

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, May 08, 2012
6:00 p.m. City Hall Auditorium

1. Call to Order by Curt Stepanek at 6:01 p.m.
Roll Call:
Members Present: Curt Stepanek, Beth Arneberg, Jane Lardahl, Heidi Hoekstra, Dale Berg, and Carmen Muenich. Absent: Audrey Stowell.
Staff Present: Dick Hebert and Megan Robarge
2. Approval of Tuesday, April 12, 2012 Minutes: **Motion by Carmen Muenich, seconded by Dale Berg. All present voting aye to approve minutes of April 12, 2012 as presented.**
3. Personal Appearances by Citizens: None.
4. Discuss/ Consider Special Event Applications:
 - a. Valley Vineyard Church: Michael Houle representing. The Church plans to have a "Party in the Park" on July 21, 2012. The event is in its 4th year running and will be held on the old campground area of the park. The event is free to the public and will run from 11am-3pm for participants. The Church will arrive at 8:00am to set up for the event. The event will have food, live music, and carnival games for children. If there is a wedding at the Bandshell, the Church will turn down or off the live music out of respect for the wedding. The Church plans to take any significant garbage home with them or find appropriate areas in the Park to dispose of it; the Church plans to bring toilet paper and paper toweling to replace what is used during the event. **Motion by Dale Berg, seconded by Jane Lardahl, to approve Valley Vineyard Church's special event for July 7, 2012, a Saturday. All present voting aye.**
5. Discuss/ Consider:
 - a. CBS² Inc. presentation of existing Zoo facilities. Bob Sworski and assistant made a presentation that included a powerpoint presentation and a written document outlining recommendations for existing Zoo facilities: establishing a general inventory of space, establishing a basic cost/ benefit analysis, and addressing questions of removal, salvage or repurpose, and demolition.
The Artifact Display Building has several aspects that are in fair to poor condition. Mr. Sworski discussed the necessity of maintenance free siding for the building. He also mentioned that this building is on the nicest piece of available property of the zoo. He suggests that this area be welcoming and aesthetically pleasing. The recommendation is that this building will require significant upgrades to serve the new purpose. He also suggests that there is possible salvage value.
The Artifact Storage Building is in overall good condition. Mr. Sworski discussed a possible ventilation issue with the third, non-concrete block portion of the building. Three options were outlined for this building: demo of the third, wood portion and replace with concrete masonry, keep the existing wood portion and demo the existing gable roof system; or to remove and replace the existing shingles of the wood portion.
Peacock Hutch Building #1 is in poor condition. Though it has newer shingles, Mr. Sworski recommends that no additional money be spent on

the building. The recommendation is to demolish this building to create room for new construction.

Peacock Hutch Building #2 can possibly be salvaged, relocated, re-used, or upgraded. Mr. Sworski and CBS² recommend constructing an addition to create and replace space lost by demolishing Peacock Hutch #1.

The Animal Exhibit Building needs the most attention. The building is very difficult to access, as doors are sticky and security, though good, is tough to access. These issues combine to make the building out of compliance with the ADA. There is also a section of the building that has some differential cracking. Mr. Sworski hypothesized that this was due to poor soil, but noted that a new building could be built at the location, as long as the weight is more spread out. Two options for this building were outlined. Option A is to demolish the half of the building with the differential settlement. With this option, the settlement and cracking is removed. This option also removes an area of the building that is not designed in a way that we currently or intend to use the building. This option leaves the small animal holding area. This can be used as a staging area for the animals throughout the renovation project. It also is in the area that the new small mammal building would be going. This portion of the building is salvageable. Updates that would need to be made to this portion of the building include: thermal capacity; maintenance free metal siding; and an HVAC system. Option B is to demo the entire building. Items of note included in this option are that there are asbestos panels and lead paint issues that need to be addressed.

