



222 Lewis Street  
River Falls, WI 54022

Phone (715)425-0900  
FAX (715)425-0915

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**AGENDA**  
**PARKS AND RECREATION ADVISORY BOARD**  
**Wednesday, September 16, 2020**  
**5:15PM**

**The meeting will be held virtually and there will not be an in-person attendance option. The public can attend either via the weblink or call-in phone number below.**

WebEx Link for public attendees: <https://tinyurl.com/rfparksandrec09162020>  
Call-in phone number: 1-844-992-4726 Access Code: 132 202 9117

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

**APPROVAL OF AGENDA/MINUTES**

Minutes of March 11, 2020 and July 15, 2020 Park and Recreation Advisory Board Meeting

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

**NEW BUSINESS**

- 1. Staff update on COVID parks and recreation impact(s)**
- 2. City Forester position update**
- 3. Sterling Hill disc golf course proposal and efforts**

**OLD BUSINESS**

**ADJOURNMENT**

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

## Community Development Department

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



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**MINUTES  
JOINT MEETING OF  
PARK AND RECREATION ADVISORY BOARD AND  
HISTORIC PRESERVATION COMMISSION  
March 11, 2020 at 6:00 pm  
Training Room**

HPC Members Present: Heidi Heinze (Chair), Jayne Hoffman, Mark Anderson, Jeff Bjork, Pam Friede, Michael Page, Denton Anderson (arrived at 6:07)

HPC Members Absent: None

PB Members Present: Patricia LaRue (Chair), Sean Downing, Brandon Dobbertin, Brenda Gaulke, Jim Nordgren, Susan Reese

PB Absent: Melissa Pedrini

Staff Present: Brandy Howe, Cindi Danke, Mike Stifter, Jason Stroud

Others Present: Ben Fochs, 2529 Powell Avenue

### **CALL TO ORDER**

Meeting convened at 6:04 p.m.

### **APPROVAL OF HPC MINUTES OF FEBRUARY 19, 2020**

Bjork made a motion to approve the minutes.

M/Bjork, S/Friede – motion carried 6-0

### **APPROVAL OF PARK BOARD MINUTES OF FEBRUARY 19, 2020**

Reese made a motion to approve the minutes.

M/Reese, S/Gaulke – motion carried 6-0

### **PUBLIC COMMENTS**

Ben Fochs requested that the Park Board review the park master plans and work to complete updates as there is significant development around all three regional parks and they are each more than five years old. Reese reported that the Community Development Department has initiated a project to do just that.

Heinze reported that she received an email from Chad Smurawa from the River Falls School District asking if the Preservation Commission would be interested in taking a stone piece from the original academy building. She noted that the Commission is not the entity to take this on as they do not have

storage capacity, however, Jeff Bjork, who also represents the River Falls High School Alumni Association has indicated that they would be happy to take ownership of the item.

## DISCUSSION ITEMS

### 1. Glen Park

#### a. New Glen Park Pavilion opening day

Heinze announced that the new Glen Park pavilion opening day reception is scheduled for May 21<sup>st</sup> from 5:00 to 7:00 p.m. She asked the Park Board what the HPC could do to help out during the reception. Danke reported that a projector and screen will be available in the pavilion if the HPC is interested in providing a presentation. Danke did note that it can get fairly sunny in the pavilion at times, which may make it difficult to see the screen. Danke also mentioned that she is working on a schedule of speeches and other activities for the event.

#### b. Pavilion board images and captions

The HPC proposed to present each caption and then approve on any changes one by one so they can be finalized and ready to be sent to the fabricator.

