

Community Services Department

222 Lewis Street
River Falls, WI 54022
715.425.0900
www.rfcity.org



PARK AND RECREATION ADVISORY BOARD August 16, 2023, at 5:30 pm CITY HALL TRAINING ROOM AGENDA

CALL PARK AND RECREATION BOARD MEETING TO ORDER

APPROVAL OF AGENDA/MINUTES

Minutes of the June 21, 2023, meeting.

PUBLIC COMMENTS – Non-Agenda Items

ACTION ITEMS

1. Endorsement of Kinni Off Road Cyclists Trail Use

STAFF REPORTS

1. Parks - Monthly Staff Report
2. Recreation – PowerPoint presentation on Spring/Summer Activities

CALENDAR

Next Park and Recreation Advisory meeting September 20, 2023, Training Room City Hall 5:30PM.

ADJOURNMENT

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

NOTE: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials to be in an accessible location or format may contact City Clerk Amy White at (715)-426-3408 or in person at 222 Lewis Street for accommodations. Requests for accommodations should be made at least three (3) business days in advance of the meeting. Every effort will be made to arrange accommodations.

Post: City Hall/Library/Police Department Bulletin Boards 8/11/2023



222 Lewis Street
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Phone 715-425-0900
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PARKS AND RECREATION ADVISORY BOARD MINUTES
Wednesday, June 21, 2023 at 5:15 p.m.
City Hall Training Room

Members Present: Patricia LaRue (chair), Scott Morrissette (Council Rep), Brandon Dobbertin, Brenda Gaulke, and Natasha Schaefer.

Members Absent: Matt Janquart and Melissa Pedrini.

Staff Present: Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant, Erica Ellefson-Public Works Manager, and Amy White-Community Services Director/City Clerk.

Others Present: Sean Downing, Michelle and Greg Unruh, and Rick Cleary (KORC)

CALL TO ORDER

Meeting convened at 6:00 p.m.

APPROVAL OF MINUTES

MSC Morrissette/Schaeffer to approve the minutes of the May 10, 2023 Park and Recreation Advisory Board Meeting. Carried 5-0.

PUBLIC COMMENTS – Non-Agenda Items

Michelle Unruh of the Sterling Ponds Development spoke about Sterling Ponds Park. She would like a pavilion there and said she does not feel there is enough space for a dog park. She would like to have more paved trails around the ponds and benches with backs.

MEETING DISCUSSION/ACTION ITEMS

1. Rick Cleary of Kinni Off-Road Cyclists (KORC) shared a handout with the agenda about the three classes of E-bikes and said that KORC proposes that only Class 1 E-Bikes be permitted at Whitetail Ridge to prevent damage and keep the area safer. The board seems to support this proposed policy and plans to make a motion supporting it in July.
2. Amy White included a memo recommending changing the Park and Recreation Advisory Board meeting time to 5:30 p.m. in the training room, beginning in August.

MSC Gaulke/Morrissette to change the time of the Park and Recreation Advisory Board meeting to 5:30pm effective August 16, 2023. Carried 5-0.

3. Ellen Massey included a memo regarding plans to enhance the Mayor's Cookout Conversations by including a few games, kids' crafts and a community art project, along with the picnic meal. The City's Communications Coordinator is working on advertising the events.

4. Cindi included a memo regarding Park and Recreation Month and Professional Day in July. After a motion, the proclamation will move to City Council on June 27 and be proclaimed by Mayor Toland in July.

MSC Gaulke/Dobbertin to proclaim July as Park and Recreation Month and July 21 as Park and Recreation Professionals Day. Carried 5-0.

5. The Glen Park 125th anniversary celebration is planned for Wednesday, July 19 at 6-8 p.m. at Glen Park. HPC is choosing a historic photo to use for a postcard handout, and they are looking into Glen Park 125th t-shirts for Park Board and HPC. 200 frisbees and 500 stickers have arrived. A sheet cake and cupcakes will be ordered. Happy Birthday to Glen Park will be sung at 6:30pm. Swimming will be free 6:15-8:15 p.m. HPC will dedicate their new sign titled, "The Glen."
6. LaRue asked Park Board to think of ideas about what to report to City Council. Amy White said each board and commission will be scheduled for a certain month to speak at Council.

