

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, January 11
6:00 p.m.

1. Call to order by President Curt Stepanek.

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

Staff present: Bill Faherty, Dick Hebert, Jennifer London and Terry Johnson.

2. Approval of December 14, 2010, Minutes: **Motion by Carmen Muenich, seconded by Curt Stepanek, to approve minutes of the December 14, 2010 meeting, Arneberg voted present, the rest of the Board voted aye, motion carried.**

Audrey Stowell & Jane Lardahl arrived at this time.

3. Personal Appearances:

No Personal Appearances.

4. Communications.

- a. New Zoo Design – Presentation by Short, Elliott & Hendrickson. Justine Fedor and Bob Sworski from S.E.H. presented a Site Master Plan they developed for the Irvine Park Zoo from the Bear Den to the Duck Pond. No action taken

Audrey Stowell & Dale Berg left at this time.

5. Discuss/consider Special Event Applications.

- a. Main Street – Marshall Park (Establish Fee for Main Street Event). The Board discussed Main Street's request to use Marshall Park for a fundraising event on Saturday, August 13, 2011, during Pure Water Days. **Motion by Beth Arneberg, seconded by Heidi Hoekstra, to set a fee of \$200 for Marshall Park only, for the Main Street event on Saturday, August 13, Main Street must provide port-a-toilets and a dumpster for garbage, the fee will be reviewed for next year, all present voting aye, motion carried.**

6. Discuss / consider Personnel Report.

- a. Personnel Report

- i. Full Time Position. The Dept. will be conducting interviews for the vacant Full Time maintenance position on January 12 & 14.
- ii. Part-Time Positions. Bill reported that the application and interview process will begin for the Part-Time Positions after the Full Time position has been filled.

- iii. Office Coverage Plan. The Board discussed the different options to cover the office when the Full-Time Secretary is off for vacation or sick leave. Covering the office with seasonal or volunteer help was discussed. The idea of keeping the office closed was also discussed.
 - iv. Future Department Staff Organization Plan. There was discussion concerning the ideas and rumors of the future Department Staff Organization. The Staff and Park Board is interested and concerned with the future direction the City might be forced or voluntarily pursue for the Parks and Recreation Department. A possible meeting with the City Personnel Committee was discussed as a good first step to discuss this matter.
 - b. Recreation Report. No report
 - c. Park Maintenance Report
 - i. Bandshell Electrical Report (Irvine Park). Jim Erickson from H&R Electric will be providing the costs for the Bandshell Electrical project
 - ii. Train Shelter quotes Irvine Park. The Dept received another quote of \$13,500, from Joe Beaudette to build a shelter for the Little Dinky in Irvine Park. The earlier quote was \$17,500 from Carpentry Specialists. The project will not proceed until the roof load bearing support strength is determined to be sufficient.
- 7. Update Reports
 - a. 2011 Budget. Bill will be mailing and emailing the 2011 Department Budget to the Park Board Members.
 - b. Gaylord Howard Estate. No report.
 - c. Archie Remington Estate. The estate hasn't closed
 - d. Earl Scholl Estate. The City received the check from the Earl Scholl Estate and deposited the money into the City Irvine Park donation fund.
 - e. Christmas Village. Bill presented a report of the Christmas Village donation boxes.
 - f. Marshall Park Master Plan. No report
- 8. Approve Claims. **Motion by Curt Stepanek, seconded by Jane Lardahl, all present voting aye, to approve claims of \$3,381.80(2011 Budget) & \$23,415.95(2010 Budget) .**
- 9. Adjournment. **Motion by Carmen Muenich, seconded by Jane Lardahl, all present voting aye, to adjourn.**

Submitted by:
Dick Hebert , Recreation Supervisor