Discussion from the Park Board about how the Zoo should look at the conclusion of this project. Items included in discussion included: welcome center placement, year-round facilities, a pedestrian-zone or one-way road through the Zoo area, and the pertinence of an artifact building to the mission of the Park and Zoo. From Heidi Hoekstra a discussion on making all the building match or have some continuity. Mr. Sworski commented that it may be too late to make them all the same, but agreed that having continuity and not having a hodge-podge of buildings was the correct way to go.

To gain a greater appreciation for the existing facilities, the Park Board will meet in Irvine Park for the June meeting. At this time, Mr. Sworski will give a tour of the existing facilities for the Park Board.

Next steps for this project include drafting a letter to the DNR to request assistance on understanding environmental issues regarding the site.

Dick Hebert will draft the letter.

- b. Bear and Cat Exhibit Windows: Dick Hebert stated, with confirmation from Mr. Sworski, that the Cat Exhibit windows are still under warranty. Dick has contacted Market and Johnson about the issue. They have been to the facility to look at the damages, but have not replied to Dick regarding the next plan of action. Mr. Sworski also noted that the North American Specialty Glass Company (NASG) was the supplier of the glass. He stated that it is the responsibility of Market and Johnson to contact NASG. Dick Hebert stressed that the important factor in this issue is to determine why this damage has occurred. Mr. Sworski suggested having the City get a third party to the site to determine the fault of the window issue. Mr. Sworski suggested Old Castle Glass Company in Wausau, WI as a third party.

Further actions on the Bear and Cat Exhibit Window issue will include: for the Cat Exhibit windows under warranty: To send a letter to NASG alerting them of the problem and to contact Market and Johnson again. Dick Hebert will do this. Mr. Sworski will contact Old Castle Glass to get a third party opinion on the root of the problem. If these efforts fail to gain appropriate actions, use of the City lawyer will be the final step of action. For the Bear Exhibit windows not under warranty: the Park Board will wait until the third party opinion from Old Castle Glass to determine a course of action. Mr. Sworski recommended asking Old Castle about new products that are more durable and less costly.

- c. Open Bids for Mercedes Benz: Four bids were received for the car. 1) \$2400; 2) 10,657; 3) 9,651; and 4) 10,600. **Motion by Heidi Hoekstra, seconded by Jane Lardahl, to accept the highest bid of \$10,657; if highest bidder fails to pay, acceptance will proceed through the bidders in order to highest amount through the third highest bid; at this time the lowest bid of \$2400 is rejected. All present voting aye.** After voting, Curt Stepanek questioned where the money would go. Dick Hebert noted that the estate had an earmark. He would check the earmark and the money would go to the appropriate place.
- d. Marshall Park Improvements: Leinenkugles will be having another Volunteer Work Day in the fall to work on the improvement of Marshall Park. Currently, the soft-surface trail is completed to the Outdoor Pool, however it is not visible to the public. The Marshall Park Plan calls for a set of stairs to be built down the small hill off of Bridgewater Ave. Park Staff and Dick Hebert agree that the trail should instead run in front of the tennis courts, parallel to Bridgewater Ave to increase visibility. Additionally, the soft-surface trail should be continued to Jefferson Ave. along the shore of Duncan Creek. Though the plan calls for a paved path, a soft-surface path is more viable at this time. If additional benches are purchased, one bench should be placed opposite the existing bench near the fountain by the Rose Garden to improve aesthetics.
- e. Land Restrictions in Irvine Park: A history of land donations and land restrictions were discussed. Land donated to the City by William Irvine and his business, Chippewa Lumber and Boom Company have the restriction of use for a free park. The third donation from L.C. Stanley does not have any restrictions. The Kalk-Fattu land donation, 55 acres, has several restrictions on its use, as presented through a letter to Mr. William Faherty on October 30, 1985. There was discussion to create a recommendation or motion regarding development of the north end of Irvine Park. Jane Lardahl will look into the City Council's feelings regarding motions/ approval of Irvine Park land. A definition of the "north end" of Irvine Park was created. **Motion by Carmen Muenich, seconded by Heidi Hoekstra, to recommend that the North End, as defined by: CTH S on the north boundary, at the intersection point of Ermatinger Drive/Irvine Park Drive on a line drawn East and West encompassing all Park property on the south boundary, Duncan Creek/Glen Loch on the east boundary, and the Kalk-Fattu Park donation on the west boundary, be kept as a natural setting with no permanent structures. All present voting aye.**

