



**COMMUNITY DEVELOPMENT DEPARTMENT**

**222 Lewis Street  
River Falls, WI 54022**

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**AGENDA  
PARKS AND RECREATION ADVISORY BOARD  
Wednesday, May 15, 2019  
Training Room-City Hall 5:15PM**

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

**APPROVAL OF AGENDA/MINUTES**

Minutes of April 17, 2019 Park and Recreation Advisory Meeting

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

**OLD BUSINESS**

- 1. Glen Park Update-Reid Wronski**

**NEW BUSINESS**

- 1. Sterling Ponds Park Plan-Sam Wessel**
- 2. Annual Forestry Report-Nate Croes**

**ADJOURNMENT**

*Council members may be in attendance for informational purposes only.*

*No official Council action will be taken.*

Post: City Hall Bulletin Board 5/9/19



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## MINUTES

### PARK AND RECREATION ADVISORY BOARD

Wednesday, April 17, 2019 at 5:15pm

City Hall Lower Level Training Room

**Members Present:** Susan Reese (Chair), Sean Downing (Council Rep), Brandon Dobbertin, Brenda Gaulke, and Patricia LaRue

**Members Absent:** Jim Nordgren and Melissa Pedrini

**Staff Present:** Cindi Danke-*Recreation Manager*; Brenda Rundle-*Recreation Assistant*; Nate Croes-*City Forrester*

**Others Present:** Heidi Heinze-*Historic Preservation Commission (HPC) member*; Chris Gagne-*City Council Member*

### CALL TO ORDER

Meeting convened at 5:15pm.

### APPROVAL OF MINUTES

MSC Downing/Gaulke to approve the minutes of the March 20, 2019 Park and Recreation Advisory Board Meeting. Motion passed 5-0.

### PUBLIC COMMENTS

Gagne looked over the agenda item and attached report regarding park shelter fees and encourages Park Board to keep the park shelter reservation fees affordable. He feels \$100-\$125 sounds reasonable for City residents to reserve the new Glen Park pavilion.

### NEW BUSINESS

Heidi Heinze of the Historic Preservation Commission (HPC) discussed a historic plaque being added at the base of the flagpole at Veterans Park. She shared a draft of what the plaque might say. Park Board discussed what could be removed to shorten the information on the plaque. The draft will also be shared with the American Legion for review. They hope to have the plaque up by August.

Heidi Heinze talked about using Glover Schoolhouse at DeSanctis Park for historic and educational purposes. Although there is not yet water or sewer, there is a portable toilet. There are fifteen old school desks in the building and the City has more available. HPC could pursue grants to find furnish some items to use it for programs and exhibits that were used in the years it was a school house; i.e. old wall maps, wall alphabet, slates and chalk, quills and ink, and a

teacher's desk would be ideal. There is a lot of wall space for historic displays and interactive cabinets or drawers could be added. This could be a joint project between Park Board, HPC, and the St. Croix County Historical Society. Reese offered Park Board's support as Heinze pursues grants, and there were no objections. No formal motion was required at this time.

Park Board should start thinking about the fee to rent out the new pavilion at Glen Park when it is completed. It will be available year-round. Cindi Danke shared a list of what other nearby cities charge for renting comparable shelters. Park Board seems to feel that we should be near the Hudson fee of around all day rate \$100 or \$125 for City residents (with a higher fee for non-City residents as they do not pay taxes towards the parks), or perhaps a 4-hour rate and to have an increased cancellation fee (ours is currently \$5). In Hudson, people need to cancel at least fourteen days prior to the reservation to get a refund (minus a \$40 cancellation fee). Park Board recommends a damage deposit for the new pavilion and Glover Schoolhouse.

#### **OLD BUSINESS**

None

#### **ADJOURNMENT**

**MSC Reese/Dobbertin to adjourn the meeting at 6:15pm. Motion passed 5-0.**

Respectfully submitted,



Brenda Rundle, Recreation Assistant

**Community Development Department**

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**MEMORANDUM**

TO: Park and Recreation Board

FROM: Sam Wessel, Planner

RE: Sterling Ponds Park Plan

DATE: 5/15/2019

**PROJECT INTRODUCTION**

The Sterling Ponds neighborhood’s configuration has changed considerably since it was first platted over 15 years ago. This project will determine how Sterling Ponds Park will meet the recreational needs of the growing neighborhood by evaluating existing conditions, identifying user desires, and recommending future facility upgrades. An important component of this plan is to explore dedicated park acreage relative to the City’s parkland dedication ordinances and total platted acreage in the neighborhood. The planning process will end in early fall and result in a plan with the following outline:

1. Purpose and History of Sterling Ponds Park Plan
2. Relevant demographic data and existing conditions
  - Analysis of parkland dedication
  - Issues and opportunities
3. Neighborhood and City staff feedback
4. Proposed Improvements
5. Appendices that summarize 2010 survey results, 2019 survey results, and acreage calculations.

<b>Sterling Pond Parks Plan 2019</b>						
Task	April	May	June	July	August	September
<b>Phase 1: Existing Conditions</b>						
1.1 Parkland dedication analysis		X				
1.2 Project Introduction						
1.3 On-site evaluation of existing conditions						
<b>Phase 2: Public Participation</b>						
2.1 Park and Rec Board kickoff meeting			X			
2.2 Neighborhood survey						
2.3 Draft 1 review with PR Board, City Staff					X	
2.4 Final Document Adoption						X
<b>Phase 3: Plan Document</b>						
3.1 Draft 1						
3.2 Final Draft and Production for Adoption						

X = Meet with Park and Recreation Agenda during their regularly-scheduled monthly meeting. Regular meetings with Public Works will occur on an as-needed basis.

Amy Peterson, AICP, Development Services Director  
 David Hovel, Building Inspector  
 Cindi Danke, Recreation Manager  
 Brenda Rundle, Recreation Assistant

Keri Schreiner, Economic Development Specialist  
 Angie Bond, Community Development Assistant  
 Brandy Howe, AICP, Senior Planner  
 Sam Wessel, Planner