



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

156 East First Street  
New Richmond, Wisconsin 54017  
ph 715.246.4268 fx 715.246.7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

November 28, 2016

**TO ALL PARK BOARD MEMBERS:**

<b>Craig Kittel</b>	<b>Brian Schroeder</b>
<b>Joe Ard</b>	<b>Frank Norton</b>
<b>Christine Melby</b>	<b>Jon Hailey</b>
<b>Mandi Erickson</b>	

This is to notify you of a Park Board Meeting on Wednesday, December 7, 2016, at 7:00 p.m. in ED Lab at the New Richmond Civic Center, 156 East First Street, New Richmond, Wisconsin.  
*If you are unable to attend the meeting, please notify Marie Bannink at 246-4268 at your earliest convenience.*

**AGENDA:**

1. Roll call:
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting, September 28, 2016
4. Public business items
5. Unfinished business  
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
6. New business
  - a) Sports Center Accessory Building
  - b) Recreation Plan
  - c) Candlelight Hike at Doar Prairie Restoration
  - d) New Richmond Girls Fast Pitch Shed Request
  - e) Trail Signage
  - f) Nature Center to Doar Prairie Restoration Trail
  - g) 2017 Projects(Action on newly introduced motions, ordinances, resolutions or other matters)

Come Grow With Us!

7. **Inspection & Park Land Trust report**
  - a) **Park Land Trust Fund - \$153,112.13**
  - b) **Impact Fee Fund - \$3,137.82**

8. **Announcements**

9. **Adjournment**

**Craig Kittel**  
**President**

**cc: The News**  
**Northwest Community Communications**  
**City website**

**A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board., 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.**

**If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.**

**PARK BOARD MEETING  
WEDNESDAY, SEPTEMBER 29, 2016**

Chair Craig Kittel called the Park Board meeting to order at 7:30 p.m. on Wednesday, September 29, 2016.

**Members Present:** Craig Kittel, Jon Hailey, Brian Schroeder, Frank Norton, Christine Melby, and Mandi Erickson

**Members Absent:** Joe Ard

**Others Present,** Jim Zajkowski, Jeremiah Wendt, Noah Wiedenfeld, Michael Mroz, and Mike Darrow

Jon Hailey moved to adopt the agenda, seconded by Brian Schroeder, motion carried.

Brian Schroeder moved to approve the minutes of the August 31, 2016 meeting, seconded by Jon Hailey, motion carried.

**Public Business Items**

None

Jon Hailey moved to approve the consent agenda Mary Park Bench Location, seconded by Brian Schroeder, motion carried.

**Unfinished Business**

**Naming of the Skatepark:**

Noah Wiedenfeld updated the board on the naming of the skatepark. We have received 50,000.00 from the Sather's and without the donation the skatepark would not have happened. Mary had suggested "Irv & Mary Sather Skylark Skatepark". Motion was made by Frank Norton to name the skatepark Irv & Mary Sather Skylark Skatepark, seconded by Christine Melby, motion carried.

**WisCorps Willow River Project:**

Noah updated the board on the project. There was a public meeting held on September 7<sup>th</sup> with the work crew coming in to work in mid-Oct. for one week. The focus for now is the section between the Richmond Town Hall & the Nature Center.

**New Business**

**Skatepark Master Plan:**

Mike Darrow presented the master plan for the Skatepark and adjoining Highway 64 corridor. The skatepark will be the first thing people will see when entering the city therefor, this area needs to look welcoming. Noah highlighted options for the skatepark with the landscaping, bicycle repair station, kiosk, and new trash bins with an estimated cost of \$9,000.00. We currently have a fund balance of \$7,327.49. Consensus was to take out the kiosk and put the donor signage in phase one. Jon Hailey moved to have the following in phase one, landscaping, bike repair station, donor signage, and new trash bins not to exceed \$9,000.00; \$7,327.49 from donations and the remaining monies (\$1,672.51) from park land dedication funds. Seconded by

Christine Melby, motion carried. Phase two would consist of kiosk, benches, and charging station for electronics.

**Window Decal Fundraiser:**

Mike presented information for window decal stickers as a fundraiser to help support future park projects. The stickers would sell for \$5.00 and could be sold at local businesses, the Library, Civic Center, and other organizations that want to support this endeavor. Jon Hailey moved to move forward with the decal fundraising but not to exceed \$500.00 from the Park Land Trust Fund, seconded by Brian Schroeder, motion carried.

**Freedom Park Athletic Fields:**

Michael Mroz updated the board the two fields the Park Board approved irrigation on are now irrigated. Yesterday Dave Mehls did aeration, seeding and fertilized. The road is in connecting the parking lot to Wall Street. Kudos to the Public Works Department they have been working on this for the last three weeks.

The fields on the southern side are showing signs of crabgrass invasion. To get turf established we need to do aeration and over seeding. Motion was made by Frank Norton seed and fertilize the fields taking the funds out of the Park Land Trust Fund but not to exceed \$3,000.00, seconded by Brian Schroeder, motion carried.