- Swinging Bridge – no changes suggested. Friede made a motion to approve the caption as written. M/Friede, S/Page – passed 13-0.
- Zoo at Glen Park – no changes suggested. Friede made a motion to approve the caption as written. M/Friede, S/Page – passed 13-0.
- River Falls Improvement League – Hoffman proposed removing the sentence that begins with “In 1901, these women...”. Hoffman also suggested the next sentence read: “For over 25 years, they devoted their energies to maintenance and beautification efforts in the park and the River Falls community.” She also suggested switching the word “efforts” in the 7<sup>th</sup> line to “projects.” Bjork made a motion to approve the caption as edited. M/Bjork, S/Page – passed 13-0.
- Glen Park Pool and Bathhouse – no changes suggested. Friede made a motion to approve the caption as written. M/Friede, S/Page – passed 13-0.
- Glen Park Lodge – Hoffman suggested a change to the last line to delete “will” and change “serve” to “serves.” Friede made a motion to approve the caption as edited. M/Friede, S/Gaulke – passed 13-0.
- Summer Days – D. Anderson suggested adding “baseball” to the list of activities at the park. D. Anderson made a motion to approve the caption as edited. M/D. Anderson, S/Gaulke – passed 13-0.
- Glen Park – It was suggested that the second to last sentence be revised as follows: “Over time, playground areas, an ice rink, toboggan run, and bike and walking trails were added.” Friede made a motion to approve the caption as edited. M/Friede, S/Gaulke – passed 13-0.

The HPC then shared the images to accompany the above descriptions.

#### c. Postcards

Heinze reported that every year the HPC produces a postcard to distribute at the River Falls Days parade. This year, Mary Zimmerman, the City’s Communications Manager, had asked if

the pavilion images could be used to make either postcards or notecards as a giveaway for the grand opening of the pavilion. Howe updated her communications with Mary, indicating that she will likely be looking to create notecard packages featuring each of the seven images. Mary will work to secure permission to use the images in this way from Pierce County Historical Society, UWRF Archives, and Jayne Hoffman of the HPC. After some discussion on various options, Heinze asked for an endorsement of the use of the seven selected images for notecards. Reese made a motion to endorse. Brenda Gaulke seconded – passed 12-1.

**d. HPC slideshow/presentation**

It was determined that a presentation was not necessary as it was provided to the same group last year.

**e. The Glen interpretive sign**

Heinze reported that for the past few months the HPC has been working on a project to improve the Cascade Mill sign at Glen Park. The HPC then shared the image of the draft Glen interpretive sign (included in the agenda packet). The sign is proposed to have graphic images, including Sanborn map background, and be significantly smaller and mounted at an angle so a viewer can stand next to the sign and read it while also viewing the area of the park formerly known as The Glen. Heinze reported that it is the HPC's hope that this sign is the first of a series of "heritage" signs that will be created by the HPC and located throughout the historic parts of the downtown. There was some discussion about removal of some of trees in the area to enhance the view. Stifter noted that it may be a challenge to remove trees from the steep bank in the area. Further, if removed, the view is really of a house on the other side of the river, which isn't the effect that the HPC is hoping to achieve.

**2. Heritage Park**

Heinze reported that Heritage Park may be the next interpretive sign that the HPC works on after the Glen. Reese presented a 5-page, narrative poem that was written by Ed Peterson (Ursula Peterson's husband), a former long-time resident of River Falls regarding the planning and creation of Heritage Park.

**3. Partnership Opportunities**

No discussion.

**CALENDAR**

Next Historic Preservation Commission meeting is April 8, 2020.

Next Park and Recreation Advisory Board meeting is April 15, 2020.

**ADJOURNMENT**

Friede made a motion to adjourn at 7:03 p.m. Page seconded.

M/Friede, S/Page – motion carried 13-0



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**PARKS AND RECREATION ADVISORY BOARD MINUTES**  
**Wednesday, July 15, 2020 at 5:15 p.m.**  
**Glen Park Pavilion Patio**

**Members Present:** Patricia LaRue (Chair), Brandon Dobbertin, Brenda Gaulke, Jim Nordgren, Melissa Pedrini, and Susan Reese.

**Members Absent:** Sean Downing

**Staff Present:** Cindi Danke-*Recreation Manager*

**Others Present:** None

**CALL TO ORDER**

Meeting convened at 5:15 p.m.

**APPROVAL OF MINUTES**

MSC Gaulke/Norgren to approve the minutes of the February 19, 2020 Park and Recreation Advisory Board Meeting with corrections. Motion carried 6-0.

**PUBLIC COMMENTS**

The new pavilion at Glen Park is starting to be used for small gatherings and the feedback on the whole Glen Park design, splash pad, pathways, parking and pool has been extremely positive.

