



**COMMUNITY DEVELOPMENT DEPARTMENT**

222 Lewis Street  
River Falls, WI 54022

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**AGENDA**  
**PARKS AND RECREATION ADVISORY BOARD**  
**Wednesday, May 25, 2016**  
**City Hall-Training Room**

**5:15 p.m. CALL TO ORDER/ROLL CALL**

**APPROVAL OF AGENDA/MINUTES**  
Minutes of April 20, 2016 Meeting

**PUBLIC COMMENTS – Non-Agenda Related Topic**

**NEW BUSINESS-**

1. Resolution Approving Request For Border Battle Mountain Bike Event/City Assistance
2. Resolution Approving request for Icebox 480 Race/City Assistance
3. Resolution Approving Request for Minnesota High School Cycling League/Event/City Assistance
4. Review and approval of Glen Park Municipal Swimming Pool Handbook

**OLD BUSINESS**

1. Update on Park Master Plan

**ADJOURNMENT**

*Council members may be in attendance for informational purposes only.  
No official Council action will be taken.*



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## MINUTES

### PARK AND RECREATION ADVISORY BOARD

Wednesday, April 20, 2016 at 5:15pm

City Hall Training Room

**5:15pm CALL TO ORDER/ROLL CALL** – Meeting convened at 5:15pm.

**Members Present:** Susan Reese (chair), Jim Nordgren, Brandon Dobbertin, Brenda Gaulke, Dennis Zielski, and Patricia LaRue.

**Members Absent:** None.

**Staff Present:** Recreation Manager Cindi Danke; Assistant Community Development Director Amy M. Peterson; Maintenance Supervisor Tom Schwalen; and Public Works Operations Supervisor Terry Kusilek.

**Others Present:** City Council Member Scott Morrissette; local citizen Ben Fochs; Jim Higgins of the Saint Croix Valley Bird Club; Molly Miller and Nancy Lindall plus four young women from Girl Scout Troop 53727.

### APPROVAL OF AGENDA/MINUTES

MSC Gaulke/Nordgren to approve the minutes of the March 16, 2016 Park and Recreation Advisory Board. Motion passed 6-0.

### PUBLIC COMMENTS

Terry Kusilek showed a photo of an old kiln just south of the lower dam. It is becoming dangerous. There is also graffiti. It is impossible to fence. He suggests a warning sign, indicating that it's dangerous, historic, and to keep out. Park Board agrees with the idea of a sign, but it should be run past the Historic Preservation Committee first.

### NEW BUSINESS

None.

### OLD BUSINESS

Four Girl Scouts from troop 53727 plan to hang three informational bird signs on the Kinnickinnic Trailway System. They chose a sign company in Hudson because they make good quality signs in full color, and they will even donate the signs. Plexiglass is not recommended. Examples were passed around. They need three 5' posts and Terri Kusilek volunteered to supply them. They will be set in the ground in a bucket of concrete. The Girl Scouts showed photos of proposed locations. The exact location needs to be decided by City staff at the time of installation, to be sure they are out of the mow line and emergency boat access area.

**MSC Nordgren/Gaulke Park Board will grant this Girl Scout proposal. Motion passed 6-0.**

Tom Schwalen showed current photos of the new storm shelter at Hoffman Park. He explained that there is a storm-safe hallway that contains bathrooms, water fountain, AED, and emergency phone. That hallway is unlocked during park hours and there's a security camera. If someone opens the AED cabinet, an alarm goes off and the police are notified. If the emergency phone is picked up, the storm shelter door will unlock and the 911 operator will be contacted. There are signs to warn people. All the storm shelter doors unlock when a storm siren goes off. The building is air conditioned and heated, but it will be done minimally. It is very noisy in the storm shelter, so we may add a ceiling or wall noise-reducing product. Tom Schwalen is getting quotes from different companies. Fighting Fish has asked about installing lockers in the building but there would need to be a plan to protect the floors from cleats. There is a meeting with the baseball people next week to discuss the issue. The occupancy limit for the large room is 360 persons (standing) during a storm, or 120 persons for meeting use. Tony Steiner is working on planning an open house in May for the community to see the new storm shelter. Park Board will need to discuss safe room rental at a future meeting.

#### **ADJOURNMENT**

MSC Dobbertin/Zielski to adjourn. Meeting adjourned at 5:52pm.

