

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, August 14, 2012
6:00 p.m.

1. Call to order by Curt Stepanek at 6:01 p.m.

Roll Call: Members Present: Curt Stepanek, Jane Lardahl, Dale Berg, Audrey Stowell, Beth Arneberg and Carmen Muenich. Abent: Heidi Hoekstra,
Staff present: Dick Hebert, Megan Robarge, and Katie Hutson.

2. Approval of July 10, 2012, Minutes: **Motion by Dale Berg, seconded by Jane Lardahl, all present voting aye, to approve July 10, 2012, minutes.**

3. Personal Appearances By Citizens. The Wings were present and asked about one-way traffic through the park.

Heidi Hoekstra arrives.

Dick indicated that one-way traffic would be discussed at future meetings, especially as we discuss the design of the new zoo building(s). Dick and Carmen have both asked for more police presence in an effort to control traffic and traffic speed generally in the Park.

4. Discuss / Consider Special Event Applications:

- a. Master Gardeners Annual Plant Sale, 05/18/13. This is an annual event that qualifies as a special event because they are selling plants. This group has volunteered with planting trees and flowers in the Park. **Motion by Carmen Muenich, seconded by Dale Berg, all present voting aye, to approve the special event application with the stipulation that the application fee be paid and the reservation fee be waived. The application is approved contingent upon the group's continued generous and appreciated contribution of volunteer hours, plants & flowers.**

5. Discuss / Consider:

Dick suggests discussing the Kell's Corner Improvements first while CBS² sets up their presentation.

- a. Kell's Corner Improvements. Dick presents two proposed designs. The first requires movement of the road, and longer access roads to the outlook and parking lot areas. It is also more expensive. The second option is less expensive as it includes a bump-out area for the outlook and doesn't call for moving the road as much. Basically looking at the second option. The current plan is to clear and grub. If time allows, the street dept. will grade the road this winter. The hope is that the street dept. will be able to do the majority of the work. Carmen would like the parking lot design to be looked at and a possible separate exit included.
- b. CBS Squared, Inc. Presentation Design Fees. CBS² presented two separate designs for the new small mammal/welcome & artifact area/aviary building. The main difference is an inside public walkway which could be accessible during the winter. Discussed having a special meeting after our September

Park Board for the sole purpose of going over the design of this new zoo building.

- c. Bear and Cat Exhibit Windows. Dick reports that Bill Musser of Market & Johnson and Todd Stewart from Esser Glass agree that the delamination was caused by moisture. They suggested caulking and putting in weep holes. All of the windows have now been caulked. After discussion, **Motion by Dale Berg, seconded by Carmen Muenich, all present voting aye, to contact the City Attorney, Bob Ferg, about recovering any damages.**
 - d. Director Report. Dick reports that the bathrooms at the band shell area and Flag Hill need to be replaced. With the new pavilions and increased use in the front part of the Park, Dick believes those bathrooms are a priority for being replaced. He contacted Huffcutt Concrete for a quote and distributes that. Modular units can be used. Beth asked whether there were guidelines to follow for how many stalls should be in that area, but Dick did not have that information.

Kressin will be sandblasting the main pavilion; that will be paid for by the Casper / Rutledge donation for improvements to Irvine Park.

Dick would like to recognize all of the staff – full-time, part-time, seasonal – for the great job they have done this summer. They are doing a ton of work with less people, and their dedication and hard work is greatly appreciated.
 - e. Recreation Report. Megan Robarge distributes a recreation report and briefly discusses enrollment numbers from 2011 & 2012 season. She also discussed a Christmas Village 5K Run/Walk as a fundraiser for the Village.
 - f. Parks Report. No report.
 - g. Zoo Report. Jennifer London reports there are 2 baby yaks, and the zebras have been very visible recently.
 - h. Approve Claims. **Motion by Carmen Muenich, seconded by Heidi Hoekstra, all present voting aye, to approve claims of \$48,833.48.**
Discussion about Xcel bill.
- 6. Board Member comments or concerns. None.
 - 7. Adjournment. **Motion by Dale Berg, seconded by Beth Arneberg, all present voting aye, to adjourn at 7:50 p.m.**
 - 8. Picnic.

Submitted by:

Audrey Stowell, Secretary