



---

# Waterways and Parks Commission

## Agenda

7:00 p.m., March 22<sup>nd</sup>, 2023

City of Eau Claire

North Conference Room – City Hall

---

1. **Call to Order**
2. **Roll Call**
3. **Reading and approval of minutes of the past meeting on Wednesday, January 25<sup>th</sup>, 2023.**
4. **Open Public Comment Period for Items that do not appear on this Agenda**
5. **Business Agenda Items**
  - a. 2023 Waterways and Parks Commission board member review
  - b. Recommendation for approval of easement at the Forest Street Gardens property for Xcel Energy (Engineering Department)
  - c. City request for Waterways and Parks Commission input regarding commissions and boards.
6. **Discussion and Direction**
  - a. Announcements
  - b. Future Agenda Items
7. **Adjournment**

---

Ellen Faulkner, Chairperson  
c: News Media

---

*Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in accessible location or format must contact the ADA Coordinator for the City of Eau Claire, at 839-4921 or at 203 South Farwell Street by 2:00 PM the Monday prior to the meeting so that any necessary arrangements can be made to accommodate each request."*

---



---

# Waterways and Parks Commission

## Minutes

7:00 p.m., January 25<sup>th</sup>, 2023

City of Eau Claire

North Conference Room – City Hall

---

1. **Call to Order** at 7:01 PM by Chairperson Faulkner
2. **Roll Call**  
**Members Present:** Kirk Dahl, Ellen Faulkner, Charlotte Hudgins, Gina Keenan, Megan Holmes  
**Members Absent:** Christopher Johnson, Meredith Hollars, Jessica Schoen, Emily Anderson, Joe Maurer, Kate Felton  
**Staff Present:** Steve Plaza, Lindsay Jerry, Matthew Staudenmaier, Joseph Bronner and Jacob Edge  
**Others Present:** Ty Jacobs and Will Ostrander
3. **Reading and approval of minutes of the past meeting on Wednesday, October 26<sup>th</sup>, 2022.**
  - a. Minutes could not be approved because the meeting did not reach a quorum.
4. **Open Public Comment Period for Items that do not appear on this Agenda**
  - a. Time was provided for members to discuss items not on the agenda.
5. **Business Agenda Items**
  - a. **2023 Waterways and Parks Commission Board Member review**
    - i. No terms expired in 2022. Board Member review to take place at the meeting scheduled for February 22<sup>nd</sup>, 2023 due to the lack of a quorum.
  - b. **Eagle Scout Project Mt. Simon Park**
    - i. Presentation by Ty Jacobs, Eagle Scout, on a proposed Lifejacket Station at Mount Simon Park Launch Ramp. Proposed construction by the Eagle Scouts and maintained by the DNR's "Kids Don't Float" program, with lifejackets provided by Jacob's Jackets and/or public donations, and a concrete pad supplied by the City of Eau Claire Parks Department.
  - c. **Presentation by Forestry Supervisor Matthew Staudenmaier on Forestry Operations**
    - i. Review of Arboriculture in the City of Eau Claire historically and in present time.
  - d. **CORBA Well Site Agreement review and vote**
    - i. Presentation by Will Ostrander on a proposed single-track trail system for non-motorized use by the public for recreational purposes, to be designed, constructed, and maintained by CORBA.
6. **Discussion and Direction**
  - a. Announcements
  - b. Future Agenda Items
7. **Adjournment** at 8:26 pm

---

*Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in accessible location or format must contact the ADA Coordinator for the City of Eau Claire, at 839-4921 or at 203 South Farwell Street by 2:00 PM the Monday prior to the meeting so that any necessary arrangements can be made to accommodate each request."*

---



CITY OF  
**EAU  
CLAIRE**

---

Ellen Faulkner, Chairperson  
c: News Media

---

*Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in accessible location or format must contact the ADA Coordinator for the City of Eau Claire, at 839-4921 or at 203 South Farwell Street by 2:00 PM the Monday prior to the meeting so that any necessary arrangements can be made to accommodate each request."*

---

---

---

**MEMORANDUM****FINANCE DEPARTMENT**

---

---

**Date:** *March 16, 2023*

**To:** *Waterways and Parks Commission*

**From:** *Corey Lee, Budget Analyst*

**Subject:** *Recommendation for Approval of Easement at Forest Street Gardens Area*

---

Please place an item on the next Waterways & Parks Commission agenda to discuss and make a recommendation on the above-referenced item.