**NEW BUSINESS**

Discussed use of pavilion, splash pad and pool. Toured Glen Park to witness the users, including children and families at the splash pad, a fly-fishing class using the open field, swimming lessons at the pool, children playing on playgrounds, and other groups eating dinner at picnic tables or walking on the trail way. Parking seemed adequate and park was heavily utilized.

**OLD BUSINESS**

A grant was written for AARP, *Grants to make communities livable for people of all ages*. In total, they received 2,800 applications from communities nationwide. As such, the decision-making process was a difficult one, with many worthwhile organizations with inspiring projects vying for a limited amount of grant dollars. Unfortunately, our organization was not selected for funding at this time. The grant was written to improve the White Pathway for seniors, with a swinging bench and chess/checkers table.

We are looking into a playground matching grant to hopefully use in the new area at Glen Park.

Next agenda: Playground rules and Park Board meeting protocol and guidelines.

**ADJOURNMENT**

**MSC Nordgren/Dobbartin to adjourn the meeting at 6:30p.m. Motion carried 6-0.**

Respectfully submitted,

Cindi Danke, Recreation Manager

DRAFT



## MEMORANDUM

**TO:** Park and Recreation Advisory Board

**FROM:** Cindi Danke, Recreation Manager

**DATE:** September 16, 2020

**TITLE:** Staff Report

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1. **Report on COVID Parks and Recreation Impacts**

All activities for the spring session were cancelled. Some of summer activities were held. Swimming- three of our usual 6 sessions were held at Glen Park. Approximately 400 participants attended the three sessions of swim lessons. Lessons were spread out from 9am to 7pm with 15 minutes in between lessons for cleaning. Children needed to come, and leave dressed in swimsuits and only the bathrooms were open for use.

Parents were needed in water to assist from Parent/child to level two lessons, number of participants was limited to nine instead of the fifteen in past years. This turned the lessons into more one on one instruction with the parents in water instead of one instructor to five students in past year. Revenue for the lessons \$13,380. Cost of instructors \$13,157. Cost of maintaining the pool not included. Camps with mostly using Recreation staff or volunteers. Participants 202, revenue 8,330, Equipment and supplies cost \$5315.

Camping started the season late (May 25, instead of April 15<sup>th</sup>), but with a late start as of 9/1/2020 we have already received 21,000 with camping and dump station fees.

Shelter/Pavilion started out great before COVID but still with refunding fees thru June we still have received \$9,900 in revenue so far this year. Amenities people still use but no programs or revenue was received. Splash pad, playgrounds, picnic areas, ball fields, ball courts (volleyball, basketball, disc golf).

Fall/Winter activities indoors are still being worked out with School district.

2. **Memo and Resolution from Jason Stroud in packet**
3. **Sterling Hills Disc Golf Course Proposal and efforts**

#### **PROPOSED ACTION**

**To review the Sterling Ponds Disc golf course proposal.**

#### **BACKGROUND**

Attached is the 18-hole course map, a photo showing the property line on the hill, the 3-phase proposal for the initial build, and a progress report on the buckthorn and underbrush clearing (per hole).

The buckthorn removal/clearing is time sensitive and if not cleared this fall would be pushed back fall 2021. With that said, the longer we wait, the worse it becomes, and I do have people willing and ready to donate time (man hours) to help accomplish the clearing this fall (2020).

As of now the group has not require any resources from the city. Clearing and building the course will be a very "hands on" effort by myself and the River Falls Disc Golf Club. All tools and resources will be provided by myself and volunteers. Baskets, signage, and Tee Pads would be funded by donations and hole sponsors.

Their goal is to receive approval from the park board to move forward with "Phase 2" of the 18-hole course proposal. This would require us to use gas powered brush saws, chain saws, and herbicide beginning in late October 2020 and through spring 2021. We would also be planting rye grass over approximately 3.29 acres on the hill (to help combat buckthorn regrowth and erosion).

After approval they will also be able to begin fundraising and collecting funds from hole sponsors for purchase of the baskets and materials for tee pads.

Once the course is completed garbage and recycling containers, and a portable bathroom on location would be requested. Addressing future parking would also be future discussion.

#### **CONCLUSION**

Staff recommends that the Park and Recreation Advisory Board make a recommendation to endorse the proposal and efforts being made by the River Falls Disc Golf Club.





