



222 Lewis Street
River Falls, WI 54022

Phone (715)425-0900
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AGENDA
PARKS AND RECREATION ADVISORY BOARD
Wednesday, February 15, 2023 at 5:15 p.m.
City Hall Training Room

5:15 p.m. CALL TO ORDER

APPROVAL OF MINUTES

Approval of minutes from January 18, 2023 of Park and Recreation Advisory Board Meeting

PUBLIC COMMENTS – Non-Agenda Items

1. Introduction of new Public Works Manager, Erica Ellefson

DISCUSSION ITEMS

ACTION ITEMS

1. Park play structure additions and replacement plans for Wells Park, Collins Park, DeSanctis Park and Sterling Ponds Park
2. Thompson Heights- Parkland Dedication Discussion
3. The Current-Parkland Dedication Discussion
4. Change of March meeting date -HPC/Park Board Joint meeting Wednesday March 8th at 6PM-Training room.

CALENDAR

Next Parks and Recreation Advisory Board meeting March 8, 2023 with HPC Members

ADJOURNMENT

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.

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

Post: City Hall/Library/Police Department Bulletin Boards 2/10/2023



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PARKS AND RECREATION ADVISORY BOARD MINUTES
Wednesday, January 18, 2023 at 5:15 p.m.
City Hall Training Room

Members Present: Patricia LaRue (chair), Brandon Dobbertin, Brenda Gaulke, Matt Janquart, and Melissa Pedrini.

Members Absent: Alyssa Mueller (Council Rep) and Natasha Schaefer.

Staff Present: Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant; and Amy White-Administrative Services Manager/City Clerk.

Others Present: Andrew Reese and Sean Downing.

CALL TO ORDER

Meeting convened at 5:15 p.m.

APPROVAL OF MINUTES

MSC Pedrini/Gaulke to approve the minutes of the December 14, 2022 Park and Recreation Advisory Board Meeting. Carried 5-0.

PUBLIC COMMENTS – Non-Agenda Items

None

DISCUSSION ITEMS

1. Andrew Reese updated Park Board about the Sterling Hill Disc Golf Course. It has been about five years since he and a group of disc golfers first approached the Park Board about creating a second disc golf course in River Falls. (The first being at Hoffman Park.) It will be an 18-hole disc golf course located on a hill on 13 acres in the Sterling Ponds Park area. Since mapping and approvals, they raised nearly \$12,000.00 from 24 sources for hole, bench and basket sponsors. They cleared about 4 acres of buckthorn by hand. There have been 27 volunteers plus Andrew that put in 1,770 hours of volunteer work since April 2020. During the summer 2022, 18 tee pads were installed (artificial turf on a frame), 18 baskets were installed, and 18 benches were constructed. These items were all carried up the hill by hand (no vehicles or 4-wheelers). They continued clearing buckthorn and spread 1,150 lbs. of a low-growing, no-mow grass seed and 1,025 lbs. of fertilizer. Signage will be added, and a map will be created. He is speaking with Engineering about parking along Old Jersey Road. Depending on weather, the course should open in the spring. It will free and open to the public during daylight hours. At this time, alcohol is not allowed in Sterling Ponds Park. The club will be responsible for maintenance for five years after it opens. A kiosk, garbage can, portable toilet, picnic tables, and parking signage should be added. Buckthorn will be an on-going removal project. He shared two time-lapse videos showing the creation of the new disc golf course. He will be creating a documentary about it as well.

2. Cindi Danke updated Park Board that 81 shelter reservations were made in the first two days of January comparable to 41 the first two days last year. Year to date, there has been a total of over \$18,000.00 in shelter reservations. Winter rentals of Glover Station School may need to be discussed in the future to prevent snow/salt/sand damage to the hardwood floor.
3. The Focus River Falls Outdoor Recreation Plan update was attached to the agenda.

ACTION ITEMS

1. Park Board was asked to review the Hoffman Park Campground rules and the online reservation information and the memo that was attached to the agenda.

CALENDAR

The next Parks and Recreation Advisory Board meeting will be February 15, 2023.

ADJOURNMENT

MSC Gaulke/Dobbertin to adjourn the meeting at 6:28 p.m.