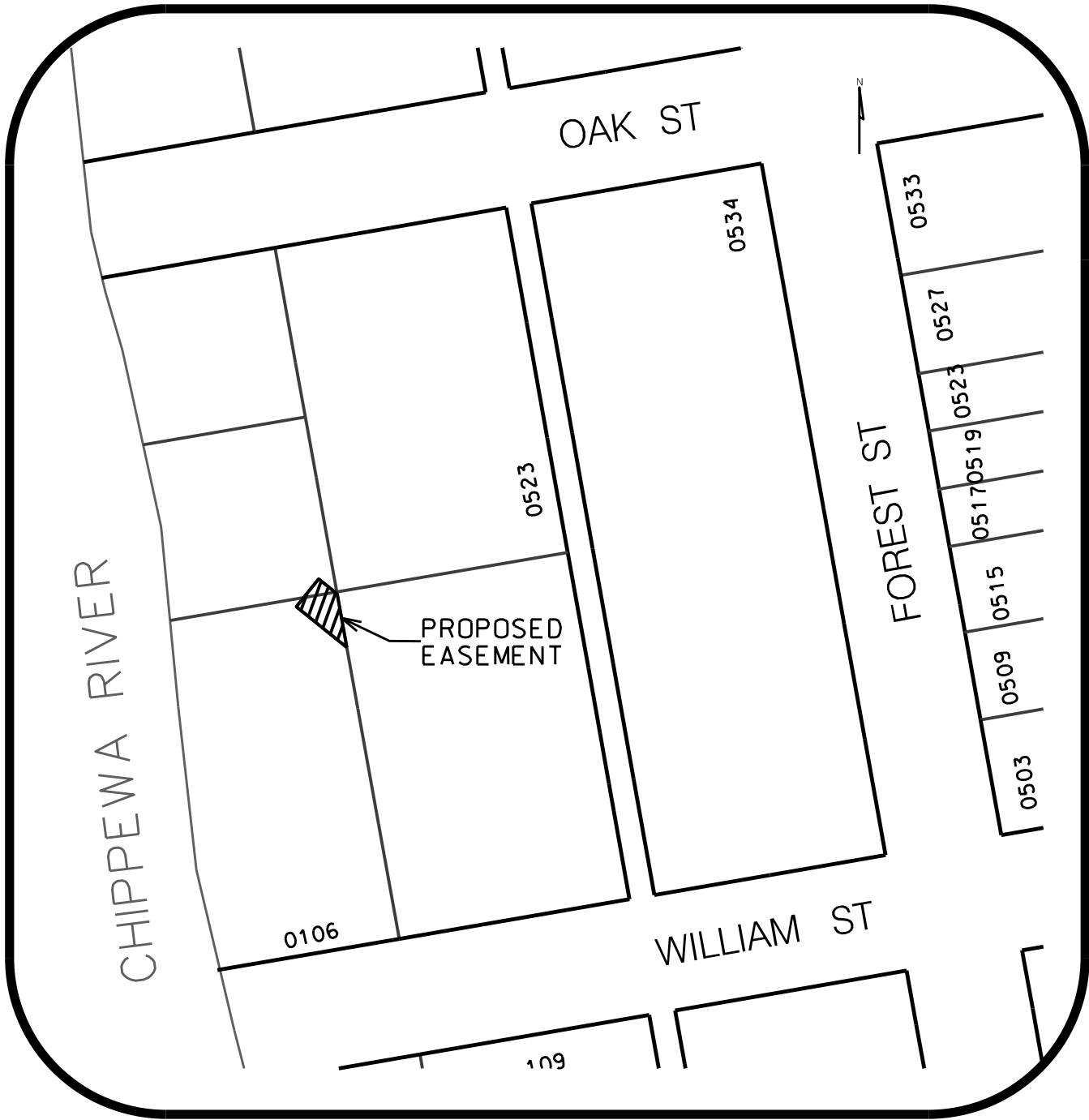
The City has received a request from Xcel Energy for an electrical underground distribution easement to be located on the Forest Street Gardens area, Parcel No. 08-0387, generally located north of William Street and west of Forest Street. Xcel needs to replace the existing shield wire on the transmission line running north-south along the river with a fiber optic (OPGW) cable. In this case, they are not able to string this fiber optic directly into the substation overhead due to the proximity of electrified components.

