

PARKS, RECREATION & FORESTRY BOARD MEETING
Wednesday, May 11, 2011
6:00 p.m.

1. Call to order by President Curt Stepanek.
Roll Call: Members Present: Curt Stepanek, Audrey Stowell, Carmen Muenich, Jane Lardahl, Heidi Hoekstra, Beth Arneberg, and Dale Berg.
Staff present: Bill Faherty and Dick Hebert.
2. Approval of April 12, 2011, Minutes: Correction to #9. Hoekstra asked about the resolution regarding the north end of the Park. Correction to 6a. Faherty was also to discuss with SEH having personal, not telephonic, meetings. **Motion by Dale Berg, seconded by Jane Lardahl, all present voting aye, to approve minutes of the April 12, 2011, meeting with corrections.**
3. Personal Appearances: None. Faherty does report that he received a thank you from the Walk in the Park for epilepsy. There were about 500 walkers, and they raised their goal of \$25,000.

Terry Johnson arrives at this time.

4. Communications.
 - a. “Ad Hoc” Committee Appointments for Department Structure Plan with the City Council. Jane Lardahl indicates that the Council selected two members from the Council for this committee: George Adrian, Brian Flynn, and Jane. George stated that because all are on the finance committee, these selections might need to change. Stepanek asked for volunteers. Stowell volunteered to be on the committee. Discussion regarding process, role and purpose of committee, timeline, time of meetings of ad hoc committee, interim plans for director position, and communications between the Board and committee. Stepanek nominated Arneberg, who agreed to serve. Muenich expressed his concern that from now until September 1 was too short of a time to put together a long-term plan. Additional discussion regarding the current ordinance, the interview process, skill sets of Park employees, goals, etc. **Motion by Curt Stepanek, seconded by Dale Berg, all present voting aye, to appoint Audrey Stowell and Beth Arneberg to Ad Hoc Committee for Department Structure Plan.**
5. Discuss/consider Special Event Applications. None.
6. Discuss / Consider:
 - a. Marshall Park Master Plan. Bill reports that he and Dick have met with SEH. Bill has told them that we want all meetings to be in person and has requested a new contract. He recommends using funds from the interest account to pay for the Plan. **Motion by Carmen Muenich, seconded by Heidi Hoekstra, all present voting aye, to approve the Director sign contract with SEH for Marshall Park Master Plan and funds for such Plan be taken from the interest account.**

- b. Personnel Report.
 - i. Discuss Temporary Help in Parks & Rec Department. The Council has approved temporary part-time secretarial help in the office while Mary is out. They have also approved a temporary recreational supervisor to be hired from now until mid-September. Discussion regarding the interview process. There was a concern that we would be unable to find someone for temporary positions. Dick indicated that with recent graduates, he didn't think that would be an issue, and there would be many applicants to pick from. Discussion regarding the interview process. With the time constraints, it seemed the best option would be for Dick to make the selection at this time. Jane indicated that if he wanted help during the process, he should simply ask for one or two people to help.
 - ii. Discuss appointment of Interim Parks & Rec Director. The Council has appointed Dick as the Interim Parks & Recreation Director. Brief discussion followed. **Motion by Curt Stepanek, seconded by Dale Berg, all present voting aye, to appoint Dick Hebert as Interim Parks & Recreation Director.** After further discussion, **motion by Beth Arneberg, seconded by Curt Stepanek, all present voting aye, to approve hiring a temporary part-time office position at the rate of \$12-\$15/hour, not to exceed total wages of \$3,000, and a temporary full-time Recreational Supervisor at the rate of \$15/hour for total wages of \$9,000.**
- c. Recreation Report. None.
- d. Park Maintenance Report. Terry Johnson reports that basically staff is catching upon on grass cutting. Discussion followed regarding the Past Passed Here event and Allen Park. Allen Park issues will be placed on next month's agenda.

7. Update Reports.

- a. Gaylord Howard Estate. Funds have been deposited with Community Foundation. Discussion regarding the household goods and convertible. The convertible has not yet been sold. Terry reports that he has asked local car dealerships and discovered the asking price should be approximately \$20,000. The Clerk's office is working on the title, so that it can be sold.
- b. Irvine Park Zoo Plan. Bill reports that he had stopped SEH from working on this Plan because of various issues. The cost of the plan was \$10,000, and they had done about \$2,500 of work. The Friends have now received a donation, and with that donation and with our Zoo donations, he feels we can probably now continue with Plan. He states that if we incorporate a Gift Shop/Artifact Building, we should be able to use the Canfield funds as well. We should think about our priorities for the Plan, i.e., what do we want to be built first.

8. **Approve Claims. Motion by Heidi Hoekstra, seconded by Curt Stepanek, all present voting aye, to approve claims of \$28,784.57.**
9. **Board Member comments or concerns.** Curt indicates his term is up, and he has agreed to be re-appointed for another three years. Carmen is the other member up for re-appointment. Bill then expresses his pleasure of working for the Parks and the various Park Boards throughout the years. He highlights the following items as being important for the Board to remember and continue to work on: Keep track of Park Donation Funds and Community Foundation Funds, the Budget, Forestry, Daily Operations, and Grants. He also lists the following current projects: Kells Corner, Zoo upgrade & bricks, Main Pavilion upgrade, trail development, Marshall Park Plan, benches/tables/shelters, Zoo / Log house / Schoolhouse Tours, bleachers and shade for Casper Park ball fields, press box, and baseball warning track. On behalf of the Board, Carmen thanked Bill for his years of wonderful service.

Bill left at this time.

Discussion regarding Bill's retirement party at the Fill Inn.
10. **Adjournment. Motion by Jane Lardahl, seconded by Curt Stepanek, all present voting aye, to adjourn.**

Submitted by:

Audrey Stowell, Secretary