

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, March 12, 2013

1. Call to order by Curt Stepanek at 6:01 p.m.
Roll Call: Members Present: Audrey Stowell, Jane Lardahl, Beth Arneberg, Curt Stepanek, Heidi Hoekstra, and Carmen Muenich. Absent: Dale Berg.
Staff present: Dick Hebert, Megan Robarge.
2. Approval of February 12, 2013, Minutes: **Motion by Jane Lardahl, seconded by Curt Stepanek, all present voting aye, to approve the February 12, 2013, minutes.**
3. Personal Appearances By Citizens. None.
4. Discuss / Consider Special Event Applications: Brook Lukowitz appeared to discuss possibility of holding a 5K run/walk to benefit the Orphan Care Project of Partners for Ethiopia. Possible date was May 18. Dick would recommend it be early enough in the morning to avoid disrupting normal use of the park. Discussed various starting places/shelters and routes.
5. Discuss / Consider:
 - a. CBS Squared, Inc. Zoo Design Presentation. Bob Sworski and Bryant Christenson of CBS² presented an alternative proposal for building design. The second option increased the square footage, included storage space for artifacts within the building, and called for the demolition of the two storage buildings in the back. Dick also discussed a plan for inventorying artifacts. CBS² will next do new elevation drawings, fill in more details, and bring in new proposals.
 - b. Resurfacing Marshall Tennis Court. Dick presented quote by Fahrner to resurface the Marshall Tennis Courts for \$12,991. Dick would like to get this done in May so they are in good shape for use this summer. **Motion by Carmen Muenich, seconded by Beth Arneberg, to accept proposal of Fahrner to resurface Marshall tennis courts for \$12,991. Heidi comments that if we maintain the courts in a more timely fashion, it may not cost as much the next time. Motion passed.**
 - c. Department Fee Structure for Facilities and Programs. Megan presents proposed pricing for youth and adult programs. She has made it more universal so that all four day or eight day programs are charged uniformly.

Audrey Stowell left at this time.

Megan Robarge begins taking minutes.

Megan outlines fee changes for the Outdoor Pool. Fees will stay the same as they were last year, with an change to make family pool pass rates similar to past practices, one youth pass + one adult pass = one family pass.

Dick presents fee changes for facilities. Fees will stay the same with the exception of the Bandshell/ Gazebo, which will increase \$25. Dick also recommends changing the facility cancellation policy to a 60 day notice with ½ back. A 60 notice gives the office more time to find another group to reserve the facility. **Motion by Curt Stepanek, seconded by Heidi Hoekstra to approve the fee structure for 2013 the facility disclaimers as presented. No further comments. All present voting aye, motion passes.**

- d. Director Report. Dick reports the department received requested funding to improve the four segments of road in Irvine Park that need replacing. The four sections of road are: from the bridge on Old Bear Den Rd. up to Kell Corner, both entrances to the first intersections, and from the School House down Wolfe Dr. to behind the Duck Pond. Depending on weather, construction on the first section, bridge on Old Bear Den Rd. to Kell's Corner may be able to be finished with the Kell's Corner Improvements.

Dick reports that at the Capital Improvements meeting, the council would like to see Parks and Recreation prioritize neighborhood parks by usage and need in order to allocate funds for new play structures or new parks. Some possibilities may include selling some neighborhood parks to purchase new land in areas that need a park, like the Flats. Dick will send the Park Board a map and addresses of the parks so Park Board Members will be able to see where all of the parks are.

Changes to the fountain were discussed. Dick indicates the fountain's water flow per minute must change to maintain water safety and has ordered new heads for the streams. The fountain will still recirculate water this summer but will look different due to the decreased water flow.

- e. Recreation Report. Megan reports that winter swimming lessons finished on Saturday and had 41 participants. Registration for spring swimming lessons started on Monday and registration is currently at 32 participants. Spring Soccer Registration started in February and we will continue to accept registrations through March. There are currently 143 participants.

Jane asked why participation is low and if it is due to no longer putting the program brochure in the newspapers. Megan does not know, however indicates that we still distribute the brochure to the schools and are doing more individual sport flyers for the schools. The office is also active on Facebook and doing a better job at getting press releases to the Herald.

Heidi asks about the city/ department website and where that project is at. Dick indicates that it is a joint project between the county and the city and it is moving slower than anticipated.

Megan reports that adult recreation leagues are finishing up in the next two weeks and softball packets are out.

- f. Parks Report. Dick reports that Kevin Sweeney has been hired in the working foreman position. The City is advertising for the now vacant park maintenance position, which will close on March 25.

The Outdoor Pool Bathhouse project will be sent to local companies and pool design companies. Dick indicates that pool bathhouse codes may be more costly than initially anticipated.

- g. Zoo Report. Dick reports that we applied and were accepted for a fence variance for the zebra and yak exhibits. The variance is valid as long as we have the same animals that we previously exhibited. Themescapes are almost done with the new cougar platform final design along with some other projects. The Halmstad Elementary School principal has adopted our Hawk as a school mascot. Jen made a presentation about the Hawk to the school on Monday and the school is fundraising money to cover feeding costs.
6. Approve Claims. **Motion by Carmen Muenich, seconded by Curt Stepanek to approve claims of \$11,471.82. Motion passed.**
7. Board Member comments or concerns. Curt Stepanek comments that while Park Board member comments and concerns are appreciated, if they are policy related, members should contact Dick before the meeting and get it on the agenda. Carmen brings up contracting out lawn services. Dick indicates that a bid was taken last fall to compare to our costs. Contracting out does not save the department money because we would be paying for the maintenance on their equipment when we have our own. Dick will send labor costs to Carmen. Carmen would like to see the Marshall Park master plan approved and would like it to remain in the long term planning for the department. Beth indicates that though the department will not get an outdoor skating rink back, there may be one available behind the hockey rink, however she is unaware of the hours or costs.
8. Adjournment. **Motion by Carmen Muenich seconded by Heidi Hoekstra to adjourn at 8:03 p.m. Motion passed.**

Submitted by:

Megan Robarge and
Audrey Stowell, Secretary