STAFF REPORTS

1. Public Works Manager Erica Ellefson reported that Public Works will look into the cost of moving the Hoffman Park water filling station from the west side of the maintenance building to the west side of Hanson Drive, which would be much more convenient for RV's and add 11-13 parking spots to Hoffman Park. Staff is piloting a change to turf maintenance in DeSanctis Park. Staff will continue to mow high use areas, and leave under-utilized areas to grow free, allowing the City to maximize staff and equipment resources. They will mow approximately six feet either side of paved trails. The pool and splash pad received and passed their annual inspection by Pierce County. The bell at Glover Station School cannot be rung at this time. Erica will speak with the Baseball Association about adding metal shelves in the Hoffman Park storage shed. Staff did not spray noxious weeds this year due to being temporarily down two full-time employees. They may spray later this year. Two broken Tri-Angels Playground accessories will be ordered.
2. Cindi's recreation report indicated that camping and recreation is going well. There are 10 summer instructors for daytime t-ball, tennis, soccer, camps, and clinics. The pool has had very good attendance. There are 15 seasonal workers at the pool, doing open swim and swim lessons. The Sterling Heights Disc Golf Course had their opening day Saturday, June 10 with great reviews.

ADJOURNMENT

MSC Gaulke/Dobbertin to adjourn the meeting at 6:27 p.m.

CALENDAR

The next Parks and Recreation Advisory Board meeting will be July 19, 2023 at 5:30 p.m. before the 6 p.m. Glen Park 125th anniversary celebration.

Respectfully submitted,



Brenda Rundle
Customer Service Representative



MEMORANDUM

TO: Park and Recreation Advisory Board
FROM: Cindi Danke, Recreation Manager
DATE: August 16, 2023
TITLE: Whitetail Ridge-Kinni Off Road Cyclist Trail use

RECOMMENDED ACTION

Endorsement of the Rules for Whitetail Ridge Trail Use as outlined by Kinnickinnick Off Road Cyclists (KORC)

BACKGROUND

Since 2016, KORC has constructed and maintained trails with City approval, and the City has assisted on an as-needed basis. In 2017, KORC purchased an on-site storage facility, further reflecting KORC's dedication to improving its facilities. In 2019, a Memorandum of Understanding (attached) was completed to protect the relationship and cooperative spirit between the City and KORC. Summary of the responsibilities are as follows: City will assist with KORC annual events if needed, mowing of cul-de-sac, garbage receptacles year-round, installed a water station at trailhead, installing 3 identifying wayfinding signs, maintain the North jeep trail and provide a portable toilet year-round at trailhead. KORC is responsible for building, maintaining and repair of the trail network, which includes erosion, clearing fallen trees or other hazards, adding additional ramps/bridges, maintaining their storage facility. They will decide and notify the public on trail closures and re-openings. Provide an annual report to City Park and Recreation Advisory Board on events or additional issues or concerns. Jointly the City and KORC will maintain a positive working relationship and inform each other on any concerns, issues, or improvements.

DISCUSSION

Rick Cleary was present at the June 21, 2023, board meeting from KORC which is a non-profit volunteer managed organization dedicated to developing and maintaining trails in River Falls, WI. Rick updated the Park Board on E-bikes classification, keeping trail area safer and to prevent damage by Class 2 and 3 e-bikes.

After some discussion it was decided to bring this back to Park Board at a future meeting. KORC put together rules for trail participants while using the Whitetail Ridge trails, which will help them in future communication and understanding for the trail participant. Cleary provided the following recommended trail use rules:

- Ride open trails. Wet and muddy trails are more susceptible to damage than dry ones. If unsure if the trail is open, please see, Facebook: <https://www.facebook.com/KinniOffRoadCyclists>
Website: <https://kinnioffroadcyclists.org>
- Mountain bike riders traverse the trail in a clockwise direction (left turn at the trailhead).
- Runners and hikers traverse the trail in an anticlockwise direction (right turn at the trailhead).
- All trails are one way.

- All bikers must wear a helmet.
- Use caution when overtaking another and make your presence known well in advance.
- Only class one ebikes are allowed at Whitetail Ridge trails.
- Dogs must be on a leash and picked up after.

Trails are labeled by difficulty, do not ride trails that are above your ability level: Green (beginner), Blue (intermediate), and Black (advanced). Advanced trails may have drops and gap jumps.

