

## Community Services Department

222 Lewis Street  
River Falls, WI 54022  
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### PARK AND RECREATION ADVISORY BOARD June 21, 2023, at 5:15 pm CITY HALL TRAINING ROOM AGENDA

#### CALL PARK AND RECREATION BOARD MEETING TO ORDER

#### APPROVAL OF AGENDA/MINUTES

Minutes of the May 10, 2023, meeting.

#### PUBLIC COMMENTS – Non-Agenda Items

#### MEETING DISCUSSION ITEMS

1. Throttle e-bikes at Whitetail Ridge-Rick Cleary
2. Park and Recreation Advisory Board meeting time
3. Cookout Conversations 2023
4. Proclamation of July as Park and Recreation Month/Professional day
5. Glen Park Celebration Update
6. Future Park Project for Park Board Support

#### STAFF REPORTS

1. Parks
2. Recreation

#### CALENDAR

Next Park and Recreation Advisory meeting July 19, 2023, in the Glen Park Pavilion  
6:00-8:00PM.

#### 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 6/16/2023



222 Lewis Street  
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**PARKS AND RECREATION ADVISORY BOARD MINUTES**  
**Wednesday, May 10, 2023 at 6:00 p.m.**  
**City Hall Training Room**

**Members Present:** Patricia LaRue (chair), Scott Morrissette (Council Rep), Brandon Dobbertin, Matt Janquart, Melissa Pedrini, and Natasha Schaefer.

**Members Absent:** Brenda Gaulke.

**Staff Present:** Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant, Sam Burns-Planner and Erica Ellefson-Public Works Manager.

**HPC members Present:** Heidi Heinze, Casey Radford, Mark Anderson, Julie Huebel, Pam Friede (6:10), and Jayne Hoffman (6:18).

**Others Present:** Sean Downing and Ben Fochs

**CALL TO ORDER**

Meeting convened at 6:00 p.m.

**APPROVAL OF MINUTES**

**MSC Schaefer/Dobbertin to approve the minutes of the April 19, 2023 Park and Recreation Advisory Board Meeting. Carried 6-0.**

**PUBLIC COMMENTS – Non-Agenda Items**

LaRue mentioned that Park Board members should think of ideas to improve City parks that should be passed along to City Council. Erica said that wayfinding signs are still in progress based on yearly budgets.

**JOINT MEETING DISCUSSION ITEMS (with HPC)**

1. HPC and Park Board discussed the Wednesday, July 19 Glen Park 125<sup>th</sup> birthday party at 6-8 p.m. Plans include cake and/or cupcakes, free swimming, historic postcards, a rotating historic slideshow with captions on the screen in the Pavilion, and a ribbon cutting for The Glen historic sign. Other brainstorming included: perhaps a semi-famous person or local choir could come sing Happy Birthday. Perhaps the mayor can welcome people. An agenda would be helpful for planning the timing of the festivities. Whose budget to use needs to be determined. Photos and videos will be taken. The event will be advertised on Facebook and on flyers, and at the June Mayor's cookout.
2. A round logo was designed by Alice at the library, like the one used for the library's 100<sup>th</sup> anniversary. It could be used on inexpensive giveaway merchandise such as water bottles, drawstring backpacks, frisbees, t-shirts, stress balls, or large sidewalk stickers. A time capsule could be organized. HPC has Glen Park posters to give away as well.
3. Glover Station signage was discussed. The sign will be a vinyl cling from Hub 70 placed in the rectangular window above the front doors. It would be around \$100. A mock-up was shared. The board liked the gold option the best, which has a black outline. HPC is figuring

out what items to put inside the schoolhouse. So far, they have reproductions of three historic maps from 1920 to frame and hang.

#### **STAFF REPORTS**

1. Public Works Manager Erica Ellefson reported they are hiring a Parks Maintenance Worker position. Seasonal workers start on Monday. A seasonal bathroom cleaner will be hired. New playground equipment will be installed in September in Wells Park, Collins Park, DeSanctis Park, and Sterling Ponds Park. The Glen Park pool will be filled starting on Tuesday, and park maintenance staff is also preparing the splash pad.
2. Cindi reported that recreation is going well, and baseball will start soon. Hoffman Park Campground and the online reservation system is going well, and the campground host Curt is back in site 9.

#### **ADJOURNMENT**

**MSC LaRue/Schaefer to adjourn the meeting at 6:50 p.m.**

#### **CALENDAR**

The next Parks and Recreation Advisory Board meeting will be June 21, 2023 at 5:15pm.