The easement area being requested is approximately 500 square feet (20-ft by 25-ft) and beneath the existing transmission line. Xcel's installation of the underground facility will be directionally drilled and all soil disturbances will be restored. No trees should be impacted in this process.

This fiber optic connection will enable better communication throughout the network between substations thus increasing response times and reliability. Xcel plans to transition from overhead to below ground at the transmission line structure #29, then cut over to the adjacent Xcel Energy-owned parcel and continue underground into the substation control house.

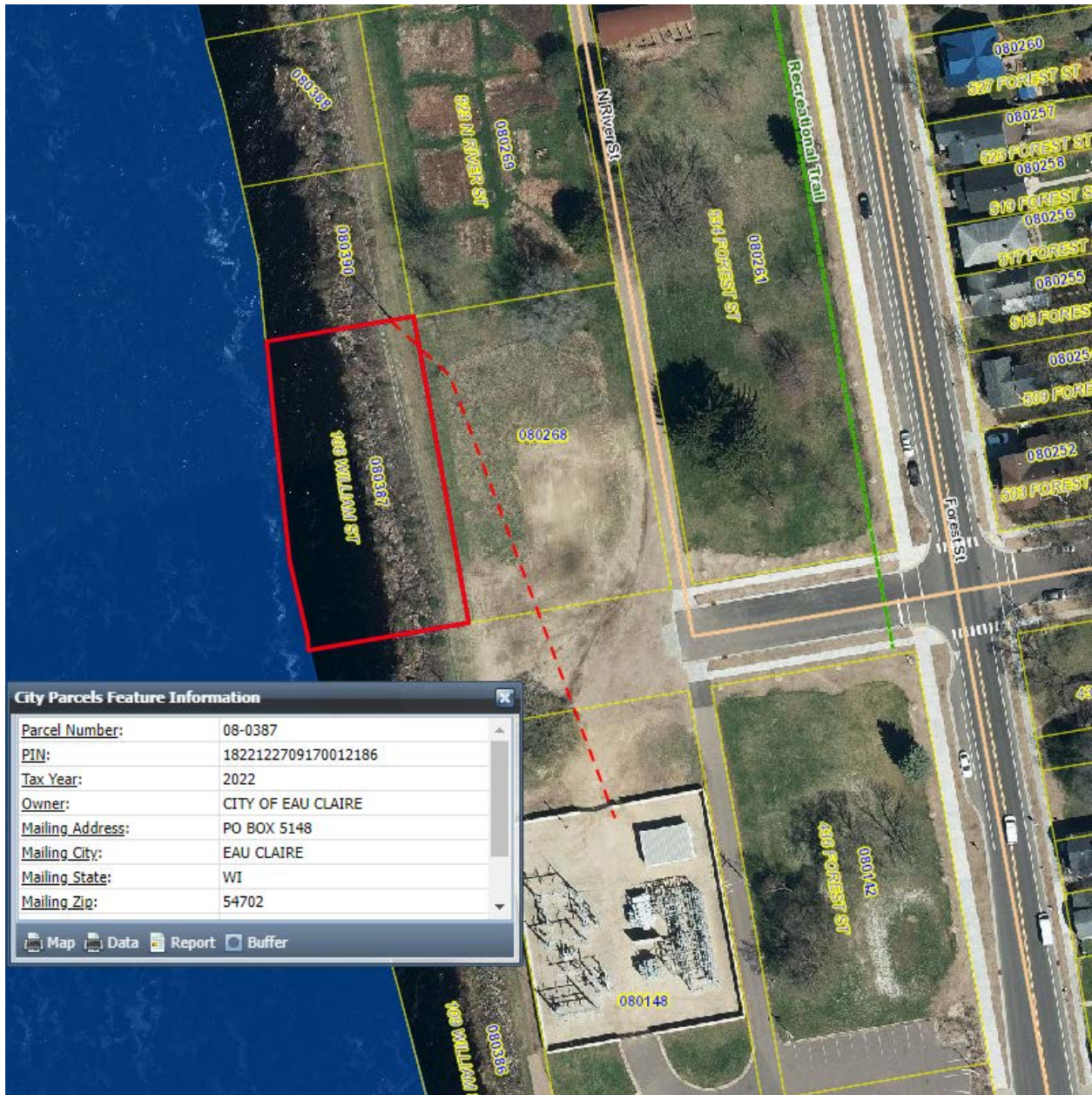
The Plan Commission will review this easement request at their meeting on Monday, April 3, 2023. If approval is recommended, City Council would then review a resolution to grant the easement at the Tuesday, April 11, 2023, Legislative Session.

