

PARKS, RECREATION & FORESTRY BOARD MEETING
Tuesday, December 13, 2011
6:00 p.m.

1. Call to order by President Curt Stepanek.
Roll Call: Members Present: Jane Lardahl, Heidi Hoekstra, Curt Stepanek, and Dale Berg. Members absent: Audrey Stowell, Carmen Muenich, and Beth Arneberg.
Staff present: Dick Hebert, Reid Fieber, and Kevin Sweeney.
2. Approval of November 8, 2011, Minutes: **Motion by Jane Lardahl, seconded by Curt Stepanek, all present voting aye, to approve minutes of the November 8, 2011, meeting.**
3. Personal Appearances By Citizens. None.
4. Communications. None.
5. Discuss/Consider Special Event Applications. None.
6. Discuss / Consider:
 - a. Marshall Park Site Plan. Bob Kost of SEH gave the final presentation for the Marshall Park Site Plan.
 - b. Personnel Report. A full-time Recreational Supervisor position is being advertised. The deadline to apply is January 6.
 - c. 2012 Department Budget. Jane discussed the need for the Park Board members to be more proactive in assisting with acquisition of donations to assist with budget shortfall. Discussion of ad hoc recommendations for increasing revenue will be held at January meeting.

Dale Berg left at this time.

- d. Director Report. The amounts available for disbursement from the original Irvine Park Fund and Chippewa Falls Parks Recreation and Forestry Funds at the Chippewa Foundation are being re-deposited into the main fund.

Audrey Stowell arrives at this time.

Dick has met with Northwoods Advertising to discuss putting together advertising packages for the bathrooms for possible revenues. The site plan for the zoo is done. The next step is the design of the primate/small animal building and visitor/artifact center. Dick met with Justine at SEH, and she will be developing a scope of services so that comparative proposals can be obtained. Jane suggested feedback from the proposed Friends group might be nice with regard to these projects.

- e. Casper Park
 - i. Baseball batting cages. Dick discusses progress and funding. After brief discussion, **motion by Curt Stepanek, seconded by Jane Lardahl, all present voting aye, to pay up to \$3,000.00 from the Casper Donation Fund to complete this project.**

- ii. Shade Project. Leinie's and Casper Foundation are generously providing funding for shading at all five fields.
 - f. Recreation Report. Brief report by Reid. We will be hosting Tri-City VB tournament this year, and \$250.00 has been given by Sweeney's to be used toward operation expenses.
 - g. Park Maintenance Report. Christmas Village and Marshall Park bathrooms are being painted.
 - h. Zoo Report. The temporary cover for the cougars has been completed to meet with the federal regulations. Marshfield zoo staff is visiting this week, and Dick and Jennifer hope to visit Marshfield in an effort to get ideas from one another.
- 7. Update Reports. None.
 - 8. Approve Claims. **Motion by Curt Stepanek, seconded by Heidi Hoekstra, all present voting aye, to approve claims of \$55,720.42.**
 - 9. Board Member comments or concerns. Heidi mentioned that Olson's Ice Cream had received an award for their company website and suggested we look into improving our site.
 - 10. Adjournment. **Motion by Curt Stepanek, seconded by Heidi Hoekstra, all present voting aye, to adjourn.**

Submitted by:
Dick Hebert & Audrey Stowell, Secretary