## MEMORANDUM

**TO:** Park and Recreation Advisory Board

**FROM:** Jason Stroud, Assistant City Administrator

**DATE:** September 16, 2020

**TITLE:** Resolution Appointing Mike Noreen as City Forester

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### PROPOSED ACTION

Forward the enclosed resolution to City Council with a positive recommendation to approve the appointment of Mike Noreen as City Forester.

### BACKGROUND

The City has had a City Forester for over 30+ years to help manage and maintain the City's tree inventory and aiding the public by addressing citizen complaints, participating in Arbor Day activities, etc. Nate Croes was appointed as the City Forester in 2016 to replace Tony Steiner, who was set to retire in 2017. Nate had notified public works staff that he and his family were relocating out of state in August 2020 and that he would be leaving the City of River Falls organization.

In this role, approximately half of Nate's time was spent on forester duties and the other half was spent on public works maintenance duties.

### DISCUSSION

The sustainment of a 1.0 full time equivalent (FTE) employee assigned to the Forester role will not be included in the 2021-2022 operating budget submission; the position will be recommended as a 0.5FTE. Financial impacts of COVID have required the City to evaluate and modify several existing positions. Fortunately, the City's Conservation & Efficiency Coordinator, Mike Noreen, has interest in serving as the Forester and can have the capacity to do so. Noreen will serve as a

0.5FTE Conservation & Efficiency Coordinator, and as a 0.5FTE Forester. This is a comparable allocation to forester duties as when Croes was in the position.

Noreen has a background in private sector tree farming and landscaping. In addition, he studied forestry and natural resources management at UW-Stevens Point. For the past 10 years Noreen has assisted with the Arbor Day tree planting, buckthorn removal, tree power, earth day events, etc. Noreen is integrated in the City organization and in the community. There are also many synergies between the forester role and Noreen's current Powerful Choices role(s). Both the previous forester, Nate Croes, and Operations Director Mike Stifter indicated that Noreen would be a good choice and City leadership believes he will be successful.

### **CONCLUSION**

Staff recommends that the Park Board forward the enclosed resolution to City Council with a positive recommendation to approve the appointment of Mike Noreen as the City Forester.



**RESOLUTION NO. ###**

**RESOLUTION APPOINTING MIKE NOREEN  
AS CITY FORESTER**

**WHEREAS**, the City of River Falls has for the last 30 plus years had a City Forester; and

**WHEREAS**, the former City Forester, Nate Croes, has relocated and stepped down from the position after 5 years of service; and

**WHEREAS**, Mike Noreen, a current employee of the City, has the requisite knowledge, skills and abilities to assume the duties of City Forester; and

**WHEREAS**, the appointment of Mike Noreen as the City Forester is supported by the City's public works operations director, utility director and city administrator; and

**WHEREAS**, the Parks and Recreation Advisory Board, at their September 16, 2020 meeting, reviewed and recommended the appointment of Mike Noreen as City Forester be approved by City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council for the City of River Falls hereby appoints Mike Noreen as City Forester.

Dated this 22<sup>nd</sup> day of September 2020.

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Dan Toland, Mayor

ATTEST:

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Amy White, City Clerk

## **Sterling Hill Disc Golf Course Proposal 18 Hole Design**

### **Phase 1/Establish Walking Paths(1-3 months/Summer 2020)(COMPLETE)**

- Map and mark preliminary course design.
- Establish walking paths from T-Pad to Basket locations and between holes.
- Clear underbrush 5'-10' wide on all paths.
- Cut and clear buckthorn and saplings on all paths.
- Remove downed/dead trees crossing all paths.
- Assess preliminary design, and adjust paths when necessary.

-(Note)Buckthorn removal would be an ongoing process that would last the lifetime of the course(1-5 years for initial removal).

**Cost \$100-\$300**

**Man Hours 30-40**

### **Phase 2/Clearing fairways/Initial Build(12-18 months/Fall 2020-Spring 2022)**

- Widen paths out to fairway perimeters between T-Pad and Basket locations to create fairways.
- Cut, poison, and remove buckthorn and saplings on all fairways.
- Remove downed/dead trees on all fairways.
- Plant grass and allow to grow for a full season.
- Remove larger trees deemed to be an obstruction for fair play within the fairways.
- Install Baskets.
- Install temporary T-Pad markers.