City staff recommends approval of the easement agreement.



106 WILLIAM STREET  
UTILITY EASEMENT

# Xcel Energy Underground Fiber Optic Installation Forest Street Gardens Area



## Brief Summary of Existing Boards, Commissions, & Committees

Nearly 200 people serve the City on Boards, Commissions and Committees. These groups advise the City Council on various areas. The City Manager's Office maintains a Resource Bank made up of city residents interested in serving on boards, commissions, or committees. The primary qualifications are an interest in participating in City government and a willingness to work with others to help address the needs of the community.

- [Administrative Review Board](#) meets as needed. Review administrative determinations, i.e., decisions made by an agency, board, or department of the City that adversely affect a person's rights, duties, or privileges. An opportunity for a hearing would be provided to persons contesting a decision.
- [Bicycle/Pedestrian Advisory Committee](#) meets at 6:00 pm on the third Tuesday of the month. The committee shall provide advice to the City Council that reflects community values on bicycle and pedestrian practices relative to the city.
- [Building Code Committee](#) meets as needed to hear appeals under the building code by persons aggrieved by an interpretation of the code. The Board also makes recommendations to amendments to the code. If a recommendation is made to change the code, the recommendation is sent to the City Council to amend the ordinance. The Board makes certifications of new materials or methods of construction.
- [City-County Board of Health](#) meets at 5:15 pm on the fourth Wednesday of the month. The Board of Health has authority to enforce such rules and regulations as may be adopted by the department under the laws of the State, for its own guidance and for the government of the Health Department as may be deemed necessary to protect and improve public health, not inconsistent with State law nor with rules and regulations of the department. The Board of Health has exclusive control over the management and operations of the Health Department. The Board of Health prepares the budget, determines how the budget allocations made by the city and the county are reflected within the Department's operation or programming, appoints the City-County Director/Health Officer and determines employee compensation.
- [Board of Heating Examiners](#) meets as needed to develop and keep examinations used in licensing heating contractors current with modern technology. Also periodically review and make recommendations for updating the city heating code. All applications for licenses shall be approved by the Board, who shall first examine the applicant as to qualifications and competency. The Board will also hear appeals of those in disagreement with a provision of the code. Final action on licenses and changes to the code is the responsibility of the City Council.
- [Board of Review](#) schedule TBD. The Board of Review carries out responsibilities related to the assessment of real property, and hears objections from property owners regarding the assessed value of property they own, as determined by the City assessor. The Board is Quasi-judicial in nature, meaning that the Board members sit as a panel of judges.
- [Housing Advisory Board](#) meets as needed. The Board acts on appeals and applications. The Board may act upon application, upon written request from the City Council, from the Health Officer, or upon its own motion.