### **JOINT WORKSHOP**

#### **PARK AND RECREATION ADVISORY BOARD AND PLAN COMMISSION**

**Wednesday, April 20, 2016 at 6:00pm**

**City Hall Training Room**

**6:00pm CALL TO ORDER/ROLL CALL** – Meeting convened at 6:00pm.

**Park Board Members Present:** Susan Reese (chair), Jim Nordgren, Brandon Dobbertin, Brenda Gaulke, Dennis Zielski, and Patricia LaRue.

**Park Board Members Absent:** None.

**Plan Commission Members Present:** Todd Schultz, Lisa Moody, Mayor Dan Toland, Aleka Powell, Susan Reese, Scott Morrisette, Reid Wronski

**Plan Commission Members Absent:** Mary Van Galen

**Staff Present:** Recreation Manager Cindi Danke; Assistant Community Development Director Amy M. Peterson; Finance Director Julie Bergstrom; City Planner Tony Steiner; Supervisor Tom Schwalen; Public Works Operations Supervisor Terry Kusilek, and GIS intern Jason Blatz.

**Others Present:** Local citizen Ben Fochs.

Amy Peterson spoke about implementation of the Glen Park and Hoffman Park master plan. The purpose of the presentation was to provide staff recommendations and engage the Board/Commission on policy questions. All present had a copy of the master plan. Already having the Master planning process background, they jumped into the recommendations and policy questions. The total project at Glen Park as it stands is approximately \$3.6M - \$4.5M. The total project at Hoffman Park is approximately \$4.2M. The last City survey showed that more than 8 in 10 citizens support a dedicated funding source to implement the master plan. Staff recommends updating Glen park first (for health and safety issues at Glen Park and because of the future DOT loop road at Hoffman Park), and Hoffman Park second. Staff also recommends one year construction at Glen Park vs. a 3-5 year construction plan. This would involve closing the park entirely in

2018, and Hoffman Park work would occur about ten years later, to be decided at a later date. Closing the Glen Park pool for one summer causes concern, but other options were discussed such as using the high school pool, using hotel pools, and offering bus trips to other pools and waterparks. We are applying for a grant for a storm shelter at Glen Park. Funding discussions included the possibility of capital campaigns, partial funding options and full funding options. Most were in agreement of fully funding the projects in which \$4M in bonding would add \$78 per year to a \$200,000 home. Perhaps the townships could help out since they use the parks too. This will be presented at the Council workshop in May.

Respectfully submitted,



*Brenda Rundle, Recreation Assistant*

DRAFT



COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

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**TO:** Park Board Members

**FROM:** Cindi Danke, Recreation Coordinator *CD*

**DATE:** May 18, 2016

**RE:** Park Board May 25<sup>th</sup> Agenda

**Playful City 2016-**

We were proud to announce that we are one of eight cities in Wisconsin to be reckoned as a 2016 Playful City USA designee for the fourth year. River Falls is at the vanguard of the playability movement, and they are thrilled to recognize our efforts and accomplishments. They commend us for your community's remarkable work in elevating the importance of play, and look forward to the great ideas and initiatives to make River Falls a more playable place for kids, families and communities. This is the fourth time in five years that we have been reckoned.

**1. Resolution for KORC Border Battle 2016 -**

Enclosed is a resolution for your approval of the KORC Border Battle on July 23<sup>rd</sup> and 24<sup>th</sup>, 2016 in the Whitetail Ridge Corporate Park. The event has its own liability insurance policy and names the City as an additional party. Estimated City cost is \$750.00 for equipment cost and staff labor. This event brings a number of people to the community. This will be the ninth year of this event.

**2. Resolution for Ice Box 480-**

Enclosed is a resolution for your approval of the Icebox 480 race on November 5th, 2016 in the Whitetail Ridge Corporate Park. The event has its own liability insurance policy and names the City as an additional party. This event brings a number of people to the community. This will be the third year of this event.

**3. Resolution for Minnesota High School Cycling league-**

Enclosed is a resolution for your approval of the Minnesota High School Cycling league on October 14 and 15th, 2016 in the Whitetail Ridge Corporate Park. The event has its own liability insurance policy and names the City as an additional party. This event brings a number of people to the community. This will be the second time this event has been in River Falls.

**4. Review and Approval of the Glen Park Municipal Swimming Pool Handbook**

Memo from Brent Buesking, Management Analyst Fellow.  
Enclosed is the handbook for your review and approval.