-(Note)Fairway buckthorn removal would be a 2 step process.

1. Initial cut and clear(spring/summer/fall).
2. Cut and poison(late fall).

**Cost \$4,500-\$7,200**

**Man Hours 144-192**

### **Phase 3/T-Pad and Signage Install(6-12 months/Spring2023)**

- Install 9 T-Pads.
- Install T-Pad and navigation signage.

**Cost \$1,800-\$3,600**

**Man Hours 72-100**

**Total Time 2-3 years**

**Total Cost \$6,400-\$11,100**

**Sterling Hill Disc Golf Course  
Buckthorn Clearing Progress Report(8/17/20)**

**Total Square Feet-143,162(3.29 acres)  
Square Feet Cleared-53,707(1.23 acres)  
Square Feet Need Clearing-89,375(2.06 acres)**

**Hole 1**

Length-224' Width: Tee-24' Middle-32' Basket-40' 32'x224'=7,168sqft Cleared-7,168sqft Need Clearing-0sqft

**Hole 2**

Length-193' Width: Tee-24' Middle-30' Basket-35' 30'x193'=5,790sqft Cleared-5,790sqft Need Clearing-0sqft

**Hole 3**

Length-270' Width: Tee-24' Middle-32' Basket-53' 37'x270'=9,990sqft Cleared-2,700sqft Need Clearing-7,290sqft

**Hole 4**

Length-243' Width: Tee-21' Middle-36' Basket-36' 31'x243'=7,533sqft Cleared-2,430sqft Need Clearing-5,103sqft

**Hole 5**

Length-222' Width: Tee-22' Middle-43' Basket-45' 31'x224'=8,214sqft Cleared-2,664sqft Need Clearing-5,550sqft

**Hole 6**

Length-140' Width: Tee-18' Middle-24' Basket-33' 25'x140'=3,500sqft Cleared-2,100sqft Need Clearing-1,400sqft

**Hole 7**

Length-242' Width: Tee-18' Middle-44' Basket-34' 32'x242'=7,744sqft Cleared-2,420sqft Need Clearing-5,324sqft

**Hole 8**

Length-290' N/A No buckthorn clearing

**Hole 9**

Length-280' Width: Tee-22' Middle-54' Basket-32' 36'x280'=10,080sqft Cleared-3,360sqft Need Clearing-6,720sqft

**Hole 10**

Length-300' Width: Tee-16' Middle-83' Basket-45' 48'x300'=14,400sqft Cleared-7,350sqft Need Clearing-7,050sqft

**Hole 11**

Length-270' Width: Tee-24' Middle-48' Basket-54' 42'x270'=11,340sqft Cleared-2,700sqft Need Clearing-8,460sqft

**Hole 12**

Length-298' Width: Tee-20' Middle-50' Basket-33' 35'x298'=10,430sqft Cleared-2,980sqft Need Clearing-7,450sqft

**Hole 13**

Length-250' Width: Tee-24' Middle-40' Basket-50' 38'x250'=9,500sqft Cleared-3,000sqft Need Clearing-6,500sqft

**Hole 14**

Length-253' Width: Tee-22' Middle-40' Basket-37' 33'x253'=8,349sqft Cleared-2,530sqft Need Clearing-5,819sqft

**Hole 15**

Length-202' Width: Tee-25' Middle-34' Basket-50' 37'x202'=7,474sqft Cleared-2,020sqft Need Clearing-5,454sqft

**Hole 16**

Length-290' Width: Tee-24' Middle-36' Basket-44' 35'x290'=10,150sqft Cleared-2,900sqft Need Clearing-7,250sqft

**Hole 17**

Length-140' Width: Tee-20' Middle-36' Basket-40' 32'x140'=4,480sqft Cleared-700sqft Need Clearing-3,780sqft

