

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, May 10, 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, Heidi Hoekstra and Audrey Stowell.
Staff present: Dick Hebert.
2. Approval of April 12, 2016, Minutes: **Motion by Rob Kiefer/Heidi Hoekstra to approve April 12, 2016, minutes. Motion carried.**
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications: Dick Hebert presents four applications:
 - a. The Memorial Day Program at the band shell by the Chippewa Falls Patriotic Council on May 30. Dick recommends approval with past practice. **Motion by Rob Kiefer/Dale Berg to approve the event application as presented. Motion carried.**
 - b. Family Fun Day & Craft Show on July 17, 2016, from 11:00 to 5:00 at the Knights of Pythais & Roger Meier shelters. They would be renting both shelters, paying application fee. Because of the inflatables, they would liability insurance naming the City as an insured. **Motion by Dale Berg/Rob Kiefer to approve the event application as presented. Motion carried.**
 - c. Big Girl Hotdogs Vendor is applying for a food cart or small concession stand on Sunday Afternoons during music in the park. Would possibly need electricity. Discussed set fee vs. percentage of revenue. For location, Dick suggested on the north side of chairs between lot and chairs. He can use Green products; he hauls out his own trash. **Motion by Beth Arneberg/Rob Kiefer to allow Big Girl Hotdogs to have a food cart or concessions during Music in the Park on Sunday afternoon from 12-4 in the vicinity of the band shell with 15% of gross revenue going to the Irvine Park Donation Fund. Motion carried.** This will be on a trial basis. Revenue will be reported to Dick Hebert on a weekly basis.
 - d. Main Street needs to relocate the Farmer's Market due to construction of the bridge. The Farmer's Market runs from noon to 6 every Thursday starting June 16 and running through mid-October. Dick Hebert is recommending the north side of Allen Park. There was discussion regarding parking and pedestrians crossing the street. **Motion by Dale Berg/Heidi Hoekstra to approve the Farmer's Market being held at Allen Park. Motion carried.**
5. Discuss/Consider:
 - a. Presentation of Chippewa Riverfront Project by City Planner, Jayson Smith. Jayson Smith gives a brief status report. He indicates that ground was

broken this week. Trees were cleared and grading is taking place. Environmental remediation is also happening. Conduits for Phase 2 and irrigation system will be going in. Reseeding and replanting of trees will also take place this summer. By the end of summer, the bike and pedestrian trails will be ready for use; there will also be a sitting area where Duncan Creek flows into the river. People are able to continue to fish. Phase 2 will be next year's work and is contingent on funding. A capital campaign will be taking place so that hopefully the work on the park will be able to continue. It is unknown when this park will come under the Park Board.

- b. Discuss Erickson Park Improvement Project. Ron Bakken presents:
- Stewardship Grant Application. The stewardship grant application has been completed. Results will be known by late July.
 - Archaeological Study. The archaeological study is also complete. There was nothing significant found to interfere with the project.
- c. Discuss Wayfinding/Signage in Irvine Park. Phil Johnson of Ayres is present. The 2014 plan has been revised. Included in the scope of services is analysis of existing signs, assessment and evaluation, as well as development of an overall wayfinding plan with concept plan of signs. The cost for the Irvine Park Wayfinding Plan would be \$14,250. After the Irvine Park plan is complete, then additional phase of work for areas outside of Irvine Park would be developed. Dick Hebert recommends completing signage inside Irvine Park this summer and then complete signage at other areas of the City as money & time allows. **Motion by Rob Kiefer/Heidi Hoekstra to accept the proposal by Ayres with the \$14,250.00 to be paid from the Irvine Park Donation Fund. Motion carried.** After the motion, there was clarification that there were two phases in the original 2014 plan for Irvine Park and both were included in this proposal. The plan and signage for areas outside of Irvine Park are not included within this scope of services.
- d. Irvine Park Welcome Center / Small Animal / Aviary Building. Bob Sworski indicates that the aviary beam has been replaced. During the next few weeks, the construction will include netting in the exhibits, final membrane on the aviary, finishing flooring and hanging of lighting and ductwork. Bob indicates that Buesser Concrete has made a \$50,000 in-kind donation.
- e. Discuss Improvements to Irvine Park. Bob Sworski distributes drawings for the parking lot. Proper drainage is needed for water from the duck house and down the hill in general. The plan is to provide a large, washed river-rock pond for collecting water and then have it flow over to the duck pond. There would be fencing around and footbridges through. There was discussion concerning the footbridges and accessibility through the fence for future maintenance. Also discussed that the white pine could be removed to gain 2 additional parking spots. Discussed that was not a big enough benefit. Bob presents that the construction administration and staking for the parking lot area would be \$5,680 + estimated reimbursable expenses of \$350. For the duck house improvements, the cost is \$5,603.00 plus