**RESOLUTION NO. PB00020**

**RESOLUTION APPROVING REQUEST FOR  
BORDER BATTLE MOUNTAIN BIKE EVENT/CITY ASSISTANCE**

**WHEREAS**, the 9th Annual Border Crossing Bike Event is taking place July 23 and 24, 2016;  
and

**WHEREAS**, Todd Schaefer, Acting KORC President, has requested permission to use the undeveloped lots in Whitetail Ridge Corporate Park for the race and for campgrounds; and

**WHEREAS**, City assistance has been requested for the use and delivery of picnic tables, metal garbage cans and street barricades and the mowing of the grass; and

**WHEREAS**, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

**NOW, THEREFORE, BE IT RESOLVED** that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

\_\_\_\_\_  
Susan Reese, Park Board Chairman

ATTEST:

\_\_\_\_\_  
Lu Ann Hecht, City Clerk



**RESOLUTION NO. PB00021**

**RESOLUTION APPROVING REQUEST FOR  
ICEBOX 480 RACE/CITY ASSISTANCE**

**WHEREAS**, a request has been made from the Directors of the Icebox 480 Race for City assistance for the third annual race on November 5, 2016; and

**WHEREAS**, Chris Swenke, Co-Director, has requested permission to use single track trails in Whitetail Ridge for the race; and

**WHEREAS**, City assistance has been requested for the use and delivery of picnic tables and garbage cans for the event; and

**WHEREAS**, the City of River Falls shall be listed as an additional insured for the race event and provided with a copy of the insurance certificate; and

**WHEREAS**, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

**NOW, THEREFORE, BE IT RESOLVED** that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

\_\_\_\_\_  
Susan Reese, Park Board Chairman

ATTEST:

\_\_\_\_\_  
Lu Ann Hecht, City Clerk



**RESOLUTION NO. PB00022**

**RESOLUTION APPROVING REQUEST FOR  
MINNESOTA HIGH SCHOOL CYCLING LEAGUE EVENT/CITY ASSISTANCE**

**WHEREAS**, the Minnesota High School Cycling League is sponsoring a race at Whitetail Ridge on Saturday October 14 and Sunday, October 15; and

**WHEREAS**, Joshua Kleve, League Director, has requested permission to use trails in Whitetail Ridge Corporate Park for the race; and

**WHEREAS**, City assistance has been requested for the mowing of the grass; and

**WHEREAS**, the Minnesota High School Cycling League will provide a certificate of insurance listing the City as an additional insured prior to the event; and

**WHEREAS**, the Park Board has reviewed and supports the use of Whitetail Ridge park and trails at their meeting of May 25, 2016; and

**NOW, THEREFORE, BE IT RESOLVED** that the Park Board supports request and forwards it to the City Council with a favorable recommendation.

Dated this 25th day of May, 2016.

\_\_\_\_\_  
Susan Reese, Park Board Chairman

ATTEST:

\_\_\_\_\_  
Lu Ann Hecht, City Clerk



## MEMORANDUM

**TO:** Parks and Recreation Advisory Board

**FROM:** Brent Buesking, Management Analyst Fellow

**DATE:** May 25, 2016

**TITLE:** Glen Park Municipal Swimming Pool Employee Handbook

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### RECOMMENDED ACTION

Approve the Glen Park Municipal Swimming Pool Employee Handbook by motion.

### BACKGROUND

The City of River Falls is incorporating many new employees along with the promotion of current employees to new positions within the organization. Therefore, the City is constructing employee handbooks to assist with orientation and training of employees. These documents set standards for employee conduct, job duties, and provide guidance on different tasks, issues, and challenges an employee will face in his or her position. As a result, the Parks and Recreation is revising the Glen Park Municipal Swimming Pool Handbook.

### DISCUSSION

The Parks and Recreation Department has had a staff manual for 35 years. However, the new employee handbook seeks to formalize the document and to help employees provide a safe, fun, family friendly environment for all citizens. The rules, regulations, and protocols laid out in the handbook offer employees the best practices in managing the various situations that they will face in pool operations. The handbook covers the mission statement, description of the facility, employee requirements and expectations, facility standards, and pool operations. For example, employee requirements and expectations instruct staff members on their interactions with patrons and how to handle unruly patrons. They are City representatives and need to act in a polite, honest, and fair manner. In addition, the revisions include emergency response plans for situations such as inclement weather or a patron in need of rescue. The goal of these additions and revisions to the handbook is to provide employees with the training they need to operate the pool efficiently and effectively, while maintaining an inviting environment for the public.

### CONCLUSION

Staff recommends the Parks and Recreation Advisory Board approve the Glen Park Municipal Swimming Pool Employee Handbook by motion in order to provide better training for employees and more efficient and effective pool operations.