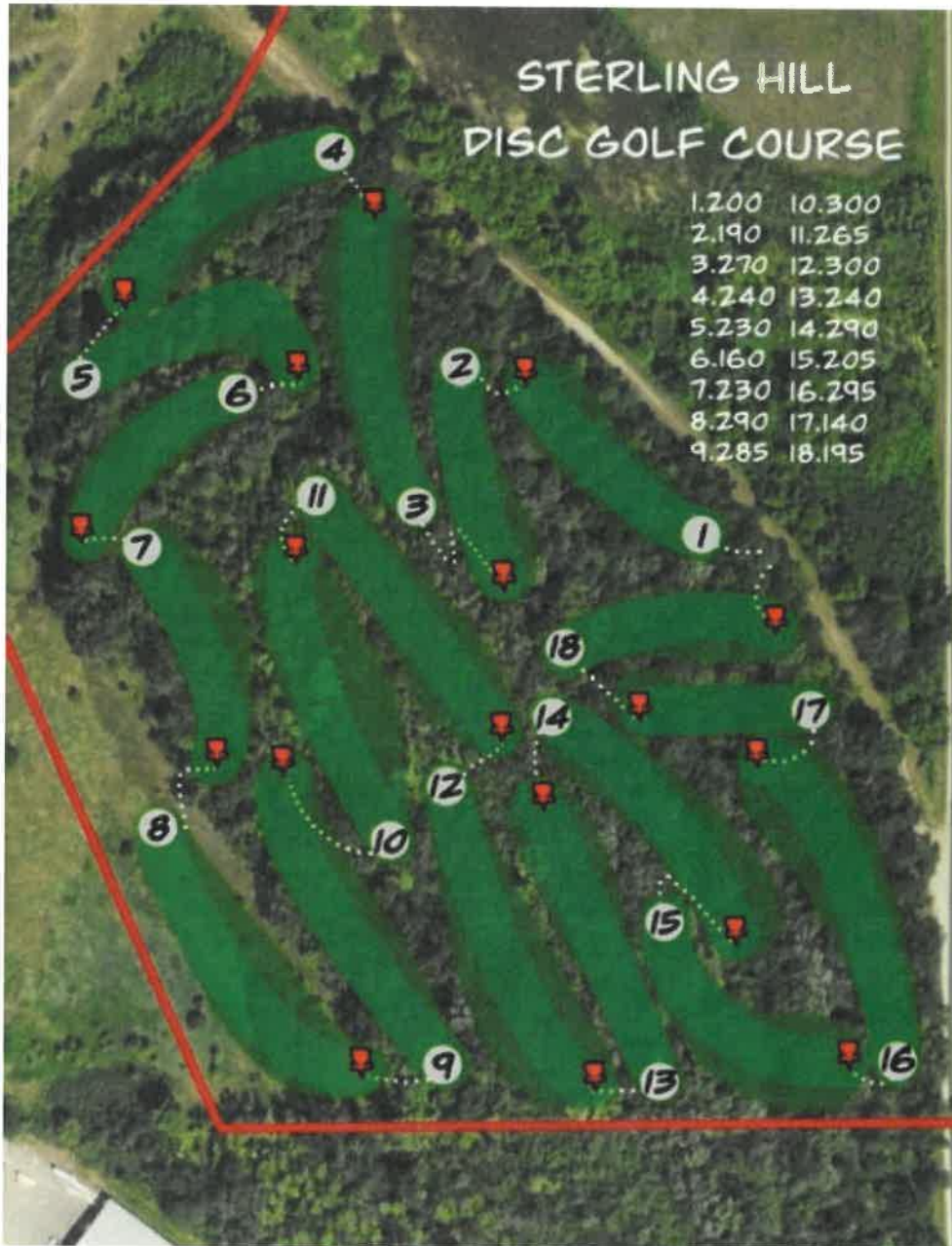
**Hole 18**

Length-195' Width: Tee-20' Middle-36' Basket-50' 36'x195'=7,020sqft Cleared-975sqft Need Clearing-6,045sqft

\*\*Clearing" refers to buckthorn and underbrush cut down to 1'-3' stumps

# STERLING HILL DISC GOLF COURSE

1.200	10.300
2.190	11.265
3.270	12.300
4.240	13.240
5.230	14.290
6.160	15.205
7.230	16.295
8.290	17.140
9.285	18.195





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276-1108-01-991  
909

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OUTLOT 1

BLOCK 1

LOT 1  
276-1106-30-000  
804

LOT 1