



222 Lewis Street
River Falls, WI 54022

Phone (715)425-0900
FAX (715)425-0915

AGENDA
PARKS AND RECREATION ADVISORY BOARD
Wednesday, August 17, 2022 at 5:15 p.m.
City Hall Training Room

5:15 p.m. CALL TO ORDER

Welcome to New Board Member-Natasha Schaefer

APPROVAL OF MINUTES

Approval of minutes from July 20th, 2022 of Park and Recreation Advisory Board Meeting

PUBLIC COMMENTS – Non-Agenda Items

DISCUSSION ITEMS

1. Hoffman Park Camping
2. Updates of Park Projects

ACTION ITEMS

CALENDAR

Next Parks and Recreation Advisory Board meeting September 21, 2022

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 Bulletin Board 08/12/2022



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PARKS AND RECREATION ADVISORY BOARD MINUTES
Wednesday, July 20, 2022 at 5:15 p.m.
City Hall Training Room

Members Present: Patricia LaRue (chair), Alyssa Mueller (Council Rep), Brandon Dobbertin, Brenda Gaulke, Matt Janquart, Melissa Pedrini

Members Absent: None

Staff Present: Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant; Mike Stifter-Public Works Director; Amy Peterson-Community Development Director; and Kendra Ellner-Planner

Others Present: Sean Downing, Ben Fochs, Natasha Schafer

CALL TO ORDER

Meeting convened at 5:15 p.m.

APPROVAL OF MINUTES

MSC Mueller/Gaulke to approve the minutes of the June 15, 2022 Park and Recreation Advisory Board Meeting. Carried 6-0.

PUBLIC COMMENTS – Non-Agenda Items

Sean Downing talked about adding a little free library at Wells Park.

Future Park Board meetings may be held in the City Council Chambers if Municipal Court is not meeting at the same time; check each agenda to see where the meeting will be held.

DISCUSSION ITEMS

1. A memo from Jason Stroud was shared about the Hoffman Park Campground rules and challenges and the plan to switch to an online reservation system. Park Board had a variety of opinions about offering seasonal sites but seemed to agree the online reservation system sounded good. Park Board is asked to consider the rules, fees, and definitions and any other possible changes before the next meeting.
2. Mike Stifter said new playground equipment will be installed next week at Brandon's Park, Knollwood Park, Spring Creek Park, and Glen Park (the pour and play surface is an additional step at Glen Park that may take a bit longer). Mulch should be delivered by the end of next week or the following.

- Stephanie Falkers of SRF reviewed and updated Park Board about the Outdoor Recreation Plan. The park facility inventory list has been completed. For the needs assessment, we look at NRPA metrics, current inventory, and public needs. She showed amenity surplus/deficit numbers using different assessment methods. Park Board should continue to speak with the public about what the public needs and wants. Park Board heard recommendations from visitors Ben, Sean, and Natasha about possibly adding hunting areas, social areas (gardening for example), kayaker amenities, and cross-country skiing. There will be a public survey on engagerf.org (along with a paper version), stakeholder conversations later this week (the public may speak after the facilitated conversation), and pop-up events later this summer. Park Board will meet again with Stephanie in September. She will share survey results before then.

ACTION ITEMS

None


CALENDAR

The next Parks and Recreation Advisory Board meeting will be August 17, 2022.

ADJOURNMENT

MSC Mueller/Janquart to adjourn the meeting at 7:32 p.m.

Respectfully submitted,



Brenda Rundle
Customer Service Representative



MEMORANDUM

TO: Parks and Recreation Board

FROM: Cindi Danke, Recreation Manager

DATE: August 17, 2022

TITLE: **Campground rules**

RECOMMENDED ACTION

General feedback for staff consideration and development of updated campground rules, to include possible inclusion of a "seasonal site" program.

BACKGROUND

Staff reviewed surrounding area campground rules and proposed the following changes: Daily fee increase from \$20.00 to \$25.00 for RV sites, and \$10.00 to \$15.00 for tents. Online reservation system with prepayment for entire stay required. Check-out time moved to 11 am, check-in the same 12:00 noon. Cancellation fee of \$10.00 for night with at least 48-hour notice, less than 48 hours no refund will be given. Customers will be able to cancel reservation online.

Attached to this memo is the proposed rules for consideration and discussion.

DISCUSSION

Question on tents in RV sites or no tents except in tent area and then still a 5-night limit?
Are there any other updates that Board members think staff should consider for the next season?

CONCLUSION

Staff would like feedback and approval of the proposed updates to rules for the 2023 season.



Hoffman Park ~~Camping~~ Campground Rules

Open weather permitting April 15-October 31

~~15 sites available first come, first served (no reservations accepted)~~

Campsites must be reserved at riverfalls.activityreg.com

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

1. Site with electricity is ~~\$20~~ \$25/night. Tent site without electricity is ~~\$10~~ \$15/night.
2. ~~Pay camping fees first night of stay for your length of visit or daily by 9:00AM.~~ Pre-payment for your entire stay is required before setting up.
3. ~~Length of stay 14 days in and 7 days out for campsites, Nonelectric sites/Tents are 5 day rule. Stays longer than 14 days needs approval from the City of River Falls. Call 715-425-0924. You may cancel online or call 715-425-0924 during business hours. The cancellation fee is \$10/night. If you no-show, ???~~
4. A tent in an electric RV site pays the full RV fee. Maximum two tents per RV site. -OR- No tents allowed on RV sites. An RV may have one tent at their site. Max. 5 night stay for tent site? No more than two units per campsite unless authorized by the City. A unit includes a camper, vehicle, or trailer.
5. Check-in time is 12:00 noon. Check-out time is ~~2:00PM~~ 11:00 am.
6. Quiet time is 11:00 pm to 7:00 am. Please turn off exterior lights during that time.
7. Keep your campsite tidy, and clean up your camping site before leaving. Place all garbage and recycling in the appropriate dumpsters.
8. No driving or parking on the grass.
9. Move tent location every few days to prevent grass damage, ~~if not in tenting area.~~
10. Pets must be leashed. Owner promptly removes and disposes 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.~~
11. Campground is monitored by City staff and police department on a daily basis.
12. Anyone not abiding by City and campground rules will be asked to leave with no refund.
13. In the event of severe weather, seek shelter in the Hoffman Park Restrooms/Storm Shelter.
14. The City of River Falls assumes no responsibility for theft, damage or injury.

~~We hope you are enjoying your stay in River Falls. If you have any questions or concerns, please call our Recreation Office at 715-425-0924 or the Police Department at 715-425-0909.~~

Thank you and enjoy your stay at Hoffman Park Campground!

City of River Falls Parks and Recreation Department

City Hall, 222 Lewis Street, River Falls, WI 54022

Parks & Rec office (8:00 am-4:30 pm Monday-Friday): 715-425-0924

Non-emergency police: 715-425-0909; Emergency: 911