

## Community Services Department

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



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### PARK AND RECREATION ADVISORY BOARD AGENDA OCTOBER 18, 2023, at 5:30 p.m. CITY HALL TRAINING ROOM

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

Minutes of the September 20, 2023 meeting.

#### PUBLIC COMMENTS – Non-Agenda Items

#### ACTION ITEMS

1. Mann Valley Parkland Dedication

#### DISCUSSION ITEMS

#### STAFF REPORTS

1. Parks
2. Recreation

#### CALENDAR

The next Park and Recreation Advisory Board meeting will be November 15, 2023 at 5:30 p.m. in the City Hall Training Room.

#### 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 10/13/2023

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### PARK AND RECREATION ADVISORY BOARD MINUTES SEPTEMBER 20, 2023, at 5:30 p.m. CITY HALL TRAINING ROOM

#### CALL TO ORDER

Meeting convened at 5:30 p.m.

#### ROLL CALL

**Members Present:** Patricia LaRue (chair), Scott Morrissette (Council Rep), Brandon Dobbertin, Brenda Gaulke, and Melissa Pedrini.  
**Members Absent:** Matt Janquart and Natasha Schaefer.  
**Staff Present:** Brenda Rundle-Recreation Assistant, Erica Ellefson-Public Works Manager, and Amy White-Community Services Director/City Clerk.  
**Others Present:** Sean Downing and Matt Uetz.

#### APPROVAL OF MINUTES

**MSC Gaulke/Morrissette to approve the minutes of the August 16, 2023 Park and Recreation Advisory Board Meeting. Carried 5-0.**

#### PUBLIC COMMENTS – Non-Agenda Items

Matt Uetz would like to know why DeSanctis Park is not being mowed.

#### REPORT ITEMS

1. City Forester Mike Noreen shared a slideshow with updates about the Emerald Ash Borer (EAB) plan. The beetles will kill all ash trees within about five to seven years. The trees can only be saved if they have greater than 60% canopy. The City has 1,451 public ash trees (plus private ones as well). 57% of ash trees in River Falls are considered to be infected with EAB. In 2023, it was recommended that 730 should be removed and 721 could be retained and treated. 360 ash trees were treated in 2023 on the east side of the river. The City plans to treat the remaining 350 trees on the west side in 2024. Trees will be re-evaluated in 2025. It costs about \$1,000 to remove a tree and an average of \$75 to treat a tree. A 2023 DNR grant of \$23,400 helped evaluate, purchase chemicals, and hire summer labor. Mike will apply for the grant again for 2024. The City buys \$50 trees each spring and keeps them in a gravel bed.

#### DISCUSSION ITEMS

2. Amy White included a memo about park shelter reservations. The online reservation system is going well. The fees seem to be in line with surrounding communities. The fee schedule will be forwarded to City Council. One member questioned if the Glen Park Pavilion should cost more for non-residents. Staff recommends keeping Glover Station Schoolhouse closed during the winter, and park board agreed.

#### STAFF REPORTS

3. Public Works report - Manager Erica Ellefson said the new playground equipment was installed at Collins, Wells, DeSanctis, and Sterling Ponds Parks. The fall protection mulch

went in today. Wells Park also received a large concrete slab for a picnic shelter that holds four picnic tables. A grill will be added to Wells Park as well. DeSanctis Park received a trail overlay. The garbage and recycling cans and portable toilet were moved a bit west to a new concrete slab, and a composite decking surround will be added. People can use garbage cans at each end of the park as well; there are signs indicating to "Pack In, Pack Out." Keeping garbage trucks off the new trails will prolong the investment. The vinyl lettering has arrived to put up a sign at Glover Station schoolhouse. The pool closed August 27 and the splash pad closed September 17. The splash pad motor needs to be replaced. Since the departure of the Assistant City Administrator, the Public Works Manager now reports to the Utility Director. Kudos from a resident was shared.

4. Recreation report - spring/summer recreation went well for the season, camping is still going well, and she included a history of Glen Park Pool attendance over the years.

#### **ADJOURNMENT**

**MSC Dobbertin/Pedrini to adjourn the meeting at 6:25 p.m.**

#### **CALENDAR**

The next Parks and Recreation Advisory Board meeting will be October 18, 2023 at 5:30 p.m. in the City Hall Training Room.