Respectfully submitted,



Brenda Rundle  
Customer Service Representative

## **Kinnikinnick Off Road Cyclists Proposed E-Bike Policy**

**6/21/2023 – Rick Cleary**

Kinnikinnick Off Road Cyclists (KORC) is a non-profit volunteer managed organization dedicated to developing and maintaining trails in River Falls, WI. In recent years battery assisted electric bicycles, known as e-bikes have gained in popularity. E-bikes are available for all types of bicycling including e-bikes designed for riding on pavement, and e-bikes designed for off-road bicycling at trail systems like those found at Whitetail Ridge in River Falls.

There are three classifications of e-bikes that are summarized below:

**Class 1 E-Bikes** are bicycles equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches 20 mph. Class 1 e-bikes do not have a “throttle” and all electric assistance is only to help the rider pedal the bicycle with less effort. Typical e-bikes designed for off-road bicycling are Class 1 E-Bikes.

**Class 2 E-Bikes** are bicycles equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches 20 mph. Class 2 E-Bikes have a “throttle” type speed control, and pedaling is not required for forward propulsion.

**Class 3 E-Bikes** are bicycles equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches 28 mph. Most Class 3 E-Bikes sold by major bicycle manufacturers are designed for use on pavement.

E-bikes can offer recreational opportunities for people unable to operate a human-only powered mountain bike, enable groups of people with differing abilities to ride together, and provide additional business opportunities for local bike shops. This is similar to the position statement recommended by the Minnesota Off Road Cyclists (MORC), an organization similar to KORC that manages approximately 17 trail systems in the Twin Cities metropolitan area.

Similar to MORC, KORC feels that only Class 1 E-bikes represent a minimal safety risk and **recommends a policy to limit e-bike usage at Whitetail Ridge to Class 1 E-Bikes.**



**TO:** Park and Recreation Advisory Board  
**FROM:** Amy White, Community Services Director/City Clerk  
**DATE:** June 21, 2023  
**TITLE:** Meeting Time Change Consideration

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**RECOMMENDED ACTION**

By motion, change the time of the Park and Recreation Advisory Board (the Board) meeting to 5:30 p.m. This change will assist with attendance of all members.

**BACKGROUND**

Periodically staff and the Board will be asked to evaluate the location and time of their meeting. This ask is to provide consistency with members of other Boards and Commissions of the City. The Board discussed options at its May meeting.

**DISCUSSION**

The consensus of the Board was to keep the meeting in training room and move to time back by 15 minutes to allow some members to come after work. The Board was not interested in moving the meeting back any later than 5:30 p.m. The new proposed time will begin for the August meeting as the July meeting the birthday celebration meeting.

The Board discussed its interest in keeping the meeting informal. The members want to be approachable to the public and moving the meeting to Council Chambers would not be in line with this expectation. The Boards meetings will continue in the Training Room with some modifications to the layout of the room. The new lay-out proposed is mirroring the Council Chamber design, with members and staff seated at tables, formed in a U shape facing the presentation screen. Chairs will be positioned alongside the side wall for the public to sit. A podium will be placed near the front of the room for individuals to make public comment. The Board agreed to try the new design at its June meeting.

**CONCLUSION**

By motion, change the time of the Park and Recreation Advisory Board meeting to 5:30 p.m. effective August 16, 2023.



## MEMORANDUM

**TO:** Parks and Recreation Advisory Board

**FROM:** Ellen Massey, Management Analyst  
Amy White, Community Services Director/City Clerk

**DATE:** June 21, 2023

**TITLE:** **Cookout Conversations 2023 Season**

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### BACKGROUND

Cookout Conversations were created to provide the community an informal way to interact with the Mayor and Council, this program highlights neighborhood parks and attempts to hold an event in each of the voting districts in the City. This event is held once a month from June until September. Historically, this is a very under-attended event so, for the 2023 season City staff has expanded offerings to attempt to increase attendance. This memo highlights some of the changes that will be implemented this season with the help of the Recreation Department.

This year's dates and locations are: June 29, at Glen Park, July 20 at Ostness Park, Aug 24 at DeSanctis Park, and Sep 21 at Wells Park. (All cookouts are held from 6 p.m. - 7:30 p.m.)

### DISCUSSION

Each cookout will have roughly 3 craft activities and 3 physical/games.

#### Crafts will include:

- Monster finger puppets
- City themed coloring pages
- Make your own juggling balls
- Handprint flower & cactus cards
- Bubbles
- Painting wood slices

#### Games may include:

- Giant Tic Tac Toe
- Bag board
- Fly swatter golf
- Make your own ice cream
- Water cup races
- Lawn bowling

A community art project will be at each of the cookouts. This will be a mural that is related to residents' favorite parts of River Falls. This has the potential to be displayed at City Hall after the cookouts if it is well-received.

