



COMMUNITY DEVELOPMENT DEPARTMENT

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

**Phone (715)425-0900
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**AGENDA
PARKS AND RECREATION ADVISORY BOARD
Wednesday, October 16, 2019
Glen Park Pavilion 5:15PM**

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

APPROVAL OF AGENDA/MINUTES

Minutes of September 19, 2019 Park and Recreation Advisory Meeting

PUBLIC COMMENTS – Non-Agenda Related Topic

NEW BUSINESS

- 1. City Outdoor Recreation plan**

OLD BUSINESS

- 1. Shelter/Pavilion Rental Information-Recommendation**
- 2. Chapter 8.12-Nate Croes, City Forester**

ADJOURNMENT

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



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MINUTES

Wednesday, September 18, 2019 at 5:15 p.m.
City Hall Lower Level Training Room

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

Members Absent: None

Staff Present: Cindi Danke-*Recreation Manager*; Brenda Rundle-*Recreation Assistant*;
Amy Peterson-*Development Services Director*

Others Present: None

CALL TO ORDER

Meeting convened at 5:15 p.m.

APPROVAL OF MINUTES

MSC Reese/Dobbertin to approve the minutes of the August 21, 2019 Park and Recreation Advisory Board Meeting. Motion passed 7-0.

PUBLIC COMMENTS

Amy Peterson announced that Leadership River Falls raised enough money to purchase ten outdoor exercise stations for DeSanctis Park. The items are currently in storage at Public Works. They will be installed in early October. A ribbon cutting will be held Oct. 17 or 24, 2019; Leadership will provide the Board notice when the date is finalized.

Sean Downing would like to find out what improvement's residents around DeSanctis Park would like to see in DeSanctis Park in the future. Amy Peterson indicated the park is not currently on the City agenda and there are not funds available in the near future, but the outdoor recreation plan will be updated City-wide in the next two years. Amy will discuss it more with City staff and this can go on next month's agenda.

NEW BUSINESS

None

OLD BUSINESS

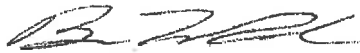
Cindi Danke shared information about shelter fees and rentals from 2018 and 2019. Park shelter rental fees, cancellation fees, deposit fees, and cleaning/damage policies were discussed at length. Park Board feels the non-resident fee should be much higher than the

current fee, which is \$15 higher than City residents, who pay taxes towards City parks. It was also discussed to possibly have a cancellation (prior to 14 days in advance) refunded (minus a fee) contingent upon the shelter being reserved by someone else. Park Board would like to add wordage indicating that renters may be invoiced an hourly fee for clean up if the renter does not leave the shelter in a clean and rentable condition. Damage would be invoiced as well. Perhaps the open shelters will have one cancellation fee and the enclosed shelters will have a higher cancellation fee. Park Board asked Cindi to write out some ideas to be discussed at the next Park Board meeting. Some numbers that were discussed were City resident half-day fees of \$70 for the Hoffman Park octagon, \$100 for the Hoffman Park storm shelter, and \$150 for the new Glen Park Pavilion, with rates double for non-residents. This will be discussed again next month, and City Council will decide on fees in the future.

ADJOURNMENT

MSC LaRue/Downing to adjourn the meeting at 6:08 p.m. Motion passed 7-0.

Respectfully submitted,



Brenda Rundle, Recreation Assistant

2020 Fee Structure for Shelters and Pavilions

Open-sided Shelters at Glen and Hoffman Parks - Resident fees: Half day \$30.00 Full day \$60.00
Non-Resident \$55.00/ 110.00 If there are no reservations, the open-air shelters are available for free on a first come, first served basis.

Hoffman Park Octogen Enclosed Shelter and DeSanctis Park School House – Resident: Half day \$50.00/Full day\$100.00; Non-Resident-Half Day \$75.00/Full Day \$150.00

Hoffman Park Storm Shelter - Resident Half day \$75.00/Full Day \$150.00; Non-Resident-Half Day \$100.00/Full Day \$200.00

Glen Park Pavilion – Resident Half Day \$125.00/Full Day \$250.00;
Non-Resident -Half Day \$150.00/Full Day\$300.00

Cancellation fee - Cancellations must be made at least two weeks prior to reservation date to receive a refund (minus the cancellation fee). The cancellation fee is \$5 for open shelters and \$40 for enclosed shelters. A refund for a cancellation made *within* two weeks of the reservation date (minus the cancellation fee) is contingent upon the shelter being reserved by someone else. Contact the Parks & Rec office to request a refund.

Shelters

Glen Park and Hoffman Park have shelter buildings that can be reserved after 8 a.m. on Jan. 2, 2020 for the current calendar year.

Click here to check [shelter availability](#) and see photos.

You may request a reservation at riverfalls.activityreg.com or email brundle@rfcity.org or cdanke@rfcity.org or call 715-425-0924.

Payment is due at the time of making the reservation (or within one week of making a reservation if paying by cash or check).

Renters will be invoiced for clean-up if the shelter is not left in a clean and rentable condition.

Clean-up instructions are listed in the enclosed shelters. Any damage will be invoiced as well.

Glassware is not allowed in the parks. No confetti or glitter in the shelters please. Only painter's tape may be used on walls. Nails, staples, glues, and tacks are prohibited in enclosed shelters.

Renters and their guests must follow all [park rules](#).

If you are having a keg or large quantities of alcohol, please contact the Parks & Rec office for a Keg Permit; a \$50 deposit will be required.

In case of severe weather emergency, the general public must be allowed to enter a storm shelter even when it is reserved by a private party.