Respectfully submitted,



Brenda Rundle
Customer Service Representative



MEMORANDUM

TO: Park and Recreation Advisory Board

FROM: Amy White, Community Services Director/City Clerk

DATE: February 15, 2023

TITLE **Park play structure additions and replacement plans for Wells Park, Collins Park, DeSanctis Park and Sterling Ponds Park.**

RECOMMENDED ACTION

Approve the park play structure additions and replacement plans for Wells Park, Collins Park, DeSanctis Park and Sterling Ponds Park as outlined in this memo and forward to City Council for approval.

BACKGROUND

On June 14, 2022, City Council passed a resolution approving the use of the American Rescue Plan Act (ARPA) funding for park improvements to include the additions to or replacement of current play structures in the amount of \$106,700. Staff focused on the Capital Improvement Plan (CIP) to identify uses for ARPA funding because the CIP is comprised primarily of one-time projects for which one-time funding is appropriate. Staff also focused on the CIP because it extends through 2026, which is also the deadline for spending ARPA funds.

DISCUSSION

Staff evaluated park needs and identified Wells Park, DeSanctis Park, Collins Park and Sterling Ponds Park as the 2023 park update focus. The parks will each receive updated play equipment as outlined below.

Wells Park

The existing play structure will be replaced with a nucleus intensity modular structure, including the shade canopy. In addition, a swing set, including a tot swing and inclusive swing, a comet spinner and orb rocker are scheduled to be installed just adjacent to the new structure (photo below).



This park plan update includes a standalone shade structure similar to the photo below. A concrete slab will be poured to secure the structure and provide space for a picnic area.



DeSanctis Park

The existing play structure will remain. The plan is to place the new additional apparatuses slightly uphill from the current play structure. This area was selected due to grade and necessary leveling to make the project happen. The additional apparatuses include a swing set, including a tot swing and inclusive swing (similar to the set included in the Wells Park rendering) and a wobbly web (photo below).



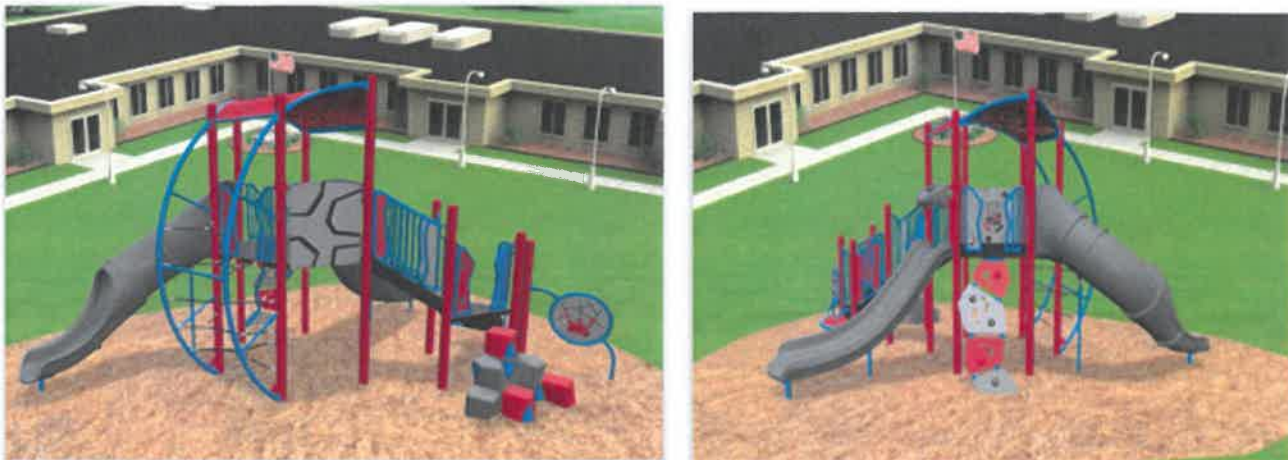
Collins Park

The existing play structure will be replaced with a Synergy modular structure. In addition, the installation of a swing set, including a tot swing and inclusive swing, is scheduled to be installed just adjacent to the new structure (photo below).



Sterling Ponds Park

The existing play structure will remain. The planned addition includes a Nucleus modular structure which will be placed adjacent to the existing structure (photo below). The structure selected will enhance the current play structure and stay in theme of what is currently in place. The selected structure is new to the company and may need some modifications at the time of purchasing and/or installation, however, this will not affect the quote.