Clearly further expanded rules for winter specific use as follows:

- Bikes must have a minimum of 3.8" wide tires with under 10 psi of air pressure.
- No riding, running, or hiking on groomed trails if the air temperature, is above freezing.
- When hiking or running on groomed trails if your footprint sinks more than one inch, stay off the trails until they harden up.
- When biking on groomed trails if your tires leave a rut of more than one inch, stay off the trails until they harden up.

All funding to maintain and groom Whitetail Ridge trails are provided by volunteers from Kinni Kinnick Offroad Cyclist (KORC).

CONCLUSION

KORC is asking for the River Falls Advisory Board to endorse of the trail rules to assist in providing consistent communication to trail user, especially during large events.



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF RIVER FALLS
AND
KINNICKINNIC OFF-ROAD CYCLISTS
REGARDING MAINTENANCE & PUBLIC USE OF PRIVATE PROPERTY**

1. Purpose

The City of River Falls (hereinafter "City") has made a request to enter a formal agreement with Kinnickinnic Off-Road Cyclists (hereinafter "KORC") in that both the City and KORC (hereinafter "parties") share maintenance responsibilities on City Property to ensure that mountain bike trails are clear of debris and vegetation, and seasonal maintenance of current and future facilities is documented and executed.

The property owned by the City is delineated on the attached map (Exhibit 1), referenced as "Property" in this Memorandum of Understanding (hereinafter "MOU"). Exhibit 2 depicts a brief timeline of KORC and City history regarding said property. Exhibit 3 is a trail map as of Fall 2018.

2. Parties

This MOU is made and entered into this 16th day of Jan, 2019 by and between the City and KORC.

3. History

Since 2007, the City and KORC have worked together to develop the Whitetail Ridge Mountain Bike Trails, which has benefitted the community for over a decade. Just a few of the benefits include increased tourism from events, promoting healthy biking interests for kids and adults alike, and providing hiking/skiing trails in the off-season. KORC became a 501(c)3 nonprofit in 2016, and they use environmentally-sensitive trail building techniques and participate in trail advocacy throughout the St. Croix Valley. KORC's website states the purpose of the organization as follows:

"Kinnickinnic Off-Road Cyclists is a Western Wisconsin 501(c)(3) organization that builds, maintains, and promotes multi-use trails to engage the community with trail advocacy and trail activities. KORC's goal is to promote and educate all user groups of all ages in the St. Croix River Valley to become active participants in properly utilizing the area's natural resources for trail access."

In general, KORC has constructed and maintained trails with City approval, and the City has assisted on an as-needed basis. In 2016, the City paved a parking lot for the trails at the end of Whitetail Blvd. In 2017, KORC purchased an on-site storage facility, further reflecting KORC's dedication to improving its facilities. Also, in 2017, it was decided that a Memorandum of Understanding should be completed to protect the relationship and cooperative spirit between the City and KORC.

KORC is known for hosting two large events annually, known as the Border Crossing and the Icebox 240. The Border Crossing event is one of the most well-known mountain bike races held in the region, dating back to 2008. The Icebox 240 is an informal night ride dating back to 2010. City responsibilities in the past have included mowing, providing picnic tables, closing roads off with barricades, changing garbage, and help with clean-up following large events.

4. Responsibilities of Parties

A. City Responsibilities:

1. The City shall provide garbage receptacles year-round. The City shall also regularly mow the area around the Whitetail Blvd cul-de-sac. The specific timing of the garbage and mowing schedule is subject to change but will ensure garbage is adequately removed and grass is adequately mowed.
2. The City shall assist KORC at the annual Border Crossing and Icebox 240 events as requested and agreed to each year prior to the event. Generally, City assistance will include:
 - Closing street access to streets as needed by placing City barricades
 - Providing and emptying additional garbage receptacles
 - Assisting with setup and cleanup as needed before and after the event
 - Providing and delivering picnic tables for the event as needed
 - Mowing where needed prior to the event
 - Mowing trails around field areas three times per summer in coordination with KORC
3. The City shall assist with additional events if approved by the Parks and Recreation Advisory Board, KORC, and City Council.
4. The City shall develop and pay for a water filling station near the trailhead where a water connection exists no later than Spring 2019. The City shall charge water lines each Spring and drain water lines each Fall and keep a record of when the water meter is pulled each year.
5. The City shall install 3 signs identifying KORC's trailhead as part of an ongoing City-wide Wayfinding project. One City Park identification sign is to be located near the KORC parking

area, and 2 "trailblazer" signs will be installed on Paulson Rd, indicating that users should turn onto Whitetail Blvd to reach the trailhead.

