

PARKS, RECREATION & FORESTRY BOARD MEETING  
Tuesday, December 14, 2010  
6:00 p.m.

1. Call to order by President Curt Stepanek.  
Roll Call: Members Present: Curt Stepanek, Carmen Muenich, Heidi Hoekstra, Jane Lardahl, and Dale Berg. Absent: Beth Arneberg and Audrey Stowell.  
Staff present: Dick Hebert and Terry Johnson.
2. Approval of November 9, 2010, Minutes: **Motion by Jane Lardahl, seconded by Heidi Hoekstra, all present voting aye, to approve minutes of the November 9, 2010, meeting.**  
Audrey Stowell arrives at this time.
3. Personal Appearances:  
Agenda Item 5b. discussed at this time.  
Discuss/Consider Special Event Applications.
  - b. Main Street – Marshall Park. Representatives from Main Street presented and discussed their special event application. They would like to host a first annual fundraising event on Saturday, August 13, 2011, during Pure Water Days. They plan to have a duck raffle and would be using the pool for that. They plan to use the warming house for concessions and have vendors, crafters, games, and farmer's market around the pool area.  
**Motion by Dale Berg, seconded by Carmen Muenich, all present voting aye to approve Main Street's Special Event Application for the use of Marshall Park and the swimming pool on August 13, 2011, for their first annual fundraising event with fee to be determined at next month's meeting.**
4. Communications.
  - a. Received Grant from DNR for Purchase of Land at Casper. \$21,850.
  - b. Received Sponsor funds for Purchase of Land at Casper. \$21,850. Dick reports with grant and sponsor funds, purchase of land will take place without cost to the taxpayers.
  - c. Received Donation for Casper Park from Leinenkugel Brewery - \$17,000 (shade). Terry indicates this will be shade over the bleachers on the baseball field and one of the softball fields.
5. Discuss/consider Special Event Applications.
  - a. Alzheimer's Association – Sept. 13, 2011. Dick distributed letter from Julene Bowe regarding the 2011 Walk to End Alzheimer's special event. They have requested a reduced or waived fee for the buildings. In the past, they have used the facilities free of charge. Discussion regarding

our new policy, weekday vs. weekend event, bathroom use & decreased budget, number of expected attendees, etc. After discussion, **motion by Carmen Muenich, seconded by Jane Lardahl, all present voting aye to approve Special Event Application for 2011 Walk to End Alzheimer's on Sept. 13, 2011, by Alzheimer's Association but not to reduce the fee.**

6. Discuss / consider Personnel Report.
  - a. Full-time Park Maintenance position. Dick reported that interviews will start in the beginning of January.
  - b. Part-time Park Maintenance positions (2). Interviews will be in February. Carmen questioned benefits available for this position. Discussed only benefits will be retirement if certain number of hours are worked.
7. Update on 2011 Budget.
  - a. Part-time Secretary Position not funded. This is Pat's position. Her last day will be December 31. Brief discussion regarding coverage when Mary is gone.
  - b. Shower heaters for outdoor pool not funded. Jane indicated that Bill is looking into Focus on Energy for options.
8. Update on Current Projects.
  - a. Gaylord Howard Estate. No report.
  - b. Archie Remington Estate. No report.
  - c. Earl Scholl Estate. Dick reports that a distribution of \$11,641.73 is required from the Earl Scholl IRA. Current value is around \$40,000. This donation is earmarked for Irvine Park only. After discussion, **motion by Dale Berg, seconded by Jane Lardahl, all present voting aye, to withdraw all funds from the Earl Scholl Estate IRA and deposit into Irvine Park donation fund.**
  - d. Christmas Village. Will be discussed later.
9. Discuss/Consider Recreation Report.
  - a. Fall / Winter Activities. No report.
10. Discuss / Consider Parks Maintenance Report.
  - a. Irvine Park.
    - i. Bandshell Electrical Report. Carmen reports that he's been working with Jim Erickson. They are trying to keep everything as original as possible. He estimated that cost would be between \$2,500 - \$3,000.  
  
Dale Berg leaves at this time.
    - ii. Train Shelter Report. Dick presented proposal by Carpentry Specialists for roof over Little Dinky. The footings have already been put in. They would be needed regardless. The cost was \$2,000. The shelter will look similar to the depot. Curt would like to see walls on at least two sides for

additional protection. Mural and cost questioned as well as using local company. Discussion followed. **Motion by Heidi Hoekstra, seconded by Jane Lardahl, all present voting aye to table decision on approval of Carpentry Specialists' bid at this time.** The Board would like Bill to inquire about others that may be interested in doing the project.

- b. Casper Park. No report.
- c. Neighborhood Parks. No report.
- 8d. Christmas Village. Dick reports that due to weather the Herald's walk-thru this past Saturday was cancelled. He reports that donations are down this year.
- 11. Board Member comments or concerns. No discussion.
- 12. Approve Claims. **Motion by Heidi Hoekstra, seconded by Curt Stepanek, all present voting aye, to approve claims of \$28,264.15.**
- 13. Adjournment. **Motion by Carmen Muenich, seconded by Curt Stepanek, all present voting aye, to adjourn.**

Submitted by:

Dick Hebert &  
Audrey Stowell, Secretary