

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, June 14, 2011
6:00 p.m.

1. Call to order by President Curt Stepanek.
Roll Call: Members Present: Curt Stepanek, Carmen Muenich, Jane Lardahl, Heidi Hoekstra, Beth Arneberg, and Dale Berg. Absent: Audrey Stowell.
Staff present: Dick Hebert, Terry Johnson, Jennifer London
2. Approval of April May 11, 2011, Minutes: **Motion by Dale Berg, seconded by Jane Lardahl, all present voting aye, to approve minutes of the May 11, 2011.**

Audrey Stowell arrives at this time.

3. Personal Appearances: Members of the Friends of Irvine Park are present. They indicate that they have received a very generous donation of \$160,000.00 from Geraldine Freschette through her estate. They wanted to get some clarity with regard to Board's long-term plans for the Zoo. Discussed possibly using some of the money for smaller immediate needs or enhancements for the animals and saving for long-term plans. Jennifer London will coordinate and prioritize her wish list with Dick and then it will be presented to the Friends and the Board for further consideration.
4. Election of Officers
 - a. President. **Motion by Dale Berg, seconded by Jane Lardahl, to nominate Curt Stepanek as President. Nominations closed. Motion by Carmen Muenich/Dale Berg to cast unanimous ballot for Curt Stepanek as president, all present voting aye.**
 - b. Vice President. **Motion by Carmen Muenich, seconded by Dale Berg, to nominate Beth Arneberg as Vice President. Nominations closed. Motion by Carmen Muenich/Dale Berg to cast unanimous ballot for Beth Arneberg as Vice President, all present voting aye.**
 - c. Secretary. **Motion by Heidi Hoekstra/Beth Arneberg, to nominate Audrey Stowell as Secretary. Nominations closed. Motion by Curt Stepanek/Dale Berg to cast unanimous ballot for Audrey Stowell as secretary, all present voting aye.**

Item no. 7 c is discussed at this time.

7. c. Sale of Irvine Park Bandshell Benches. Jeff Watton gave presentation and distributed picture of donation park benches that will be set up in front of the bandshell. There are six boards for engraving. These have been manufactured with versatility, ease of maintenance, and longevity in mind. They have adjustable feet for leveling. The cost of making the bench is \$1,400; past discussions have been for a \$2,000 donation. Discussed size of engraving. Jeff will present a smaller size for consideration. The first two rows of benches will be purchased and as donations come in, engraved boards inserted. **Motion by Carmen Muenich, seconded by Heidi**

Hoekstra, to pay \$9,760.00 from Irvine Park Donation Fund for invoice of Watton Enterprises. Donations received for the benches will be placed back into the Irvine Park Donation Fund. Discussion regarding donation amount and size of the engraving. **Motion by Heidi Hoekstra/Curt Stepanek to request donation of \$2,000 for 4' section of bench.** Engraving will start on top board on the back for consistency. Discussed bench sizes. **Hoekstra amends motion to sell only 4' sections. Motion carried, with all present voting aye.**

5. Communications. Dick reports that Rutledge Charities and Casper Foundation have each generously donated \$10,000 for a total of \$20,000 for the Irvine Park Main Pavilion renovations in honor of Bill's 35 years as Park Director. The renovations are to the roof and side supports.

Dick also reports that Emerald Ash Bore has been found in West Bend and showed pictures. He indicates we will be dealing with this in the future, although we do not have nearly as many trees as many communities.

Micon Cinemas will be showing the movie "Zoo Keeper" on July 8. They will be running a promotion on that day where a portion of the proceeds from that night will be given to the Irvine Park Zoo. Dick will discuss with Jennifer things that could potentially be done to enhance that experience and potentially include the most recent Zoo site plan and involve the Friends of Irvine Park Zoo as well.

6. Discuss/consider Special Event Applications.

- a. Boy Scouts – August 2, 3, & 4 at Flag Hill. Boy scouts using Flag Hill for day camp those days. No action taken.
- b. 2011 Past, Passed Here – Allen Park. A special events application should be completed for 2012's event.
- c. Flag Day – American Legion; Picnic tables & benches (June 14). Dick just wanted us to be aware that staff took tables and benches to the Legion and will be bringing them back to the park on June 15.

7. Discuss / Consider:

- a. Unfinished Project List. Dick distributed the list of projects. He indicates that a meeting has been planned to improve the process of the zoo bricks.
- b. Ad Hoc Committee. Jane reports that next meeting will be June 22 at 7:00 a.m. at the Activities Building with employees. We would like them to identify any problems that have arisen due to elimination of the park supervisor position and any things they do that don't seem to make sense as well as get their input regarding the structure of the department.
- c. Sale of New Irvine Park Bandshell Benches. Discussed earlier.
- d. Provide Electricity to Loretta Cutsforth, Bear Den Road & Knights of Pythias shelters. Discussed shelters and distance to nearest electricity. **Motion by Carmen Muenich/Heidi Hoekstra, all present voting aye, to run electricity to Cutsforth shelter with funds from Irvine Park Donations Fund.**

- e. Kell's Corner Improvements. Dave Mayer from Leinie's has picked the Kell Overlook for their Water Restoration on Duncan Creek annual project. His group will be doing rip rapping and building a platform near the water on September 10. Jim Hanke is working on design and will attend a future meeting to present this project and how it will fit in to the total overlook improvements.
 - f. Music in the Park – Bandshell. Bill and Steve Szydel worked out a music schedule for the bandshell. After discussion, **motion by Curt Stepanek/Audrey Stowell, all present voting aye, to take the necessary amounts for Music in the Park for 2011 as arranged.** Revisit in August for next year.
 - g. Personal Report.
 - i. Discuss Temporary Help in Parks & Rec Department. Dick reports that Tara Johnson was hired as a part-time secretary in the office, and Jared Faherty was hired as the temporary Recreation Supervisor. Both are familiar with the department, needed very little training, and were able to be immediately helpful.
 - ii. Discuss appointment of Interim Parks & Rec Director. No discussion.
 - h. Recreation Report. No report.
 - i. Park Maintenance Report. Terry Johnson reports that staff has installed the last of the benches donated under Bill. Three of four teams that use Casper Park as their home field went to State, so practicing until this week. Jennifer reports that there is a new white bison, four yaks, and the book Behind the Zoo will be coming out this summer.
8. Update Reports.
- a. Gaylord Howard Estate. No report.
 - b. Irvine Park Zoo Plan. Dick has a call in to discuss both the Zoo and Marshall Park plans. He would like a mock-up of the Zoo Plan for showings, promotions, and marketing.
9. Approve Claims. **Motion by Curt Stepanek/Carmen Muenich, all present voting aye, to approve claims of \$46,857.42.**
10. Board Member comments or concerns. Curt asked about protecting the log at Allen Park. Carmen commented that it was nice to have Jennifer present at the meeting; Jane indicated that there were not enough benches set up on Memorial Day; Terry indicates that was because no one contacted him about what was needed until Memorial Day. Discussed having annual picnic in August at the shop.
11. Adjournment. **Motion by Jane Lardahl, seconded by Beth Arneberg, all present voting aye, to adjourn.**

Submitted by:
 Dick Hebert and
 Audrey Stowell, Secretary