6. The City shall provide and service one portable toilet at the KORC trailhead year-round

7. The City shall continue to maintain the North Jeep Road, with no snow removal in winter months to be expected. Currently, St. Croix County maintains the South Jeep Road; this arrangement has been made under a separate agreement.

B. KORC Responsibilities:

1. KORC shall notify the City of River Falls Operations Director at least one month in advance of events where the assistance described in Section A. of this agreement as needed.

2. KORC shall build and maintain its trail network by removing problematic vegetation, preventing and repairing trail erosion, and cleaning up fallen trees or other hazards. Enhancements and expansions must receive Parks and Recreation Advisory Board approval prior to implementation.

3. KORC shall provide an annual report to the City Parks and Recreation Advisory Board, including details such as trail use and attendance trends, proposed new trails or developments, a list of KORC events, and any operational issues and concerns.

4. KORC is responsible for maintaining their storage facility, as well as deciding and notifying the public regarding trail closures and re-openings.

5. KORC must provide any additional portable restrooms beyond the single portable toilet provided by the City if desired.

C. Joint Responsibilities:

1. The City and KORC shall contribute dollars with the intent of completing a structure that houses restrooms, changing rooms and water fountains, with the possibility of being designed as a storm shelter. The target date for construction of said structure is 2023. This item is included on the City's 2019-2023 Capital Improvement Plan.

2. The City and KORC shall maintain a positive working relationship and inform each other of any concerns, issues, or improvements that impact the operation of KORC.

5. General Provisions

A. Amendments. Either party may request the amendment of this MOU. Any changes, modifications, revisions, or amendments to this MOU that are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed and signed by both parties to this MOU.

B. Applicable Law. The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wisconsin.

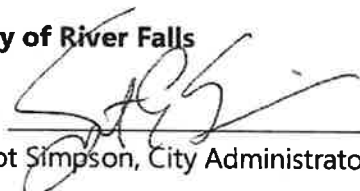
C. Entirety of MOU. This MOU represents the entire agreement between the parties concerning the property depicted in Exhibit 1. This MOU documents the past relationship between the City and KORC, and it represents the relationship of the parties going forward. The MOU shall not be binding until signed.

D. Severability. Should any portion of the MOU be determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and any of the parties may renegotiate the terms affected by the severance.

6. Opt-Out. This agreement shall be cancelled by either party, for any reason, upon 60 days written notification from one party to the other.

7. Signatures

City of River Falls

By: 
Scot Simpson, City Administrator

Kinnickinnic Off-Road Cyclists

By: 
Rick Cleary, President of Kinnickinnic Off Road Cyclists Board of Directors



MEMORANDUM

TO: Parks and Recreation Advisory Board
FROM: Erica Ellefson, Public Works Manager
DATE: August 10, 2023
TITLE: **Monthly Staff Report**

This staff report is specific to park maintenance activities.

I) Hoffman Park – Dumpster Surround, Parking, and Water Relocation

Parking has been of concern at Hoffman Park when there are events going on. Often times the parking lot is full and people are parking on grass or double parking. Staff reviewed where parking enhancements could be made and have started to investigate and take action to add up to twelve parking spaces.

The dumpsters located on the sidewalk next to the maintenance building have been removed because there were dumpsters on the Southeast side of the parking lot already. A concrete slab was installed by Streets Maintenance staff, lead by Joey Walen off the parking lot. To conceal the dumpsters, Irv Peskar and Joe Shemon installed a dumpster surround.

Staff are actively researching and working with contractors to move the campers water filling station away from the parks maintenance building and closer to the exit of the campground. Staff have witnessed large campers parking in the current no parking spots in front of the parks maintenance building to use the water filling station. The no parking area makes it possible for these large campers to fill with water, otherwise they would be double parking and would leave park go-ers parked in until they moved.

With the above changes all being accounted for, we believe that we could add up to twelve parking stalls. Note that in front of the dumpsters and the parks maintenance building will stay no parking M-F 7a - 3:30p so staff and waste management can access their needed areas.

II) DeSanctis Park – Trail Overlay, Garbage Cans, and Portable Toilet

Bids were awarded in July for the city-wide mill & overlay (M&O) project. Part of the bid award is a 1.5 inch overlay on the DeSanctis Park trails. An overlay was decided on to raise the trail to reduce the pooling water on low spots of the trail. There will be a pedestrian ramp installed at the corner of the parking lot entrance to cross Dry Run Rd. Lastly, the trail is going to be extended to the parking lot from where the trail Y's just south of the schoolhouse.