Respectfully submitted,



Brenda Rundle  
Customer Service Representative

# Community Development Department

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## MEMORANDUM FOR THE PARKS AND RECREATION ADVISORY BOARD OCTOBER 18, 2023

**ITEM:** Parkland Dedication for the Mann Valley Plat  
**APPLICANT:** City of River Falls  
**OWNER:** City of River Falls  
**LOCATION:** County Highway U and County Highway M  
**STAFF:** Emily Shively, Assistant Director of Community Development

### INTRODUCTION

Whenever a parcel of land is developed which involves any division of land by a certified survey map (CSM) or subdivision plat, a portion of the land or a fee is required for park dedication per [Sec. 16.20.010](#). If land for parks, playground, recreation, or open space purposes is not shown on the official map or in the Comprehensive Plan in the development area, the City can collect a dedication fee in lieu of land.

### BACKGROUND

One of the next steps in the implementation of the Mann Valley Corporate Park is to plat the area to create lots for development consistent with the Master Plan. There are no areas for future parks shown on the Official Map or Comprehensive Plan in this location.

#### *Location Map*





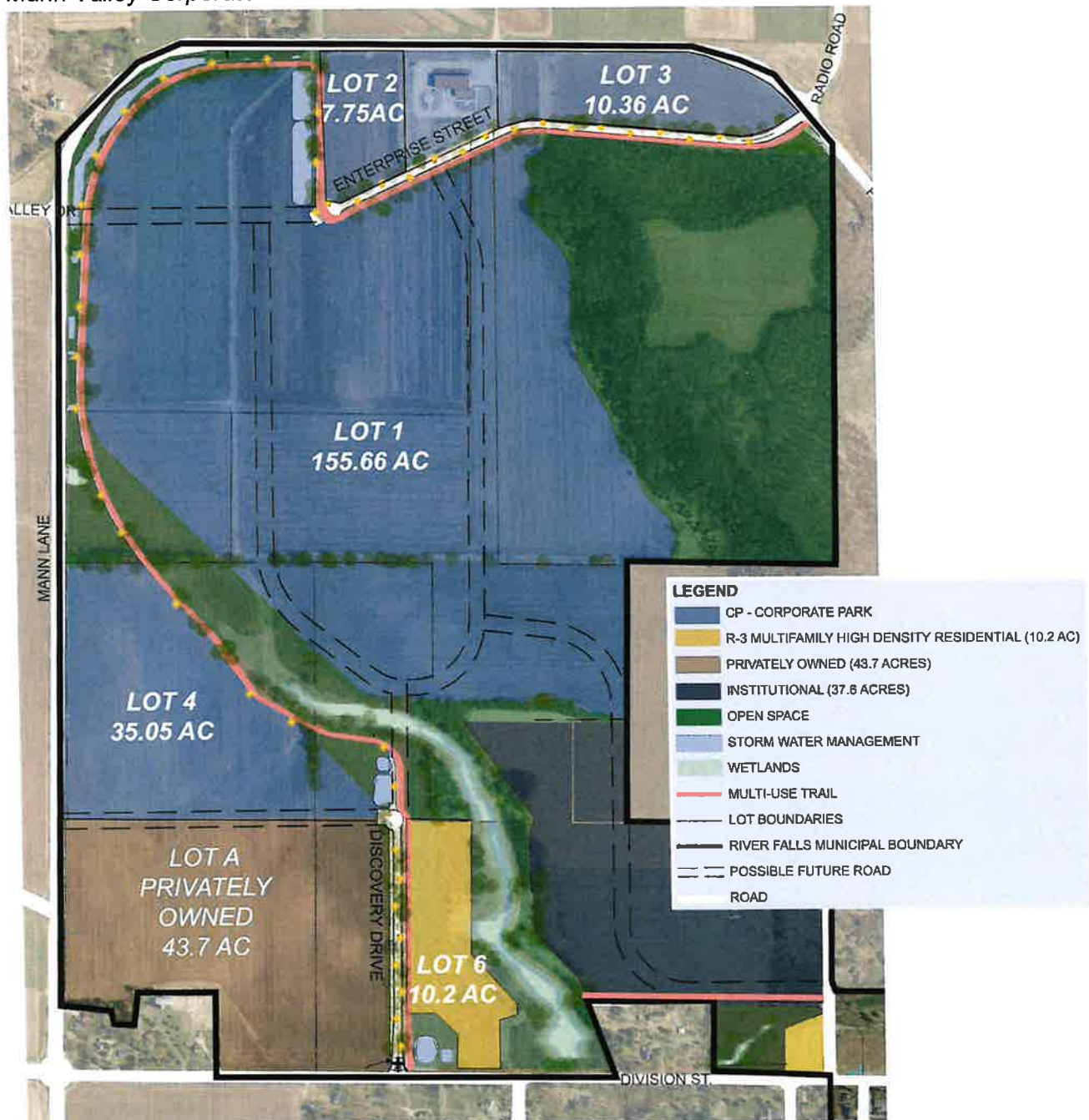
## ANALYSIS

The Mann Valley Corporate Park Plat will create four lots for future development as well as a new roadway, outlots for stormwater, and a large outlot for the existing mound on the property. The mound area will remain open space and a new trail will connect through the Corporate Park.

As there are no new parks identified for this area, staff is recommending that future development contribute cash in lieu of land dedication. The amount of park dedication will be determined based on the proposed development following the formula in the Fee Schedule:

- Commercial/Industrial: \$1,000 up to 5,000 sq. ft. gross floor area, plus \$100 for each additional 1,000 sq. ft. gross floor area

### Mann Valley Corporate Park Master Plan



**STAFF RECOMMENDATION**

Due to the open space being preserved and no future City parks identified in the location of the development, staff recommends approval of the collection of fees in lieu of parkland dedication based upon the square footage of the buildings at the time of development.

## MEMORANDUM

**TO:** Parks and Recreation Advisory Board  
**FROM:** Erica Ellefson, Public Works Manager  
**DATE:** October 11, 2023  
**TITLE:** **Monthly Staff Report**

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**This staff report is specific to park maintenance activities**

