

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, December 11, 2012

1. Call to order by Curt Stepanek at 6:05 p.m.
Roll Call: Members Present: Jane Lardahl, Audrey Stowell, Beth Arneberg Curt Stepanek, Heidi Hoekstra, Dale Berg, and Carmen Muenich.
Staff present: Dick Hebert, Megan Robarge and Jennifer London.
2. Approval of November 13 and 29, 2012, Minutes: **Motion by Dale Berg, seconded by Heidi Hoekstra, all present voting aye, to approve the November 13 and November 29, 2012, minutes.**
3. Personal Appearances By Citizens. None. Dick Hebert did present correspondence from Bonnie and Gene Schindler, who volunteer with the Rose Garden. They expressed their thanks for the help of the seasonal staff and sent pictures.
4. Discuss / Consider Special Event Applications: None.
5. Discuss / Consider:
 - a. CBS Squared, Inc. Design Presentation. Bob Sworski and Bryant Christenson of CBS² present the proposal for the floor plan design of the Small Mammal Exhibit. Dick Hebert thanks Bob and Bryant for their patience and time in putting this design together. He and the staff have had lots of input. Sworski indicates that the schematic design is nearly done and we are ready to move into the design development phase. Sworski went through the floor plan pointing out that the design stays within the existing footprint, it maintains a secondary containment, and the exhibit animal spaces are much larger, including the aviary, than current spaces. There is also room behind the exhibits to give interior tours. An exterior exhibit is incorporated next to the lobby and welcome center and can be viewed through a window from that area during inclement weather. It also incorporates a back entrance to the learning pod area. Sworski discussed putting shale and low growth bushes in addition to the guardrail between the public and the exhibits themselves and using a coated netting for the outside cages. Other features include quarantine space and storage. The back wall can be used for hanging tools & garden hose in addition to having windows for light. The proposed cost is estimated at \$1,500,470 at this time. Dale Berg asks about whether the cost includes asbestos removal, and Sworski indicates that demolition has been included in the square footage costs. Discussion regarding having movable dividers to provide flexibility to have different size cages. Jennifer London suggested there was a possibility of having mixed exhibits. Sworski indicates the building will incorporate natural light and ventilation to save energy costs. Hebert indicates that most of the concentration has been on the zoo area, and some time may need to be spent on the lobby/retail welcome and learning areas. Discussed that artifacts could be displayed there and would be moved in and out. Sworski indicates this area faces south and could have lots of windows to allow in sun and light. Hebert believes the windows from the lobby area to the exterior

exhibit will act as an access point to get people into the welcome center / gift shop. Discussed having taller ceilings in that area to accommodate possibly hanging some of the artifacts. Hebert would like to see a portable wall between the learning pod that could be open at times and also provide privacy when needed. Hoekstra would like to see a list of the artifacts to get a better idea of space needs. Hebert also suggested he and Sworski view the CV Museum for ideas. Carmen Muenich asked about the placement of HVAC items. Sworski indicated that the Learning Pod and Welcome center would be air conditioned and would be located above the bathroom area. For the area behind the animals, he intends to pull air through for ventilation using turbines. Muenich asked about the winter plan for the aviary. London indicates the plan is to have birds that are northern birds that will be able to tolerate an open air plan. As far as timing, Sworski anticipates that the Board could approve a design either in February or March and a public meeting could be held thereafter to start the fundraising process. Discussed having the bricks in the viewing area vs the walkway. London suggested having the corner posts match the corners on the Main Pavilion. Hebert also indicates that he will have the health inspector review the plans so we don't encounter any problems there. Hebert asked if there was a plan for the animals during the construction process, and Sworski indicated it would be best if the animals were removed during that time period. Carmen asked about the Friends of the Zoo's involvement and support of the project. Dick will continue to talk with them.

- b. Personnel. Dick indicates that he has talked with staff and even though one employee will be retiring and another will be having knee surgery, they do not believe they will have to hire any extra staff. He will be meeting with Committee 1 & 2 to discuss the filling of the working foreman position.
- c. Recreation Report. Megan Robarge reports there were 359 participants in the Christmas Village run and over \$3,000 was raised. Swimming lessons will start again in January.
- d. Parks Report. Hebert reports that employees have been busy with Christmas Village and now with snow removal. The ski trails were groomed.
- e. Zoo Report. London reports that there are two new fox and four new coatimundi.
- f. Director Report. Dick reports that his goal for 2013 is to have shorter meetings; to that end, in the future, a project will be put on the agenda only when a decision needs to be made. He has been in contact with a local company and also with a company recommended by Themescapes and invited them to give quotes to replace one window in the Cougar display to try to solve the delaminating that is occurring with some of the windows in the Bear and Cougar Displays. Dick indicates his current priority is to hire a working foreman and then a secretary. Carmen asked about updating the job descriptions of other employees. Dick indicated that is not a priority at this time.

6. Approve Claims. **Motion by Heidi Hoekstra, seconded by Carmen Muenich, all present voting aye, to approve claims of \$58,601.40.**
7. Board Member comments or concerns. Heidi Hoekstra comments that she thinks the zoo design looks great. She asks Dick to e-mail her the artifacts inventory if possible.
8. Adjournment. **Motion by Carmen Muenich, seconded by Heidi Hoekstra, all present voting aye, to adjourn at 7:43 p.m.**

Submitted by:

Audrey Stowell, Secretary