- **Housing Authority** meets at 7:45 am in the fourth Monday of the month. The commissioners establish goals and policies for the Housing Authority concerning the acquisition, operation and management of public housing projects in Eau Claire and oversee the implementation of state statutes pertaining to housing authorities.
- **Housing Opportunities Commission** meets at 5:00 pm on the second Wednesday of the month. Supports goals of the City Council Strategic Plan, the Comprehensive Plan, and the city manager's work plan related to affordable housing. Reviews policies and provide recommendations to the Plan Commission and City Council. Initiates and recommends guidelines for development of affordable housing policy, including expanded home ownership and transitional housing opportunities in the city. Reviews and advises the City Council on affordable housing priorities in the capital improvement plan for the city.
- **Landmarks Commission** meets at 4:30 pm on the first Monday of the month. The Commission shall have the power, subject to city ordinances, to designate landmarks, landmark sites and historic districts within the city limits. They shall also regulate construction, reconstruction and exterior alteration to landmarks, landmark sites, and structures within historic districts.
- **Library Board** meets at 5 pm on the third Thursday of the month. The Library Board controls the expenditure of moneys for the library fund, and all lands, buildings, money or other Library property. The Board supervises the administration of the library and appoints the librarian. After the conclusion of the fiscal year of the City, the Library Board makes a report to the State Division for Library Services and the City Council.
- **Loan Administration Board** meets at 11:30 a.m. on the first Wednesday of the month. As specified by the Economic Development Administration, the Loan Administration Board is responsible for approving loans, all major loan modifications (or waivers), and loan foreclosure actions. It is also responsible for at least recommending Revolving Loan Fund loan policy. (Actual approval of loan policy may take place at a higher level.)
- **Plan Commission** meets at 7:00 pm on the first and third Mondays of the month. Makes and adopts a master plan for the physical development of the municipality. Makes reports and recommendations relating to the plan and development of the city to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. The Plan Commission exercises final review and approval of site development plans and requests for conditional use permits. The City Council shall refer to the City Plan Commission for its consideration and report before final action is taken in regard to the following matters: the location and architectural design of any public building; the location of any statue or other memorial; the location acceptance, extension, alteration, vacation, abandonment, change of use, sale acquisition of land for or lease of land for any street, alley or other public way, park playground, airport, area for parking vehicles, or other memorial or public grounds, the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the city.
- **Police and Fire Commission** meets at 4:00 pm on the third Thursday (bi-monthly). The PFC is essentially a civil service body with exclusive jurisdiction over hiring of department chiefs, approving eligibility lists for appointment of police officers and firefighters, approving all



promotions of personnel recommended by the department chiefs, receiving and reviewing citizen complaints, hearing formal charges filed against department chiefs, firefighters and police officers, and as warranted, disciplining police officers, firefighters, and department chiefs.