The City's recreation department assisted with the coordination of the added available activities at each cookout event and will provide seasonal staff member(s) to manage the new craft/game areas.

In addition, during the Glen Park cookout event, the City's recreation department will be providing an "Evening Fun Swim", free of charge to the public during open swim which overlaps with the cookout times.

### CONCLUSION

Our goal by providing family-based activities is the Cookout Conversations become more inviting for all residents and will stimulate opportunities for more conversation between the Mayor, City Council, and residents of River Falls.

We would like to extend the invitation to you and your families to join us in conversation and community building at the cookout conversations this season.

Examples of the new offered crafts/activities:



Monster finger puppets



Coloring Wood slices



Squirt gun races



Flower/ cactus handprint cards



# MAYOR'S COOKOUT CONVERSATIONS

Summer 2023

**KIDS' ARTS & CRAFTS - YARD GAMES**  
**FREE FOOD - GOOD CONVERSATION**

**June 29** Glen Park

**Aug. 24** DeSanctis Park

**July 20** Ostness Park

**Sept. 21** Wells Park

The Mayor's Cookout Conversations will last from 6-7:30 p.m.





## MEMORANDUM

**TO:** Parks and Recreation Advisory Board  
**FROM:** Cindi Danke, Recreation Manager  
**DATE:** June 21, 2023  
**TITLE:** Park and Recreation Month and Professional Day

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### BACKGROUND

Park and Recreation Month 2023: Where Community Grows, the theme for this year's recognition. Since 1985, people in the United States have celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation and to recognize the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — that maintain our country's local, state and community parks.

Proclaiming July as Park and Recreation Month is an opportunity for our community and local leadership to officially acknowledge the importance of parks and recreation and the benefits it provides to the people you serve.

As park and recreation professionals, we make a positive impact on the lives of your community members every single day. Let's come together this year and show the world just how much parks and recreation means to our communities.

This year we are celebrating Park and Recreation Professionals Day on Friday, July 21. This is a day to celebrate all the dedicated professionals who build strong, vibrant and resilient communities through the power of parks and recreation.

Parks and recreation and the professionals who make it happen are essential. Here are five statements with supporting research that showcase the fundamental role of parks and recreation:

- Parks and recreation promotes health and wellness.
- Parks and recreation's programming and education activities are critical to childhood development.
- Parks and recreation drives economic opportunity.
- Parks and recreation is everywhere, uniting people and strengthening communities.
- Parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change.

**DISCUSSION**

Please review proclamation and though it has been several years since River Falls City Council has proclaimed July as Park and Recreation month, staff would like to support Park and Recreation month and professional day again.

**CONCLUSION**

By motion, Move this proclamation onto City Council for the June 27<sup>th</sup>, 2023 meeting.



## ***PROCLAMATION***

### **Designation of July as Park and Recreation Month and Designation of July 21 as Park and Recreation Professionals Day**

**WHEREAS**, parks and recreation is an integral part of communities throughout this country, including River Falls, Wisconsin and

**WHEREAS**, parks and recreation promotes time spent in nature, which positively impacts mental and physical health by increasing cognitive performance and well-being, providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

**WHEREAS**, park and recreation programming and education activities, such as out of-school time programming, youth/adult sports and environmental camps and clinics, are critical to childhood development; and

**WHEREAS**, park and recreation provides services that enrich the lives of its citizens, and help make this community a desirable place to live, work and visit; and

**WHEREAS**, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, the City of River Falls Common Council and Park and Recreation Advisory Board recognizes that the parks and recreation field is a diverse and comprehensive system that improves personal, social, environmental and economic health; and

**WHEREAS**, the City of River Falls supports the skilled work of park and recreation professionals to strengthen community cohesion and resiliency, connect people with nature and each other, and provide and promote opportunities for healthful living, social equity and environmental sustainability; and

**WHEREAS**, the City of River Falls values the essential services that park and recreation professionals and volunteers perform to provide recreational and developmental enrichment for our children, youth, adults and older adults; and to ensure our parks and recreational spaces are clean, safe, inclusive, welcoming and ready to use.

**NOW, THEREFORE**, I, Dan Toland, Mayor of the City of River Falls do hereby proclaim the month of July is recognized as Park and Recreation Month and July 21, 2023, as "Park and Recreation Professionals Day".