FINANCIAL CONSIDERATION

Quotes were provided to staff from Lee Recreation, LLC, a longtime supplier of the City’s recreation equipment, including most the current play structures in City parks. The quotes include all necessary materials to complete each structure, delivery, and installation. The concrete pad for the Wells Park shade structure is budgeted in the approved 2023 Park operating budget. The table below outlines the play structure project costs and funding sources.

USES		SOURCES	
Wells Park	\$75,683	ARPA Funds	\$11,700
		TID 15	\$63,983
DeSanctis Park	\$17,764	ARPA Funds	\$17,764
Collins Park	\$35,695	ARPA Funds	\$35,695
Sterling Ponds Park	\$43,418	ARPA Funds	\$16,305
		TID 10	\$27,113
Total	\$172,560	Total	\$172,560

CONCLUSION

By motion, approve the park play structure additions and replacement plans for Wells Park, Collins Park, DeSanctis Park and Sterling Ponds Park as outlined in the memo and forward to City Council for approval.

Community Development Department

222 Lewis Street
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MEMORANDUM FOR PARK BOARD FEBRUARY 15, 2023

ITEM: Parkland Dedication Fee for Thompson Heights
APPLICANT: Derrick Custom Homes, LLC
OWNER: Derrick Custom Homes, LLC
LOCATION: Radio Road at Paulson Road
STAFF: Sam Burns, Planner

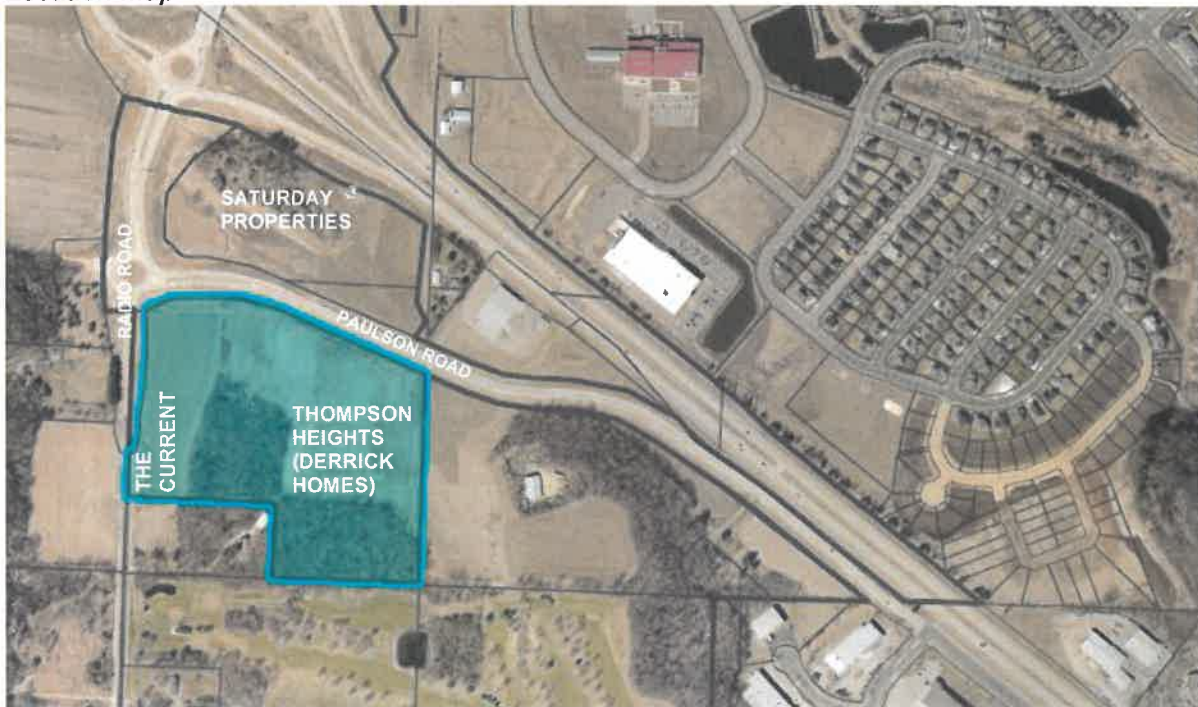
INTRODUCTION

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

Derrick Homes, LLC have submitted a Planned Unit Development (PUD) and Final Plat application for an 86-unit twin home development. The proposed development is located on the southeast corner of the recently annexed Thompson Family property. There are no areas for future parks shown on the Official Map or Comprehensive Plan in this location.