- **[Redevelopment Authority](#)** meets at 7:30 am on the third Wednesday of the month. Wis. Stats. 66.1333(3)(a)(1). "An authority is created for the purpose of carrying out blight elimination, slum clearance, and urban renewal programs and projects as set forth in this section, together with all powers necessary or incidental to effect adequate and comprehensive blight elimination, slum clearance and urban renewal programs and projects."
- **[Sustainability Advisory Committee](#)** meets at 3:30 pm on the third Wednesday of the month. The Committee shall provide advice to the City Council that reflects community values on sustainable policy and practices relative to the community's sustainable environment, including natural resources, energy, food, waste, hazardous materials and pollution.
- **[Transit Commission](#)** meets at 6:00 pm on the third Wednesday of the month to determine and adjust routes, recommend fare changes to City Council, act as an advocate in the community for transit services, review and advise City Council on transit budget recommendations, and monitor ridership, surveys, services, budget, and engages in transit planning. Periodically reviews list of service complaints received by the transit department. Advances recommendations regarding other modes of public transportation, which include, but are not limited to, light rail, taxis, park and ride facilities and ride-sharing, and reviews and makes recommendations about parking issues that significantly impact transit services and routes.
- **[Utility Appeals Board](#)** meets quarterly (as needed). The Board shall act on specific appeals and applications only, except in exercising its power of interpretation. Such action shall not change or have the effect of changing any rule, regulation, provision or restriction of state statute, public service commission rates and rules, or titles 14 and 15 of these ordinances, but shall affect only its application to specific cases before the Board. In exercising its power of interpretation, the Board may act upon application, upon written request from the City Council, or upon its own motion.
- **[Waterways and Parks Commission](#)** meets at 7:00 pm on the fourth Wednesday of the month. The members of the Waterways and Parks Commission have a mission to protect, enhance, and promote the city's waterways and parks by offering their recommendations on projects and issues brought to them.
- **[Zoning Board of Appeals](#)** meets as needed on the first Tuesday of the month at 7:00 pm. The Board shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator. An appeal to the Board may be taken by any person aggrieved or by an officer, department, board or bureau of the city affected by any decision of the Zoning Administrator. The Board may, upon written application filed with the Secretary, make variations, adjustments and modifications to the zoning ordinance. The Board shall decide on any matter within 30 days after date of hearing. After a decision is made, the Zoning Administrator will carry out the decision made by the Board.

## Function of the Various City Boards

Many of the City Boards, Commissions and Committees are advisory to the City Council, such as:

- Advisory Committee on Appointments
- Bicycle/Pedestrian Advisory Committee
- Housing Opportunities Commission
- Landmarks Commission
- Plan Commission
- Sustainability Advisory Committee
- Transit Commission
- Waterways and Parks Commission

*(The City Council appoints all members to these Committees.)*

Some are established to hear appeals, make code recommendations or grant licenses, such as:

- Administrative Review Board
- Bicycle/Pedestrian Advisory Committee
- Building Code Committee
- Board of Heating Examiners and Appeals
- Housing Advisory Board
- Utility Appeals Board
- Zoning Board of Appeals

*(The City Council appoints all members to these Committees.)*

Some Boards, Commissions and Committees are appointed by the City Council but act independently, such as:

- City/County Board of Health
- Housing Authority
- Library Board
- Police and Fire Commission
- Redevelopment Authority

*(The City Council appoints all members to these Committees.)*

Some are Boards, Commissions and Committees created with specific criteria defined by the program, such as:

- Business Improvement District Boards
- Loan Administration Board (f/k/a Revolving Loan Fund Committee) (Federal/Uniroyal)
- Seven Mile Creek Landfill Standing Committee

*(The City Council appoints members to these Committees.)*

The City Council also appoints Council Representatives as well as citizen representatives to serve on boards of other organizations, such as:

- Chippewa Valley Convention and Visitors Bureau Board (2 Council Representatives)
- Putnam Park Commission (2 Council Representatives and Citizen Representatives)

- Senior Center Board (no Council Representatives, only Citizen Representatives)

*Task Forces are occasionally created on an ad hoc basis to address specific issues.*

The **City Council** appoints City Council representatives to serve on various Boards and Committees at their organizational meeting on the Third Tuesday in April.

For a more detailed summary of each of the above boards, commissions, and committees, please visit the City of Eau Claire webpage:

<https://www.eauclairewi.gov/government/boards-commissions-committees>