

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, March 13, 2012
6:00 p.m.

1. Call to order by President Curt Stepanek.

Roll Call: Members Present: Curt Stepanek, Jane Lardahl, Heidi Hoekstra, Dale Berg, Audrey Stowell, Carmen Muenich, and Beth Arneberg.

Staff present: Dick Hebert and Megan Robarge.

2. Approval of Tuesday, January 10, 2012, & Monday, February 27, 2012, Minutes:
Motion by Jane Lardahl, seconded by Curt Stepanek, to approve minutes of January 10, 2012, & February 27, 2012 minutes. Discussion that the first date is wrong. Amended motion by Jane Lardahl, seconded by Curt Stepanek, all present voting aye, to approve minutes of February 14, 2012, and February 27, 2012, minutes.

3. Personal Appearances By Citizens. Greg Kohler, who lives by Irvine Park, appeared. He would recommend that we think about replacing the deer herd with something such as big horn sheep, mountain goats, or pronghorn antelope. Dick indicated that sheep and zebra have been brought up, but we are staying away from any Cervidae animal, so we can avoid TB testing and fencing issues. We also will not be putting anything in the ravine area right away to allow it some time to recover.

Justine Fedor of SEH is present to discuss the windows in the animal displays. There is fogging on the windows affecting visibility. They believe delamination is occurring in the windows because moisture is getting in somehow. There appears to be an issue with the sealants. The bear windows are past their warranty; the cat display windows should still be under warranty. Dick will determine who the contractor is and send a letter yet this week. Justine indicates that the exact problem still needs to be determined, but the windows will probably need to be replaced. The supplier, manufacturer, and designer have all been notified. Curt would like Justine to investigate what kind of glass was used. Carmen would like a plan of attack to be established as to who is going to be responsible for doing what.

4. Discuss/Consider Special Event Applications.

- a. Community Foundation Event, June 26, 2012. This is a Wine & Dine event at Irvine Park. It takes place at the main pavilion / activity building and raises operational funds for the Community Foundation of Chippewa County. Their management fees do not cover all of their operational funds. In the past, there has been a fee waiver of the reservation fee.

5. Discuss / Consider:

- a. Previous presentations outlining costs to design new buildings in Irvine Park Zoo. Some of the members were receiving these materials for the first time. Dick thought examining the structural integrity of the existing buildings and determining what might be able to be used should be looked at first. We will look to discuss at our April meeting and make a decision in May.

Dale Berg leaves at this time.

- b. Department fees and changes. Discussion regarding fees charged for participation in youth programs. The swimming lesson fees were increased due to Red Cross charge per student. This resulted in a drop in participation. The Red Cross is likely to change their fees and charge \$300 per facility. **Motion by Carmen Muenich, seconded by Beth Arneberg, all present voting aye, to keep all youth individual program fees the same except for swimming lessons, which will be \$20.00 for residents and \$30.00 for non-residents.** Discussed adult league fees and possible new programs. No change. Discussed outdoor pool fees. There is also a group rate that should be added to the chart. **Motion by Heidi Hoekstra, to increase all season passes by \$5.00. Discussion regarding punch cards vs. season passes. Motion seconded by Audrey Stowell. Discussion regarding after hour rentals / reserving pool area or marketing for special activities such as birthday parties. Heidi Hoekstra amended her motion to increase season passes by \$5.00, except for reduced passes that will be kept the same, and to implement hourly fees for after-hours reservations and a reasonable and equitable fee to be determined by Megan Robarge for special activity reservations at the pool area, amendment seconded by Audrey Stowell, all present voting aye. Motion passed.**

Discussion regarding facility rental fees. Dick recommends that we keep these the same. Reviewed current fees and discussed air conditioning in activity building. After discussion, **motion by Curt Stepanek, seconded by Heidi Hoekstra, all present voting aye, to increase the bandshell/gazebo daily rental to \$175.00, main pavilion rental to \$250.00, and the activity building to \$200.** The remaining fees for all other shelters will remain the same.

Discussion regarding fees for weekday events held by non-profit organizations. Dick indicates that the current policy is that for picnics that take place for groups that are working in the park, there is no fee. There has also been no fee for meetings that groups hold in the park. Discussion of fees and being consistent with all non-profit groups when they are holding non-special events during the week. Dick proposed no change in policy for meetings. Beth proposed a minimum of \$25.00 fee for reserving any shelter and \$50.00 for the activity building. There is no fee if the shelter is not reserved. Fund-raisers would be special events. All reservations of shelters would be half price during the week. Special events during the week would be at the regular reservation fee. **Motion by Curt Stepanek, seconded by Heidi Hoekstra, all present voting aye, to approve change in reservation policy: All shelter reservations would have a \$25.00 fee, with a \$50.00 fee for the activity building. Any weekday, non-profit, non-special event activities would be half of the regular reservation fees, with \$75.00 shelter fees rounded down to \$35.00.**

Discussion regarding Casper Park fees. Dick suggested no change. There is no charge to the schools for use of the fields. **Motion by Heidi Hoekstra, seconded by Audrey Stowell, all present voting aye, to keep Casper Park fees as presented.**

Discussion regarding any other facilities that are reserved or could be reserved and whether set fee is needed. Discussed the Casper Park shelter has a fee of \$100; Allen Park and the Rose Garden, if reserved would fall under the new \$25.00 reservation fee, and the Marshall Park warming house would have fee of \$75.00.

- c. Director Report. Dick reports that they will be putting up no concealed carry signs for inside park buildings. A recycling container will be put up at Casper Park. Hopefully, will have a recycling container at Irvine Park next summer. Terry will be advertising the sale of the car. Dick will be meeting with Friends of the Zoo to discuss fundraising, etc. for the newest zoo building. There is an Epilepsy Group that will be having a special event in May. Megan is working on links on the website. Reminder that the April meeting will be Thursday, April 12. A generous donation to our Main Pavilion kitchen is in the works.

Jane asks if we approved the Special Event Application of the Community Foundation. After discussion, **motion by Curt Stepanek, seconded by Carmen Muenich, all present voting aye, to approve Special Event Application of Community Foundation of Chippewa County for June 26, 2012, in accordance with the new policy.**

- d. Recreation Report. Megan Robarge is the new Recreation Director. She reported that winter sports are winding down. Spring registrations will be starting. She is working with our web presence and website and making ActiveNet more user-friendly.

- e. Park Maintenance Report. Dick reports that the gate will now be open until 8 p.m.

- 3. Approve Claims. **Motion by Heidi Hoekstra, seconded by Curt Stepanek, all present voting aye, to approve claims of \$20,924.19.**
- 4. Board Member comments or concerns. Beth reported that she is thrilled that Megan is working on our website. Carmen asked about lawn mowing bids; Dick hasn't had time, will look into. Heidi asked about lots for use as possible new parks; Dick reports that we will discuss next month. Jane indicated that Central Lutheran is again planning a spring cleaning day for May.
- 5. Adjournment. **Motion by Beth Arneberg, seconded by Curt Stepanek, all present voting aye, to adjourn.**

Submitted by:

Audrey Stowell, Secretary