**I) Mowing Pilot in DeSanctis Park – Follow up from June Staff Report**

In the September Park and Recreation Advisory Board meeting, a citizen asked why the park is no longer being maintained/mowed in sections of the park. I had previously shared an update in the June 2023 staff report on a mowing pilot taking place in 2023. Staff piloted a change to turf maintenance in DeSanctis Park. Staff mowed the portions of DeSanctis Park that have high use (playground and surrounding green space, schoolhouse, and approximately 6 feet either side of paved trails) and left the spaces that are under-utilized to grow free. Only mowing utilized green space allows the City to maximize staff and equipment resources. Additionally, letting the under-utilized areas free to grow supports pollinators and other wildlife.

The park spaces that were designated no mow were cut back for the season the week of October 9, 2023.

The map below highlights the mowing plan for DeSanctis Park. The black dots identify the no mow areas.





**II) DeSanctis Park – Glover Station Decal Installation**

The window decal under the front step awning was installed at the end of September at the schoolhouse located in DeSanctis Park. There were 2 decals that were given to us for installation. The second decal will be kept at Public Works for future replacement.





**III) DeSanctis Park – Porta Potty and Garbage Cart Surround**

The porta potty and garbage surround at DeSanctis Park was installed on October 11, 2023. Service access to the porta potty and garbage carts will be available from the west side of the surround. Park goers will be able to see and access the porta potty and garbage from the trail or it can be accessed by walking through the parking lot around the side of the surround like service companies would.

**Irv Peskar, Parks Lead constructing the porta potty and garbage cart surround.**



**IV) DeSanctis Park – Accessible parking stalls**

With the alignment of the entrance to the schoolhouse to the parking lot and enlarging the ped ramp, staff are reviewing accessible parking in the lot. Currently the accessible parking spot is on the far east side of the lot and the loading/unloading area is on the driver's side. Standard is for the loading/unloading zone to be on the passenger side so a ramp can be deployed to load/unload wheelchairs. To allow for enhanced wheelchair access, staff are proposing to move the accessible parking spot to the west of the loading zone and convert the previous accessible parking spot to regular parking or add a second spot to the west of the loading zone. Staff's preference is to add a second accessible parking spot to the parking lot.

