chad Oster indicated because of the flood plain, the building had to be raised 6". This has resulted in a proposal to expand the road in front of the building by 16'. An additional 21 parking spots would be added. The granite path would remain, the playground area would be turned 90 degrees, but the equipment itself would stay as is.
 - Discuss Security and Keyless Entry Design – Andy from the County discussed adding card entry. This is currently being designed, and the work will be bid out. Various departments already have card access systems, and we would use the same system. Network connectivity and wireless access at the Welcome Center were also discussed. The

estimated approximate cost for the entire network is \$14,000. This will be bid out and set up in various packages, so that it can be done in stages as money is available. The keyless entry is the priority; security cameras, motion detectors, etc., would come as funds were available.

- Discuss Bids for Chain-link Fence - A bid was submitted by HS Fence for \$25,500 for the chain-link fence. **Motion by Beth Arneberg, seconded by Dale Berg, to accept the \$25,500 bid from HS Fence. Motion carried.**
 - Discuss Bids for Roofing - No bids were received for the roofing work. Chad Oster indicated he hoped to receive some bids by Friday. **Motion by Beth Arneberg, seconded by Rob Kiefer to give Dick Hebert the authority to accept roofing bids as they come in on Friday. Motion carried.**
 - Construction Schedule – The construction schedule was distributed and discussed. Precast will be mobilizing on 10/19/15.
 - Other Business – CBS Squared Inc. presented an Amendment to Agreement for Professional Services. There is additional work related to the building that was not included in the original fee or design amendments 1 or 2. The additional fees total \$17,430 and include assistance with design and bidding of the security system, parking area opposite the proposed facility, design and coordination of signage, and design of solar street lighting systems. Construction administration services will be provided separately on an hourly basis. **Motion by Carmen Muenich, seconded by Heidi Hoekstra to approve the Amendment to Agreement for Professional Services adding \$17,430 for a revised sum of \$145,273 for services provided. Motion carried.**
- c. Discuss Irvine Park Ski Trail Bridges and Rumbly Bridge. Dick Hebert explains that the bridges have outlived their life span. They are unsafe and recent rains have moved one of the bridges off of its foundation. Discussed replacing with Gambian bridge 6' from bed. The design cost is \$4,840. Also discussed refurbishing the Rumbly Bridge. This bridge was built in 1907. It has been inspected and is structurally sound. It is the oldest metal bridge in a public park in the State of Wisconsin. For this reason, there is hope that funds would be available to reestablish and restore the bridge to its original state. The first step would be to have the bridge inspected by a DOT-certified inspector to list the non-compliant items and calculations to bring the bridge back up to code.
- d. 2016 Music in the Park. **Motion by Dale Berg, seconded by Rob Kiefer to provide \$250.00 toward the Music in the Park for 2016. Motion carried.**

- c. Director's Report. Dick Hebert reviewed Christmas Village activity schedule, distributed articles from the Community Foundation about Leonard Hart and his generous donation and about the Erickson Park project. Dick reports that Irvine Park had high marks again this year in the Volume One polls for "Best" categories. Christmas Village was first in the "Best Thing" category. Dick reports that he and Tommy have also met with Voyagers program about painting the cat building. Also, the Buchanan Court piping and net are not working well. Dick is looking into. Park employees are locking up Buchanan at night.
6. Approve Claims. **Motion by Carmen Muenich, seconded by Dale Berg, to approve claims of \$171,277.93. Motion passed.**
7. Park Board Member comments or concerns. Beth Arneberg had questions concerning the letter to the Thorpe Foundation. Heidi Hoekstra asked about metal detecting; Dick indicated they were there looking during the demo stage of the construction project.
8. Adjournment. **Motion by Carmen Muenich, seconded by Heidi Hoekstra, to adjourn at 8:23 p.m. Motion passed.**

Submitted by:

Audrey Stowell, Secretary