**Nature Center Canoe/Kayak Launch:**

Noah was contacted by the St. Croix County Sportsman's Alliance on adding a Canoe/Kayak launch at Nature Center. The County would give \$2,000.00 to the project and the state would match it. Christine Melby moved to insert this into the park plan and direct staff to apply for the grant, seconded by Brian Schroeder, motion carried.

**Inspection & Park Land Trust Report:**

**Inspection Reports** – Reports turned in.

**Park Land Trust Fund - \$125,680.13**

**Impact Fees Fund - \$17,842.93**

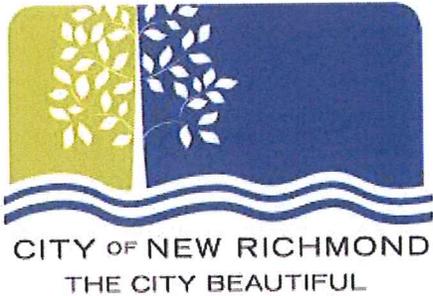
**Announcements:**

Go to the City website and check out the park survey. Craig welcomed Mandi to the Park Board.

Jon Hailey moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board was adjourned at 7:35 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

**TO:** Park Board Members  
**FROM:** Michael Mroz; Operations Manager  
**DATE:** November 22nd, 2016  
**RE:** Sports Center Accessory Building

---

### **Background**

Earlier this spring the City of New Richmond was approached by the Hockey Association to build an accessory/storage building on the Northeast corner of the Sport Center building. All expenses would be paid for by the Hockey Association. The building would primarily be used for storage of additional hockey and/or facility equipment.

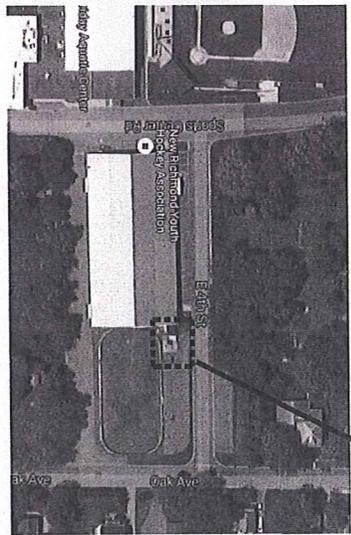
The Park Board discussed the overall viability of this project made a motion for the Hockey Association to proceed with their request.

One stipulation that needs to be met in order to construct the building in the proposed location is the vacation of Fourth Street that runs along the north side of the Sports Center. The Hockey Association is in the process of meeting this requirement. In the meantime, the Association has submitted building plans to the City which will need formal approval from both the Park board and DRC.

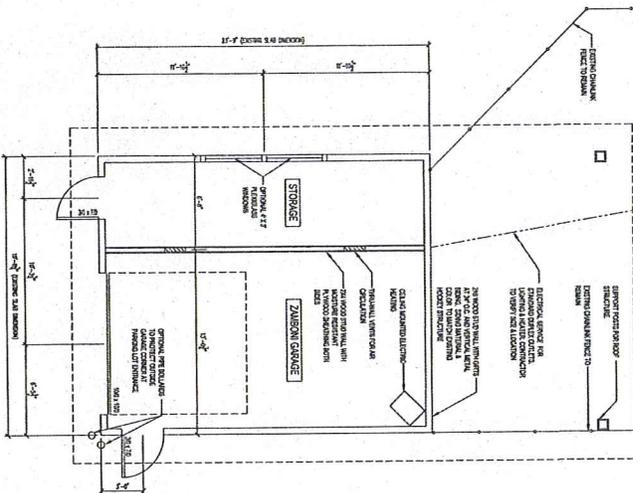
### **ACTION REQUESTED**

The Park Board should review and discuss the attached building plans. If deemed an acceptable building, a motion should be made to approve the building plans.

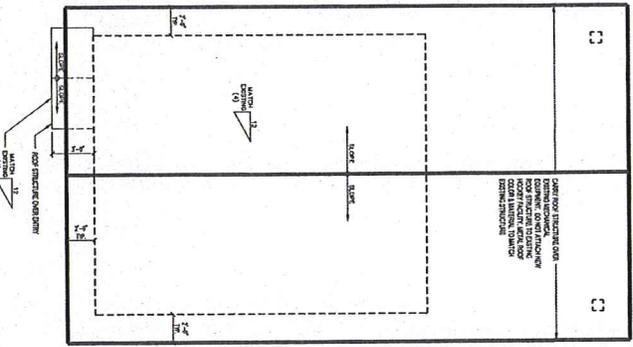
**ZAMBONI GARAGE**  
450 SPORTS CENTER ROAD - NEW RICHMOND, WI



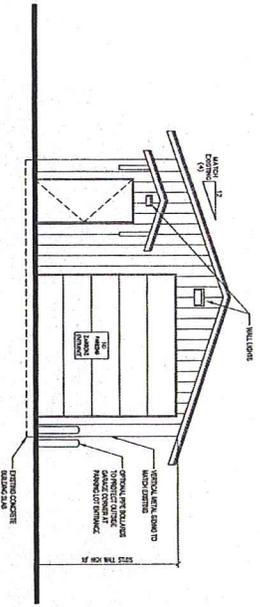
**1** PROPOSED FLOOR PLAN  
SCALE: 1/4" = 1'-0"