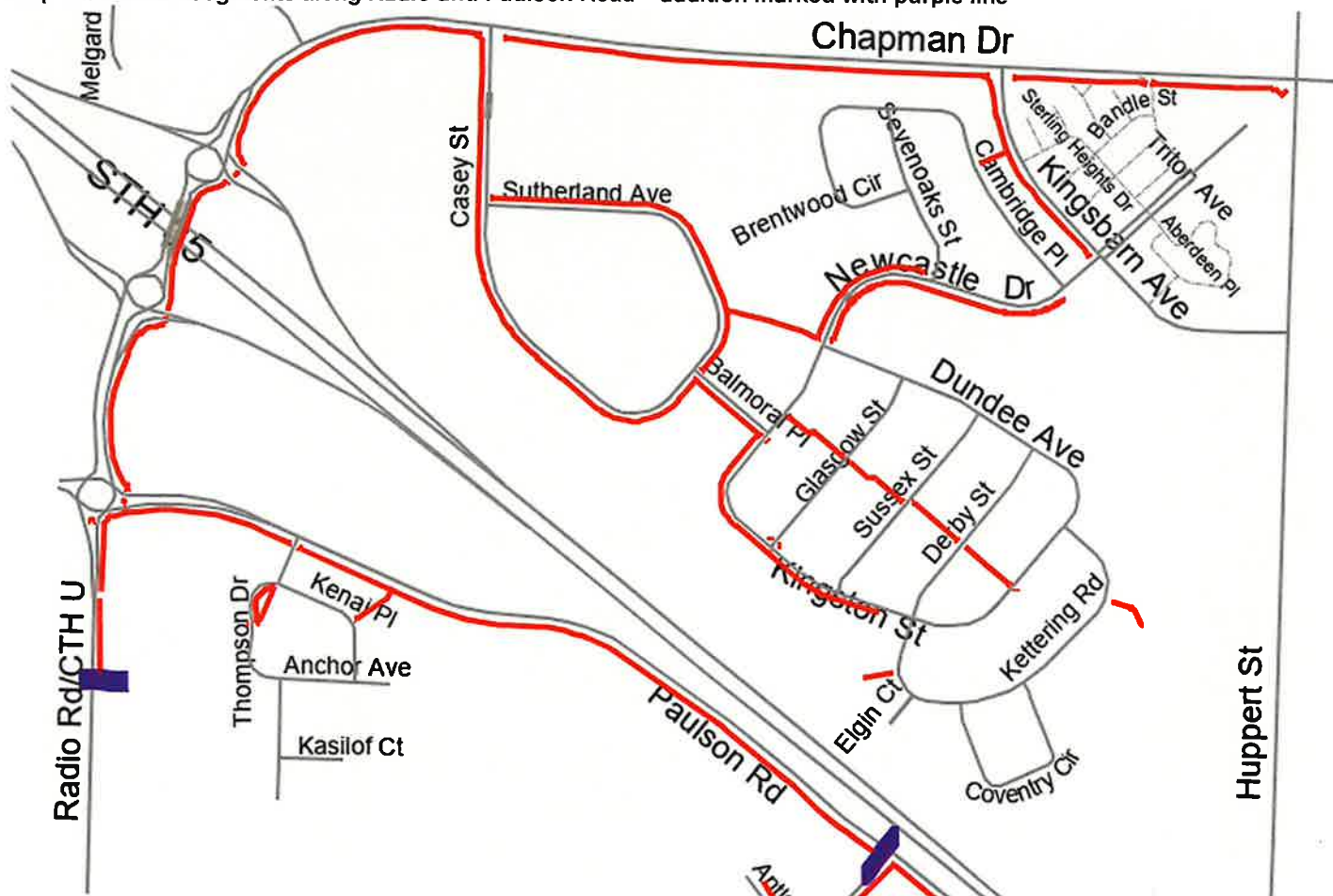
DeSanctis Park parking lot showing current accessible parking.



### V) New Trail Segment off Paulson Rd

An additional .85 mile of trail segment was added adjacent to Radio and Paulson Roads, connecting Sterling Ponds to the rest of the city trails. This stretch of trail is going to be maintained by our snow removal contractor who already does snow removal in Whitetail Ridge and Sterling Ponds Corporate Parks. The trail segment is also connecting Thompson Heights and The Current, which are both new housing developments.

Map of new trail segments along Radio and Paulson Road – addition marked with purple line







## MEMORANDUM

**TO:** Parks and Recreation Advisory Board  
**FROM:** Cindi Danke, Recreation Manager  
**DATE:** October 18, 2023  
**TITLE:** **Monthly Staff Report**

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**This staff report is specific to recreation/camping activities.**

1. Hoffman Park Camping - Campground closes October 31. Revenue is currently \$52,837.
2. Reviews on new playground equipment has been very positive, of course ever park who has been updated is asking when they will be. Staff will need to look at funding and perhaps do survey for future improvements.
3. School gyms are being reserved community use for youth basketball, volleyball, wrestling, adult volleyball, basketball and pickleball.