Location Map



ANALYSIS

The applicant is providing community open space and recreation amenities in the form of a mowed natural trail along wetlands in the development, trail connections to nearby Paulson Rd and a tot lot in the center of the development that will be constructed and maintained by the Homeowners Association (HOA). The community amenities provided are in exchange for side-yard setback flexibility and are part of the PUD application. The community amenities are not a substitute for parkland dedication.

The fee schedule lists the parkland dedication fee as \$780 per residential unit. The applicant is proposing 86 twin-home units. The total parkland dedication for the Thompson Heights development would be \$67,080.

Thompson Heights Site Plan



STAFF RECOMMENDATION

Due to the amenities being added as a result of the PUD 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, a total of \$67,080 for the Thompson Heights development.

Community Development Department

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MEMORANDUM FOR PARK BOARD FEBRUARY 15, 2023

ITEM: Parkland Dedication Fee for The Current
APPLICANT: Capital Investment Partners (CIP)
OWNER: Derrick Custom Homes, LLC
LOCATION: Radio Road at Paulson Road
STAFF: Kendra Ellner, Planner

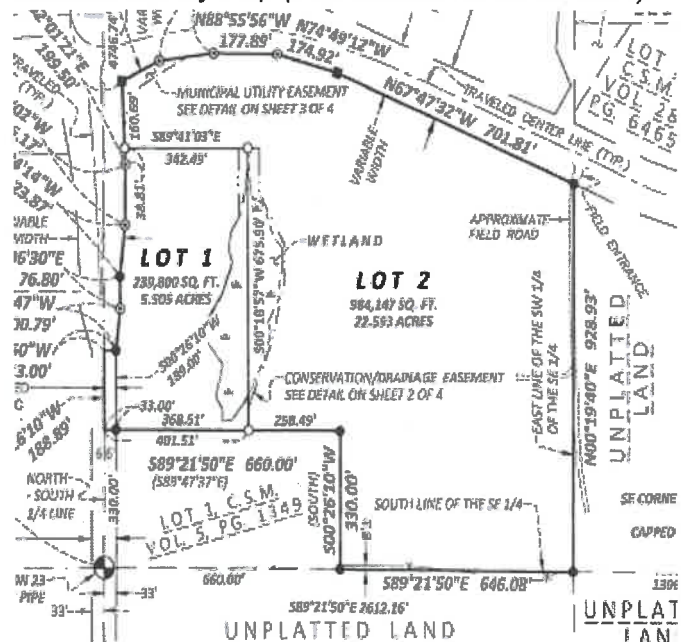
INTRODUCTION

Park Dedication fees are required whenever a development is involved in any division of land. According to [Section 16.20](#) of the municipal code, the developer will be required to dedicate land for parks, playgrounds, or other open space purposes equal to 10% of the gross area of the property or as cash in lieu at building permit.

BACKGROUND

The development proposal called The Current is a new 106-unit multi-family development project located at the southeast corner of Paulson Rd and Radio Rd (see location map below and attached Certified Survey Map). This project will develop 5 acres of the recently approved Thompson annexation. There are no areas for future parks shown on the Official Map or Comprehensive Plan in this location.

Location Map (subject property outlined in blue) Certified Survey Map (The Current will be on Lot 1)



ANALYSIS

The developer has requested flexibility in regard to the 1:1 open space requirement for approximately .57 acres less than required for the development project. In return for the open space flexibility, the developer has been required to provide new trail access on Radio Road and a nature trail around the wetland in order to connect to surrounding developments and pathways in the area. In addition, the developer will also be providing many high-quality amenities on site including a tot lot, pet park and fitness center for residents. However, these residential amenities are not a substitute for parkland dedication.

Therefore, the park dedication fee has been recommended to be paid as cash in lieu at building permit to accommodate the additional demand for park maintenance, amenities, and accessibility in the community. This park dedication fee can be utilized for any park, recreation, or open space in the community, upon discretion of the Park and Recreation Advisory Board or Council. According to the municipal code and fee schedule, the park dedication fee is \$780 per residential unit. The applicant is proposing to have 106 units, therefore a total of approximately \$82,680 is anticipated for parkland dedication.

The Current Site Plan (note: North is to the right)

