

PARKS, RECREATION & FORESTRY BOARD MEETING  
Tuesday, March 8, 2016

1. Call to order by Beth Arneberg at 6:00 p.m.  
Roll Call: Members Present: Dale Berg, Beth Arneberg, Nate Seckora, Carmen Muenich, Rob Kiefer, and Audrey Stowell. Absent: Heidi Hoekstra.  
Staff present: Dick Hebert.
2. Approval of February 9, 2016, Minutes: Discussed that the motion to adjourn was seconded by Beth Arneberg, so that needs to be revised. As Audrey Stowell left, the minutes also need to reflect that they were submitted by both Audrey Stowell and Heidi Hoekstra. **Motion by Dale Berg/Rob Kiefer to approve February 9, 2016, minutes as corrected. Motion carried.**
3. Personal Appearances By Citizens. None.  
Heidi Hoekstra arrives at this time.
4. Discuss / Consider Special Event Applications: Dick Hebert presents entities that have submitted renewal applications this month for 2016. There were no issues or changes from past practices. **Motion by Rob Kiefer/Carmen Muenich to approve the event applications as presented. Motion carried.**
5. Discuss/Consider:
  - a. Discuss Park Roads, Presentation by City Engineer, Rick Rubenzer. Rick Rubenzer discusses traffic and turn-around options. Rick Rubenzer suggests having a turn-around at the intersection by the bridge of Bear Den Road near the bison would be the least disruptive. It also allows for the option of one-way traffic in the future. Dick Hebert recommends leaving the gate at the parking lot and adding 1-2 gates at the intersection. CBS Squared has proposed to design the intersection for \$8,450. **Motion by Beth Arneberg/Heidi Hoekstra to approve CBS Squared's proposal to design the turn-around at the intersection for \$8,450.00 contingent upon Committee 1's approval of using funds designated for roads. Motion carried.**
  - b. Irvine Park Welcome Center/Small Animal/Aviary Building.
    - Discuss Bids for Landscaping. Bids for landscaping were received on March 8. After discussion, **motion by Rob Kiefer/Carmen Muenich to accept the bid of Green Oasis for \$24,800. Motion carried.**
    - Discuss Bids for Security. Bids were received for the security package on March 8. There are two parts to the security package. The first is the keyless entry and motion-detecting alarms; the second is the security cameras. Discussion was held regarding the propriety and compatibility of the security system with other City and County platforms & systems. Also discussed whether it needs to be rebid v. negotiated. Dick Hebert has met with IT for both the county and city. After discussion, **motion by Carmen Muenich/Heidi Hoekstra to**

**postpone action to allow Rob Kiefer to explore the Board's concerns with the City. Motion carried.** Dick will also confirm whether it can be negotiated or would need to be rebid with the City attorney.

- Discuss Construction Schedule. Chad of CBS Squared reports that construction is going according to schedule. The warm weather is helping. They have begun painting. Majority of plumbing is complete. 75% of HVAC is complete.
- c. Discuss Erickson Park Improvement Project. Ron Bakken is present and discusses the possibility of expanding the Erickson Park project to include a bike trail along Hwy 124 that would extend the current trail up to the entrance of Erickson Park. He also discussed including a trail (possibly pedestrian and bike) that would cross Duncan Creek and link the Irvine Park zoo area with Erickson Park. In addition to the recreational benefit to the community, this will open up funding possibilities. Fish Chippewa is proposing Ayres conduct a feasibility study for \$2,500. After discussion, **motion by Dale Berg/Audrey Stowell to approve Dick Hebert's entering into a contract with Ayres for an engineering study of a Duncan Creek Pedestrian Bridge contingent upon funds for the expense being provided by Fish Chippewa. Motion carried.** Ron Bakken also discussed the possible grants that may be available. After discussion, **motion by Rob Kiefer/Carmen Muenich to approve Dick Hebert's entering into a contract for up \$5,000.00 for preparation of a Stewardship Application for submittal to the WI DNR should Fish Chippewa decide to contract out such work. This is also contingent upon funds for the expense being provided by Fish Chippewa. Motion carried.**
- d. Director's Report. Dick Hebert reports that Josh Kriesel has been hired to be our new Recreation Supervisor and will start this week. Dick Hebert reports he has met with the Finance Committee to discuss budget carryover requests for the three pool expenses and for training. Dick also discussed roofing needs. The activity building needs new shingles as do the storage buildings for Christmas Village. Dick distributed metal roofing samples, which he plans to use for the storage buildings. Dick indicated steel fencing for the community garden was too expensive, so wood fencing will be used.
6. Approve Claims. Claims were reviewed. **Motion by Rob Kiefer/Heidi Hoekstra to approve claims of \$568,207.61. Motion carried.**
7. Board Member comments or concerns. Heidi Hoekstra asked about timber values and mentioned that she had recently visited the San Antonio Zoo, which had similar layout with regard to exhibit barriers as we will have. She will send the pictures she took to Dick. Nate Seckora asked about placing a garbage can at Allen Park. Heidi Hoekstra asked whether there was a plan for volunteers for the Welcome Center; Dick Hebert indicated he has had people indicate they are willing to volunteer. Reminder that our meeting in April will take place at the Activity Building.

8. Adjournment. **Motion by Carmen Muenich/Heidi Hoekstra to adjourn at 7:45 p.m. Motion carried.**

Submitted by:

Audrey Stowell, Secretary