

AGENDA

County Of Eau Claire
Advisory Committee On Parks & Forest
Monday, February 19, 2018 – 5:00 p.m.
Agriculture & Resource Center (2nd Floor meeting room)
227 1st Street West, Altoona WI

Members note: Please call (715) 839-4783 or email if you will not be able to attend the meeting.

1. Confirmation of meeting notice
2. Approval of minutes from February 7, 2018 meeting
3. Policy for approving events at parks and recreation areas in Eau Claire County
4. Special Use Area rental policies/considerations
5. Expo Center Long-Range Planning
6. Set next meeting date
7. Adjournment

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

**Eau Claire County
Parks and Forest Citizens Advisory Committee
Wednesday, February 7, 2018**

Agriculture and Resource Center 2nd floor

Members Present: Kirk Dahl, Tom Field, Leticia Papke, Tom Peterson, Jay Plummer and
Joelene Smith

Members Absent: Bob Afdahl, Geoff Goodland, Michael Lea, Robert Paddock, and Kyle Reiter

Staff Present: Bobbi Barone

The meeting was called to order by facilitator, Bobbi Barone at 5:04.

1. Confirmation of Meeting Notice – Meeting notice was confirmed.
2. Election of Officers – Bobbi called for nominations or volunteers for the positions of Chair and Vice Chair. Joelene said she would volunteer to be chair and Tom Field volunteered to be Vice Chair. Bobbi called for further nominations and hearing none, closed nominations. Tom Peterson moved to cast a unanimous ballot for Joelene Smith as Chair and Tom Field as Vice Chair. Kirk Dahl seconded the motion. Motion carried.
3. Approval of minutes from March 2, 2016 meeting - Motion by Jay Plummer approve the meeting minutes from March 2, 2016. Motion carried.
4. Policy for approving events at parks and recreation areas in Eau Claire County – Bobbi gave background on Parks & Forest Committee's desire to have the Advisory Committee formulate a policy. Bobbi passed around applications from various area agencies that hold events similar to requests Parks & Forest receives. Bobbi will draft an event application and send out to the committee.
5. Tower Ridge winter pass policy fee structure – Bobbi gave background on this item. After discussion, the Advisory Committee recommends the policy be \$60 for first pass; \$40 for 2nd and \$10 for third.
6. Special Use Area rental policies/considerations – The consensus of the committee was to discuss this at the next meeting and visit Pinter Pines after the snow melt.
7. Expo Center Long-Range Planning – There was no discussion.
8. Set Next Meeting Date – The committee agreed to meet again February 19, 2018 at 5 p.m. here at the Ag Center. Bobbi also informed the committee that Parks & Forest Committee is requesting their presence on February 28 at the Expo Center for the next Parks & Forest meeting.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Bobbi Barone
Committee Clerk

Eau Claire County Parks & Forest Special Events Guidelines at Lowes Creek Parks and Tower Ridge Recreation Area

All events using Eau Claire County Parks & Forest properties must fill out an application 90 days or more prior to the date of the event. The Parks & Forest Committee reserves the right to not approve any Special Event application. **Special Event** shall mean a scheduled public gathering persons on county property to which the public is invited or over **200** persons or at which concessions are to be sold, such as food or beverages. If you have one or more of the following, it's a special event:

- Any event that collects donations or has sales of any kind (such as entry fees, retail sales of goods or merchandise, food or beverages, or memorabilia).
 - Any event that is open to the public or attracts more than 200 persons.
 - If you will be putting up tents, inflatables, signs, banners, staging, bleachers or other fixtures.
 - If you will sell concessions – food or beverages pre-packaged or prepared on site.
-

Events are limited to normal park hours (6 am to 11 pm) and must include set-up and take-down as well as entrance/exit from the area.

Any event seeking exclusive use of a trail or area must pay an additional fee per applicant based upon tax status and relationship with Eau Claire County Parks & Forest Department.

Fees per applicant: \$3/each of For-Profit organization and/or no relationship with Parks & Forest
 \$2/each for Non-Profit organization and/or relationship with Parks & Forest

Announcements, signs, and promotion of the event are the responsibility of the sponsoring organization/group(s).

If renting facilities, all rental fees must be paid and receipted 5 or more days prior to the event.

Tents are allowed only if secured by weights. Stakes are strictly prohibited.

Large events are responsible for providing port-a-pots at their expense and must arrange in advance for placement with Parks & Forest staff.

Events must leave the area in the same condition as when they arrived or may be charged additional fees for staff time required to restore to original condition.

All trash must be deposited in appropriate containers at conclusion of event.

If participant fees are required to be paid, they must be received within 30 days of ending date of event.

Eau Claire County Parks & Forest
Special Event Application for
Lowes Creek Park and Tower Ridge Recreation Area

Date of Application: _____

Name of Event: _____

Date of Event: _____

Description of Event: _____

Name of Sponsoring Organization/Group: _____

- Non-Profit Group – Tax Exempt # _____
- For-Profit
- Other (Please describe): _____

Contact person for event: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Email: _____

Estimated Daily Attendance for this event: _____ Total Attendance: _____

Location of Event: _____

Time Set Up Begins: _____ Time Event Begins: _____ Ends: _____

Attach the following to application:

- Map of the event layout
- Proof of Insurance – Special Events required to provide liability insurance not less than \$1,000,000
- Copy of facility rental agreement if applicable to your event
- Recycling, emergency preparedness and traffic control procedures, if applicable.

Will the public be limited to use of the area during the event? ___ Yes ___ No

Are any special considerations being requested? ___ Yes ___ No If yes, what?

LIONS GROUP CAMP RESERVATION AGREEMENT

The special use area called the Lions Group Camp site is available for group camping during the regular park season – May 1 thru September 15. All reservations must be made in person at the Administrative Office, 227 1st Street West, Altoona WI 54720.

The fee is \$40 per night up to a maximum of 6 days per reservation. A \$50 deposit is required at key pick-up in the Administrative Office by a personal check payable to Parks & Forest Dept. The deposit will be returned when staff approve of the return and key is received back in the Administrative Office. It is understood that there is no water available and campers must provide drinking water. There is NO garbage service so all garbage and recyclables need to be removed. A key will be issued to the group for the gate. Gate must be locked when leaving the camp. All garbage MUST be removed from the Lions Group Camp by the reservation holder at the conclusion of the paid period and key returned to the Administrative Office.

Check in time is 2 p.m. and check out 11 a.m.

Your reservation guarantees that the area will be held for your group's use.

Name: _____

Address: _____

Phone Number (day) _____ (evening) _____

Date of Reservation: _____ month/day To _____ month/day

Nights x \$40 = _____

Signature: _____ Date: _____

(Must be 18 years of age or older)

PLEASE MAKE CHECKS PAYABLE TO: Eau Claire Parks & Forest Dept

Office Use Only:

Date: _____ Reservation taken by: _____

Payment type cash / check / money order # / credit card Amount: \$ _____ Receipt # _____

Deposit Payment type: cash / check / money order # / credit card _____ Amount: \$ _____ Returned _____