

AGENDA

**County Of Eau Claire
Committees On Parks & Forest and Advisory
Wednesday, February 28, 2018 – 5:00 p.m.
Exposition Center, 5530 Fairview Dr, Eau Claire**

Members note: Please call the committee chair or office if you will not be attending the meeting.

1. Confirmation of meeting notice
2. Approval of minutes from January 24, 2018 meeting – Discussion/action
3. Public Input
4. Emergency Fire Warden Approval – Discussion/action
5. Special Event Guidelines at Lowes Creek Park and Tower Ridge Recreation Area – Advisory Committee Recommendations
6. Brown Property offer to purchase status – Discussion/action
7. Lake Altoona Winterfest Report – Discussion/action
8. County Forest Special Use Areas – Discussion
9. Stewardship Committee report – Discussion
10. Expo/Curling Club Report – Discussion
11. Advisory Committee Input/Assignments – March 27 and April 10, tentative meeting dates
12. Staff & Committee Reports
13. Correspondence
14. Future and pending items
15. Next Meeting Date/place – Wednesday, March 14, 2018 – Ag Center
16. 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
COMMITTEES ON PARKS & FOREST AND ADVISORY**

MEETING MINUTES

Wednesday, January 24, 2018, 5:00 p.m.
Ag & Resource Center, Altoona

MEMBERS PRESENT: Gary Gibson, Patrick LaVelle, John Richie, Tami Schraufnagel, and Kevin Stelljes

ADVISORY MEMBERS PRESENT: Tom Field, Mike Lea, Robert Paddock, Letecia Papke, Thomas Peterson and Jay Plummer

OTHERS PRESENT: Margot Bouchard, Rita Hauser and Janet Bethke, AAUW Members; David Dresel and Glory Adams, Land Stewardship Committee Member; Laura Hurd, Boy Scout Troop 124.

STAFF PRESENT: Bobbi Barone, Jody Gindt, Josh Pedersen and Jake Tumm

The meeting was called to order by Chair Patrick LaVelle at 5:00 p.m.

1. Confirmation of meeting notice – Meeting notice was confirmed.
2. Approval of minutes January 10, 2018 Meeting – Gary made a motion to approve minutes from the January 10 meeting; motion carried 5-0.
3. Public Input – No one was present for this item.
4. American Association of University Women Request at Expo Center – Margot Bouchard and Rita Hauser were present to explain the organization's book sale proceeds provide scholarships to UW-EC and CVTC students. As print media is declining in popularity and proceeds are declining as well, the request was to waive the additional \$280 charge for table set-up time that could be used for scholarships. Kevin suggested it be charged on a 24 hour basis rather than daily. After some discussion, Kevin made a motion to charge renters at the Expo Center on a 24 hour basis chosen by the renter; motion carried 5-0.
5. Pinter Pines/Coon Gut Property Adopt-A-Site report – Laura Hurd from Boy Scout Troop 124 was present to update the committee on the scout troop's progress. Laura said most work was done on the inside of the cabins and the scouts have enjoyed the site. The committee would like to rent the property this summer on a very limited, trial basis strictly supervised.
6. 2018 Winter Timber Sale Awards – Jake explained these were three sales from the last bid opening. The stumpage minimum was adjusted due to poor markets and six bids were received for the sales. Tami moved to award the three sales to the highest bidder; motion carried 5-0.
7. Review Brown Property for possible offer to purchase – Dave Dresel and Glory Adams from the Stewardship Committee were present to discuss the property with the committee. Kevin explained the property is 41.4 acres and is on the Eau Claire River. It is within the Eau Claire County Forest, has a highly erodible bank down to the Eau Claire River, positions well if Cascades parcels become available for sale to the county and replaces the acreage withdrawn for Lake Eau Claire dredge spoils deposit. Kevin made a motion to authorize Josh and Dave Dresel to present the offer to the Brown's as discussed by Kevin with contingencies. Gary seconded the motion and the chair called the question. Motion carried 5-0.
8. County Forest Special Use Areas – Referral to Advisory Committee.
9. Stewardship Committee report – Nothing further to report.

10. Expo/Curling Club Lease Extension – Nothing to report.
11. Advisory Committee Input/Assignments – Pat requested the Committee meet to elect a Chair and Vice Chair as well as discuss the following items and come up with recommendations to the Parks Forest Committee: Policy for events at County Facilities; Tower Ridge Winter Pass Policy; Special Use Areas Rental Policies; Expo Center Long-Range Planning; Tower Ridge Disc Golf “Pay to Play”.
12. Staff and Committee Reports – Jody reported the ski trails had many trees and branches down over the trails from the last snowstorm and that grooming was going very slowly should the committee get any complaints from the committee from the public.
13. Correspondence – Nothing to report.
14. Future and pending items – Gary requested the committee review the rental policies at the Expo Center at a future meeting.
15. Next Meeting Date/place – Wednesday, February 28 at 5:00 p.m. at the Expo Center.

Pat adjourned the meeting at 6:15 p.m.

Respectfully Submitted,

Bobbi Barone
Committee Clerk

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Eau Claire County Parks & Forest

Special Events Guidelines at Lowes Creek Parks and Tower Ridge Recreation Area

All special events using Eau Claire County Parks & Forest properties must fill out an application and submit deposit 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 of 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.
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Events are limited to normal park hours (6 am to 11:pm) including set-up and take-down as well as entrance/exit from the area.

Any event seeking exclusive use of a trail or area so as to exclude non-event users, 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 may be required to provide 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 on site at park/recreation area at conclusion of event.

A \$100 refundable deposit must be included with application. If participant fees are required to be paid, they must be received within 30 days of ending date of event.

Applicants will be notified within 30 days of application submission.

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

Date of Application: _____ Application fee (refundable) enclosed: _____

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: _____ Time Event Ends: _____

All cleanup must be complete by 11:00 p.m. when park or area closes.

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 excluded from use of the area during the event? ____ Yes ____ No

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

Event approved/disapproved _____ Date _____

Applicant will be notified within 30 days of application.
