

Community Services Department

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



PARK AND RECREATION ADVISORY BOARD AGENDA NOVEMBER 15, 2023, at 5:30 p.m. CITY HALL TRAINING ROOM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Minutes of the October 18, 2023 meeting.

PUBLIC COMMENTS – Non-Agenda Items

ACTION ITEMS

DISCUSSION ITEMS

1. Hoffman Park Camping Occupancy and Revenue yearend report.

STAFF REPORTS

1. Parks
2. Recreation

CALENDAR

The next Park and Recreation Advisory Board meeting will be December 20, 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 11/10/2023

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PARK AND RECREATION ADVISORY BOARD MINUTES OCTOBER 18, 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, Melissa Pedrini, and Natasha Schaefer.

Members Absent: Matt Janquart.

Staff Present: Brenda Rundle-Recreation Assistant, Erica Ellefson-Public Works Manager, Amy White-Community Services Director/City Clerk, and Emily Shively-Assistant Director of Community Development.

Others Present: None.

APPROVAL OF MINUTES

MSC Gaulke/Morrissette to approve the minutes of the September 20, 2023 Park and Recreation Advisory Board Meeting. Carried 6-0.

PUBLIC COMMENTS – Non-Agenda Items

Morrissette announced that the Rotary will be cleaning up Veterans Park this Saturday at 10:30 a.m. All are welcome to help.

ACTION ITEMS

1. Assistant Director of Community Development Emily Shively shared a memo recommending a collection of fees in lieu of parkland dedication fees for the Mann Valley corporate park at Cty Hwy U and Cty Hwy M, just northwest of DeSanctis Park. There will be sixty acres of conservancy open space on the mound plus about twenty acres of open space in the dry run. There is not an identified need for additional parkland in that area, and there is going to be a number of acres of open space there. The intent is to eventually develop trails, parking and a trailhead at the mound. The fees can be used for park improvements in the City. It goes to plan commission next, then City Council.

MSC Morrissette/Pedrini to approve the collection of fees in lieu of parkland dedication for the Mann Valley plat. Carried 6-0.

STAFF REPORTS

2. Public Works report - Manager Erica Ellefson said a handful of residents complained about the mowing pilot in DeSanctis Park, in which staff only mowed high use areas on a regular basis to allow prairie pollinators to grow and allow the City to maximize staff and equipment resources. (The entire park was mowed in spring and fall.) The pilot will likely continue next year, and wildflower seeds and shorter grasses may be added, along with possibly a pollinator sign. The new vinyl Glover Station sign has been installed in the schoolhouse

window and looks great. Irv built a surround to help hide the porta potty and garbage cans at DeSanctis Park. An additional trail segment was added adjacent to Radio and Paulson Roads, connecting Sterling Ponds to the rest of the city trails.

3. Recreation report – Recreation Manager Cindi Danke said this was the first weekend since spring that the campground was not full for the weekend. 2023 camping statistics will be shared next month. People were excited about the new playground equipment at four parks.

ADJOURNMENT

MSC Schaeffer/Dobbertin to adjourn the meeting at 6:01 p.m.

CALENDAR

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

Respectfully submitted,



Brenda Rundle
Customer Service Representative



MEMORANDUM

TO: Parks and Recreation Advisory Board
FROM: Cindi Danke, Recreation Manager
DATE: November 15, 2023
TITLE: Hoffman Park Camping Occupancy, Revenue and Rules Yearend Report

DISCUSSION

Last year we updated the camping rules and fees, in addition to having online payments only for the first year. The trial year on the reserving of sites went extremely well. Users did not have a lot of trouble signing in and really liked the ability to reserve sites and know it is reserved for them. Campground host also liked the system and got a lot of positive comments.