There will be a concrete slab installed by Streets Maintenance staff, lead by Joey Walen, where the Y trail extension will occur so the porta potty and garbage carts can be moved away from the schoolhouse. There will also be a garbage surround installed like the one installed at Hoffman Park to hide the garbage and porta potty.

As part of the project, Public Works staff are adding a bee-hive drain on the south side of the trail, adjacent to the parking lot. Adding the drain should allow for the water to drain away from the trail and into the small drainage area to the east, as designed.

All garbage cans along the trail will be removed so garbage trucks no longer drive on the trail, in addition to the concrete slabs to preserve the investment in the trail. Garbage cans will be placed at each main entrance of the park in addition to signage stating to 'pack in and pack out' your garbage.

III) Kinni and Hoffman Park Trails

Staff spent almost 2 weeks clearing the Kinni and Hoffman Park trails. This season's dry weather has allowed us to get some time in the trails for the first time in many years. I guess there is a silver lining to having a dry June.

Many of the trails were overgrown; they had low hanging limbs and downed trees. The trails also received a mowing on either side to cut back the encroaching grass and weeds. Joe Shemon, Parks Maintenance Worker used the toolcat with the brush cutter attachment, Jon Kusilek operated the tractor backhoe and mower, and Eric Viessman ran the chain saw.

I also reached out to the Scout group and asked if they would like us to clean up their trails in Hoffman like ours and they were appreciative of the offer and took us up on it. Per the agreement with the Scouts we are to maintain the trails. In the past, staff have maintained the trails and they were upset that we did too much clearing. There has been a change in leadership with the group so this could attribute to the change in opinion.

As part of the trail clearing project, we contracted with Brush Crushers to grind all the buckthorn The Prairie Enthusiasts removed over the last winter. Hauling out and chipping the buckthorn would have taken an entire week we believe, so having Brush Crushers come in and work for 3 hours was worth it. They even cleared a few openings along the trail for The Prairie Enthusiasts to stack the buckthorn they plan to remove this upcoming winter. The mulched buckthorn was put along the trail and in order to fill it in and make it easier to walk, staff brought down mulch from the

compost site and evened it all out. Eventually we want to put mulch along the entire Kinni trail system.

Below is an email I received from a resident:

“Thank you for the wonderful trail work your team has completed along the lower Kinni! This morning (after being out of town for a while) I got a first-hand view of the removal of overhanging trees/branches and the chipping work along the trail. The area I'm describing stretches from the lower dam to the Rocky Branch Tributary. I really appreciate the effort and maintenance of those particular trails! THANK YOU!!”.

IV) Baseball Association

I have reached out to the youth baseball association to set up a meeting to discuss their priorities for Hoffman Park fields so we can start planning upgrades to the site. As of today, they have not gotten back to me on a date to meet but said they would after the association met to discuss.

V) EAB Tree Removal in Parks

The emerald ash borer (EAB) assessment was finalized. The assessment included trees not only on City right of way (ROW) but also in the City's parks. Eric Viessman spent time with the City Forester reviewing the assessment and planning what trees to be removed, and which ones to treat. Ash trees with a 30% canopy loss or more are the trees that have been identified for removal. If there is more than a 30% canopy loss, the EAB has taken over the tree and the chemical treatments may not be successful. The overall hope is that the kill rate of the trees will stop with treatments, and we can prolong the life of the tree so we can budget and plan for removal over a ten-year period and not all within the next few years.

Ash trees have been removed in Collinswood Park and Larson Park by parks maintenance staff. Additional trees have been identified to be cut down, but those require the assistance of SAVATREE due to their large size. Budget permitting, we will be asking SAVATREE to remove the Ash trees identified to immediate removal in Glen Park and Hoffman Park in November/December. For every tree that is removed, we will be planting at least 1 tree in its place, and in some cases 2 where able.

VI) Playground installations

The new playground equipment for Collinswood, Sterling Ponds, Wells, and DeSanctis Parks are scheduled to be installed in September. Originally it was planned to have them scheduled in August, so the timeline has shifted slightly.

The Wells Park sidewalk project is not moving forward at this time and because of this, there is funding to pay for the concrete slab for the picnic shelter. This was going to be funded with parks operating budget but now that budget will be available to be spent on other parks maintenance needs.