- f. Directors Report: The Elks Club is donating \$1500 to cover costs of reduced/ free pool passes with a potential for an additional \$1000. There is a possibility that this will be an annual donation.
Nyhus Concrete resealed the area by the Bandshell.
Several Chi-Hi sports teams have been volunteering in the parks. Chi-Hi Track and Field raked an area in Flag Hill. They would like to make this an annual volunteer event. The Chi-Hi Baseball team will be doing a volunteer day at Casper Park.
Gene Schindler will have a team of volunteers to do some raking in Irvine Park.
Central Lutheran's Volunteer Day is coming up. The projects they will work on include: Schoolhouse mulching to avoid rain/ water splatter damage, clean the playground sand, rake by the Pine Grove area and around the fountain, and to plant flowers by the zoo.
Christensen Florist will donate flowers to beautify Irvine Park. A sign will be created to let the public know who donated the flowers. Christensen Florist will also add some nutrients to the soil for the flowers and teach volunteers how to plant the flowers appropriately.
The Lions Club is donating \$900 for the Christmas Village from money raised during the Ice Fishing Tournament. An additional \$365 will be donated from the Lions Club; these donations come from direct designations of donors.
AmVets Organization requested to put can collecting barrels in pavilions and shelters at Irvine Park. Concerns with this plan are: the barrels would be an eyesore, if not picked up frequently there could be a smell and bees. There is also a frequent problem of people throwing trash into inappropriate locations, making recycling at Irvine difficult. The request is being declined at this time.
The zebra are hiding from the public in an area behind the emu's location. A fence needs to be built to keep the zebra in viewing area. At this time the zebra have been moved into another location, however they can not stay there due to a pond that will grow bacteria during the hot, summer months.
Regarding the website: Connie Freagon from the Water Dpt. has been meeting with the County regarding updating the website. The goal is to have the website updated by the end of this year. Facebook and other social media will be opened for development of a Parks and Rec profile.
- g. Recreation Report: Adult Softball is starting. There are 6 Modified Teams, 10 Co-Ed teams, 14 Men's Slowpitch on Thursdays, and 12 Men's Slowpitch teams on Mondays. Hiring for lifeguards and pool managers is underway. The Summer/ Fall brochure is out; working out the bugs on the interactive web version.
- h. Parks Report: The seasonal employees will start coming back next week with new hires starting the first week in June. Dick Hebert will be more upfront with employees about hours and expectations regarding working hours. There will be 2 seasonal Zoo employees and 7-8 seasonal Maintenance employees. The grass cutting expenses should be kept track of this summer for the Park Board to make an informed decision for next year.
- i. Zoo Report: Themescapes will be coming soon. The Petting Zoo recently hired two UWEC pre-veterinary students to work during the summer.

There is potential to train one of them on zookeeping for use during the winter.

6. Approve Claims: **Motion by Curt Stepanek, seconded by Heidi Hoekstra, to approve claims of \$54,569.68 as presented. All present voting aye.**
7. Park Board Members Concerns or Comments: Concern over the length of time permitted for the use of Allen Park by The Past Passed Here event. Dick Hebert will look into the permit and see if there is a violation. Dick Hebert announced that the appraisal for the Hebert St. property is underway.
8. Adjournment: **Motion by Dale Berg, seconded by Beth Arneberg, to adjourn the meeting at 8:38 p.m. All present voting aye.**

Submitted by:

Megan Robarge, Recreation Supervisor.