Occupancy data collected this year is as follows:

Occupancy % by month - RV Sites	Occupancy % by month - Tent Sites	Occupancy % by month - Tent Sites
April	33%	15%
May	67%	33%
June	91%	40%
July	94%	25%
August	82%	40%
Sept	83%	34%
Oct	48%	19%
Season Average 73%	Season Average 30%	

Total Revenue \$58,504.73

Question on maintenance costs at last meeting. Average cost is less than \$2.00 a day for electric plug in. Park staff mows and maintains area as they do all areas of the park system. Only two of the campers stayed most of the summer, and generally booked out two or three weeks in a site and then moved sites. Campground host from the last two summer has agreed to return next summer and generally stays the busy months of May thru September

The camping rules are also as follows for review:

Hoffman Park Campground
Open April 15-October 31
Campsites must be reserved online
riverfalls.activityreg.com

Bathrooms, Shower, and Dump station available
(Dump station may open later or close earlier based on weather.)

1. Site with electricity is \$25/night. Tent site (grass area) without electricity is \$15/night.
2. Pre-payment for your entire stay is required before setting up.
3. Any unit in RV site pays the full RV fee. Maximum two tents per RV site. An RV may have one tent at their site. No more than two units per campsite unless authorized by the City. A unit includes a camper, tent, vehicle, or trailer.
4. Check-in time is noon. Check-out time is 11 a.m.
5. Quiet time is 11 p.m. to 7 a.m. Please turn off outside lights during that time.
6. Keep your campsite tidy and clean up your camping site before leaving. Place all garbage and recycling in the appropriate dumpsters. Be respectful of other campers.
7. No driving or parking on the grass.
8. Move tent location every five days to prevent grass damage.
9. Pets must be leashed. Owner must promptly remove and dispose of, in a sanitary manner, any excreta deposited by a pet. (Municipal Code 12.04 (9) (c)). Pets cannot be left outside unattended and must be kept quiet.
10. Cancellations must be made at least 48 hours in advance. There is a \$10 cancellation fee per week. You may cancel online for credit on your Parks & Rec account. To receive a refund to your card, contact the office during business hours. To cancel multiple days, please email or call. If you no-show, your entire reservation will be cancelled the next morning.
11. Campground is monitored by City staff and police department daily.
12. Anyone not abiding by the rules will be asked to leave with no refund.
13. In the event of severe weather, seek shelter in the Restrooms/Storm Shelter.
14. The City of River Falls assumes no responsibility for theft, damage, or injury.

It was a successful camping season.

MEMORANDUM

TO: Parks and Recreation Advisory Board
FROM: Erica Ellefson, Public Works Manager
DATE: November 15, 2023
TITLE: **Monthly Staff Report**

This staff report is specific to park maintenance activities

I) Park Impact Fees – Follow up from October meeting

Staff's research on how the City of River Falls park impact fees and park dedication funds determined that there is not a city ordinance or statutory requirement that drives the split or how the funds are spent directionally to where they were collected. It is unclear where exactly the 60/40 split came from; it is believed it was a City Council decision, but the date of the vote was not able to be identified.

II) Hoffman Park and Campground –Tree Removal

The week of November 6th 9 trees were taken down in Hoffman Park; 1 diseased maple in the upper parking lot and 8 diseased ash trees in the campground. All but 1 remaining ash tree in the campground has been treated. The remaining untreated ash tree was not removed because all trees on the east side of the campground except one would have been removed. The remaining untreated ash tree on the east side of the campground will be re-evaluated after the 2024 camping season. The plan is to plant atleast 9 trees to replace the 9 trees removed but they will not be planted in the campground because the Hoffman Park master plan does not have the campground located in the same place. The 9 trees will be planted elsewhere within the park so the risk of future removal due to park development does not occur.

III) Assistance of St. Croix County Jail Inmates

Staff, with the assistance of St. Croix County Jail inmates have been busy raking leaves in the parks and bringing them down to the compost site. Additionally, they assisted with stump removal and site restoration of the 9 trees that were removed in Hoffman Park. Typically, we receive the assistance from the jail inmates during the month of October, but the leaves fell late in the month, so they have assisting in November and plan to be in the parks one last week the week of November 14.