*Given under my hand and seal of the City of River Falls this 27th day of June 2023.*

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Dan Toland, Mayor

ATTEST:

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Amy White, City Clerk



## MEMORANDUM

**TO:** Parks and Recreation Advisory Board  
**FROM:** Cindi Danke, Recreation Manager  
**DATE:** June 21, 2023  
**TITLE:** **Monthly Staff Report**

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

1. Hoffman Park Camping-online reservations going very well for the year so far, we are at 47% full and most weekends at capacity. Just a few bumps because some people do not have a smart phone or credit/debit card, but overall, the reservation system is working great.
2. Recreation programs are under way with 2329 participants in youth activities, the small breakdown of the most participation activities- 471 in evening youth baseball/tball, 474 in swim lessons, 496 in camps and 223 in soccer. Adult activities include softball, volleyball, disc golf league, ultimate frisbee, pickleball and tennis. We have 10 summer instructors for daytime tball, tennis, soccer, camps and clinics.
3. Swimming Pool opened with very good attendance so far, 94 single and family passes have been sold. Average attendance so far is over 200 participants using per day. We have 15 seasonal workers at the pool, doing open swim and swim lessons.
4. Sterling Heights Disc Golf Course had their opening day Saturday June 10<sup>th</sup> with great reviews-Thanks for helping from public works getting a few last-minute items up there. Check out their Facebook site [Facebook.com/rfdgc](https://www.facebook.com/rfdgc)
5. HPC is also meeting Wednesday June 21<sup>st</sup>, 2023 at 6PM at the River Falls Library and are doing the final approval of their Glen Park 125 postcard.



## MEMORANDUM

**TO:** Parks and Recreation Advisory Board  
**FROM:** Erica Ellefson, Public Works Manager  
**DATE:** June 8, 2023  
**TITLE:** Monthly Staff Report

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

I) Mowing Pilot in DeSanctis Park

Staff are piloting a change to turf maintenance in DeSanctis Park. Staff are mowing 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 leaving the spaces that are under-utilized to grow free. Only mowing utilized green space allows the City to maximize staff and equipment resources.

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



II) Pool and Splash Pad Annual Inspection

On Tuesday June 6, 2023, the Glen Park pool and splash pad received their annual inspection by Pierce County. The pool and bath house are inspected in addition to the chemicals used at the pool (chlorine). The pool and bath house passed inspection with no concerns noted by the inspector. The splash pad had a high level of chlorine present. During discussions, it was determined that the nearby trees (pollen and leaves specifically) contribute to algae growth around the splash pad, and it causes the free residual chlorine levels to be high. On Wednesday June 7 the 2,000-gallon holding tank for the splash pad was emptied and all debris sucked out and re-filled. Doing this brought the free residual chlorine levels within range which means the splash pad passed the annual inspection.

Parks Maintenance staff are going to try shocking the splash pad weekly, after hours, to keep the free residual chlorine within range. When we shock the splash pad, we will need to make sure that it is shut down for a span of at least 8 hours. Shocking the splash pad will take place, if needed, after the splash pad is closed for the night and it will re-open by 9AM the following day.

III) Bell at Glover School House

Staff received a request at the last Park and Recreation Advisory Board meeting to look into the functionality of the bell at the top of the Glover School House being able to be rung when it is rented out for events. I had a discussion with facility maintenance staff and visited the schoolhouse and it was determined that the bell is fixed in place and does not have the ability to be rung. Staff could investigate adapting the current bell to be operational.

IV) Storage at Hoffman Park Shed by Softball Field

Staff received a request at the last Park and Recreation Advisory Board meeting to look into the ability for the youth baseball association to install metal shelving in the shelter for storage. Metal shelves could be installed in the shed to fit the needs of the baseball association. If this is something that the baseball association would like, they will need to reach out to staff to set up a time to discuss what they are looking for and to go through the items that are currently being stored in the shed.

V) Herbicide Use at City Parks

Staff did not spray herbicides to kill or reduce the noxious weed growth within the City parks due to being short staffed by two full-time employees and the priority to open the Glen Park pool and splash pad. Normally herbicides are sprayed in May to limit or reduce the dandelion growth. If staff resources allow, we may spray noxious weeds later this year.

VI) Tri-Angels Playground Replacement Accessories

The accessible swings needed replacement and the leaf steps on the playground were broken. We have procured replacement parts for these items for \$2,834 on May 8, 2023. The large arch swing at Tri-Angels Playground broke on May 10. Staff removed the broken swing and have procured a replacement swing for \$4,053. We hope to have the replacement swings and leaf steps installed by the end of the month if there are no supply or shipping delays.