

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, February 8, 2011
6:00 p.m.

1. Call to order by President Curt Stepanek.
Roll Call: Members Present: Curt Stepanek, Carmen Muenich, Jane Lardahl, Beth Arneberg, Audrey Stowell and Dale Berg. Absent: Heidi Hoekstra.
Staff present: Bill Faherty, Dick Hebert, and Terry Johnson.
2. Approval of January 11, 2011, Minutes: **Motion by Jane Lardahl, seconded by Carmen Muenich, all present voting aye, to approve minutes of the January 11, 2011, meeting.**
3. Personal Appearances: None.
4. Communications.
 - a. Marshall Park Master Plan Presentation – Ayres Associates. Phil Johnson of Ayres Associates gave a presentation of how Ayres Associates would provide services to develop a master plan for Marshall Park, including cost for same. Dale suggests the planning process be bid out.

Heidi Hoekstra arrives at this time.

After much discussion, **Motion by Carmen Muenich, to have Bill Faherty ask SEH to give a comparable presentation for their process for developing a plan for Marshall Park. Curt Stepanek amends motion to include not only SEH but also any other firms Bill feels appropriate, amended motion seconded by Heidi Hoekstra, all present voting aye.**

Dale Berg leaves at this time.

5. Discuss/consider Special Event Applications.
 - a. Aurora Community Services - Menomonie. This group has asked for the Main Pavilion and Activity Building for a picnic event on Friday, June 17, from 11:00 to 3:30. They estimate 200 people. They will have signs and banners. Bill reports this event has taken place in the past without significant problems. **Motion by Jane Lardahl, seconded by Beth Arneberg, all present voting aye to approve the Special Event Application of Aurora Community Services for June 17, 2011.**

Terry Johnson leaves at this time.

- b. Boy Scouts Century Bike Ride – May 29, 2011. This ride is now sponsored by certain boy scouts troops, but it has taken place for years. It will be held on Memorial Day weekend. There are usually over 500 riders, so parking is a problem. Bill encourages them to park in the Marshall Park parking lot and ride their bikes in, which many now do. They have asked for a waiver of the fee, as they have given a donation of \$1,000 back to

Irvine Park. Jane Lardahl points out that the fee is to cover the extra costs (extra garbage, any set up, electricity, etc.) involved with larger events. Discussion included that while the donation is wonderful and greatly appreciated, it is used for something other than the extra labor & supply costs involved in the event; consistency in charging fees among all groups for special events; and possibility of receiving no donation. No action taken.

6. Discuss / Consider:

- a. Approve/Disapprove Train Shelter Quotes (Irvine Park). Issue regarding load has been investigated and is not a problem. Beaudette's bid was \$13,500; CS Carpentry was \$17,500. These funds would come from the Irvine Park donation account. **Motion by Beth Arneberg, seconded by Curt Stepanek, all present voting aye, to accept low bid of \$13,500 of Joe Beaudette to construct the train shelter.**
- b. Approve/Disapprove Irvine Park Zoo – SEH. SEH gave a presentation last month of a master plan for the Zoo. They have presented Bill with a Proposal for Architectural Services for the Irvine Park Welcome and Animal Building; cost of services would be \$83,500. This would be a new building at the entrance of the Zoo. Present plan would be for this building to contain artifacts, gift shop, concessions, learning pod, and restrooms. It would also include an animal wing, although that wing would be constructed later. No action taken.
- c. Approve/Disapprove Marshall Park Master Plan – Ayres Associates. This was discussed earlier. No action taken.

7. Personnel Report.

- a. Full-time Position. Joe Wedemeyer was hired and started this week.
- b. Part-time positions. One of these positions has been filled. This position will provide coverage every other weekend.
- c. Office Coverage Plan. Discussions have taken place that if the Parks & Rec office is closed due to lack of staff, there will be a directional "map" on the door indicating what office to go to for the services you might be seeking.
- d. Future Dept. Staff Organization Plan. Bill will be putting together possible option plans for the department organizational chart, which would come into play when he retires. Basically, he will be looking at responsibilities and areas both within and outside the dept. that those responsibilities could be re-assigned to. Those will then be given to the personnel committee for its review.
- e. Recreation Report. Dick reports that the volleyball leagues will end before the school district's midwinter break. Adult men's basketball league will end on March 16. Youth soccer registration opens next week. He also reports that the Open Gym & Swim attendance is inversely related to the

success of the Packers, so attendance has been poor this year. Heidi asked how the individual fee change was received. Dick reports that he has heard little in terms of negativity (Audrey reports the same), but the time and effort involved in the administration of collecting the individual fees has been greatly decreased.

- f. Park Maintenance Report. Bill has someone in place to schedule volunteers to provide music in the park bandshell during the weekends of June/July/August. He will be attempting to secure sponsorship funds for this purpose at some point in the future.
 - g. Bandshell Electrical Report (Irvine Park). This is going well. Carmen reports that a glass company has been found to make a replica glass cover for the light fixture. Certain items will need to be completed in spring. Bill reports that he has been working with Watton regarding the benches and those will hopefully be ready for sale soon.
8. Update Reports.
- a. 2011 Budget. Bill distributed and discussed donation fund and endowment fund accounts and designations.
 - b. Gaylord Howard Estate. This is scheduled for closing soon. The Irvine Trust Fund is the beneficiary.
 - c. Archie Remington Estate. Received final distribution in this estate. Total received was \$220,000. These funds were designated for use at the Zoo.
 - d. Christmas Village. No report.
 - e. Irvine Park Zoo Plan. No report.
9. Approve Claims. **Motion by Curt Stepanek, seconded by Carmen Muenich, all present voting aye, to approve claims of \$1,083.00 for 2010 and \$18,267.14 for 2011.**
10. Board Member comments or concerns. No discussion.
11. Adjournment. **Motion by Carmen Muenich, seconded by Curt Stepanek, all present voting aye, to adjourn.**

Submitted by:

Audrey Stowell, Secretary