reimbursable expenses of approximately \$350. The cost of doing the actual work was estimated at \$80,000 to \$100,000. Dick Hebert indicates there isn't enough money available to complete the project now. It would be most efficient for the duck house project to be completed before the parking lot, but the projects' times should overlap somewhat. Discussed permits for the area, and Bob indicated that area was previously delineated. There was discussion as to whether Public Works could do any of the work. Rick Rubenzer indicated they could do most and that this type of project would be good use of the taxpayer money; however, it does take them off the streets and prevents them from doing work there. Rob Kiefer questioned the timing of the construction. It would likely take place during June. Rob questioned whether it was a good idea to have the parking lot under construction during the first few weeks that the new Welcome Center is open and whether it was wise to wait until later in the summer. After discussion, **motion by Rob Kiefer/Beth Arneberg to approve the conceptual design for duck house, pond & parking lot as presented with one footbridge, with final design to be approved by the Public Works Director. Motion carried.** Bob also indicated that the survey has been completed for the turn-around.

- f. Director's Report. Dick Hebert distributes the Irvine Park Road Report. After completing the four road projects and the parking lot by the Welcome Center, there will be an estimated balance of \$127,735.00 for road improvements. Dick Hebert requested using that money for proposed road improvements to the main parking lot and parking lot/turn around north of the welcome center. This was approved. Dick also reports that he requested carryover amounts from the 2015 budget of \$16,921 for three pool maintenance projects: reseal construction joints inside pool, reshingle filter building, and remove and reseal construction joints on pool deck. He also requested carryover amounts for training. These were approved. Dick also submitted a request for funds in the 2016 budget in the amount of \$16,650 to match the DNR Forestry Grant. This was approved. He also provided a list of new equipment that was requested and will be received to be used at the new downtown entrance and other parks. Dick reports that the Park staff will begin maintaining the parking lot areas by the new park this summer.
 - g. Recreation Report. Josh Kriesel is present. Introductions are made, and he indicates that they will be holding a Pickle Ball Clinic on May 23.
6. Approve Claims. **Motion by Rob Kiefer/Carmen Muenich to approve claims of \$232,755.12. Motion carried.**
 7. Park Board Members Comments and Concerns. Heidi Hoekstra questioned when will the Alexander McBean equipment would be delivered. Dick Hebert indicated in late July. Heidi Hoekstra asked about the t-shirt sales; Dick Hebert indicated they are currently not being sold. Heidi Hoekstra asked about camping in the parks. Dick Hebert indicated that camping is not allowed other than by exception provided by the Director. The Past Passed Here is allowed to camp at Allen Park during and before their event. Heidi also asked whether a plan had been developed for volunteers at the Welcome Center. Dick indicates that has not been done yet. Heidi Hoekstra asks what is being done with the wood from

the ash trees. Dick Hebert indicates that will be discussed in the county coalition group, but he currently believes it is not being used. Carmen Muenich asks if we have received any notice about the animals we will receive, and Dick indicates that we have no idea yet. Nate Seckora indicates that he would like to revisit and develop a food vendor plan. Beth Arneberg agrees and suggests that be reviewed perhaps during the slower winter months.

8. Adjournment. **Motion by Carmen Muenich/Heidi Hoekstra to adjourn at 8:05 p.m. Motion carried.**

Submitted by:

Audrey Stowell, Secretary