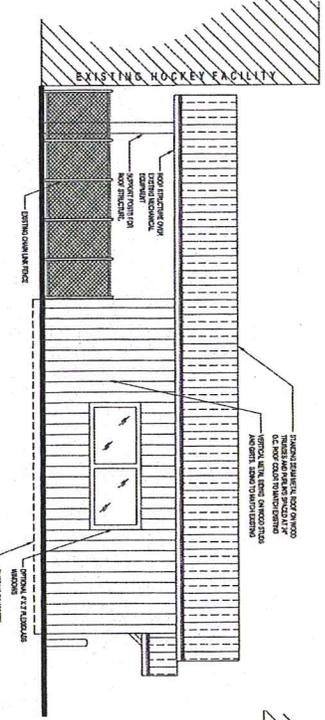
**2** PROPOSED ROOF PLAN  
SCALE: 1/4" = 1'-0"



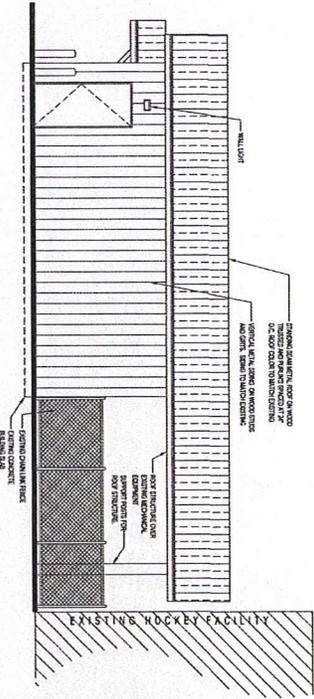
**4** PROPOSED EAST ELEVATION  
SCALE: 1/4" = 1'-0"



**5** PROPOSED SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"



**3** PROPOSED NORTH ELEVATION  
SCALE: 1/4" = 1'-0"





156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

**TO:** Park Board Members  
**FROM:** Michael Mroz; Operations Manager  
**DATE:** November 22nd, 2016  
**RE:** Recreation Plan

---

### **Background**

The collaborative effort between the School District of New Richmond, City of New Richmond, The Centre, and the New Richmond Area Community Foundation is nearing the end. Dowell Management met with key stakeholders on October 26<sup>th</sup> to discuss finding and initial recommendations. The presentation was to inform the stakeholders of results from various platforms. These included interviews with sports organizations, local business people, and citizens. An online survey was also used to gather information concerning the present recreational programs and amenities within the City as well as where community leaders should focus their attention over the foreseeable future.

### **Preliminary Recommendations**

#### ***Phase 1***

- Establish New Richmond Recreation Commission/Partnership/Cooperative
  - o Provides the infrastructure for decision-making and coordination among the partners
  - o Managed by the partners through quarterly meetings
  - o One part time contract FTE to begin with

#### Financed by

- o Partners
- o User fees (for example, youth sports leagues pay fee for service based on # of participants)
- o New funding mechanisms (economic development lens = greater public support for investment; sport tourism=use of hospitality tax; sponsorships/partnerships; building community support; events and fees related to programming, etc.)

## Initial Activities

- Develop joint use agreements between partners for fields, equipment, facilities that provides clarity, sets expectations and can be communicated to stakeholders
- Develop joint purchasing program to leverage buying power
- Complete program and facility assessment and gap analysis
- Conduct Phase II program and facility capacity building planning

## ***Phase II***

### Development and Fundraising Plan

- New facilities
- Feasibility to examine re-purposing existing hockey facility for indoor field house use
- New program development
- Long-term funding plan

### **Action Requested**

The Park Board should review and discuss the initial recommendations from Dowell Management and determine their overall viability for the New Richmond Area. If any changes and or/additions are to be made to the recommendations, the board should do so at this time. Final recommendations will be made to the key stakeholders in January of 2017.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** November 23, 2016  
**SUBJECT:** Candlelight Hike at Doar Prairie Restoration

### **BACKGROUND**

Many state parks in Wisconsin and Minnesota sponsor candlelight snowshoeing, skiing, and hiking events each winter. Although fairly simple, the events have been very popular and encourage families to spend time outdoors together and exercise during the winter months.

### **PROPOSAL**

City staff are interested in organizing a candlelight hike in January at the Doar Prairie Restoration. This scenic park has about 0.7 miles of paved trails, making it a good size for such an event. There would be a marginal cost for supplies (about \$100 for paper bags and candles) and City staff would get volunteers from NRHS or some of the local civic organizations to help fill the bags and light the candles. Hot chocolate and other refreshments could also be provided. The event would likely be on a Friday or Saturday evening from about 5:30-7:00 pm, with the exact date and hours yet to be determined. Similar to the medallion hunt and outdoor movie night held in 2016, this would be a nice community event to showcase our parks and trails system that requires marginal cost or staff time.



### **ACTION REQUESTED**

The Park Board should consider approval of the Candlelight Hike at the Doar Prairie Restoration as presented. If approved, City staff would begin to finalize a date, arrange for volunteers, and manage other event logistics.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

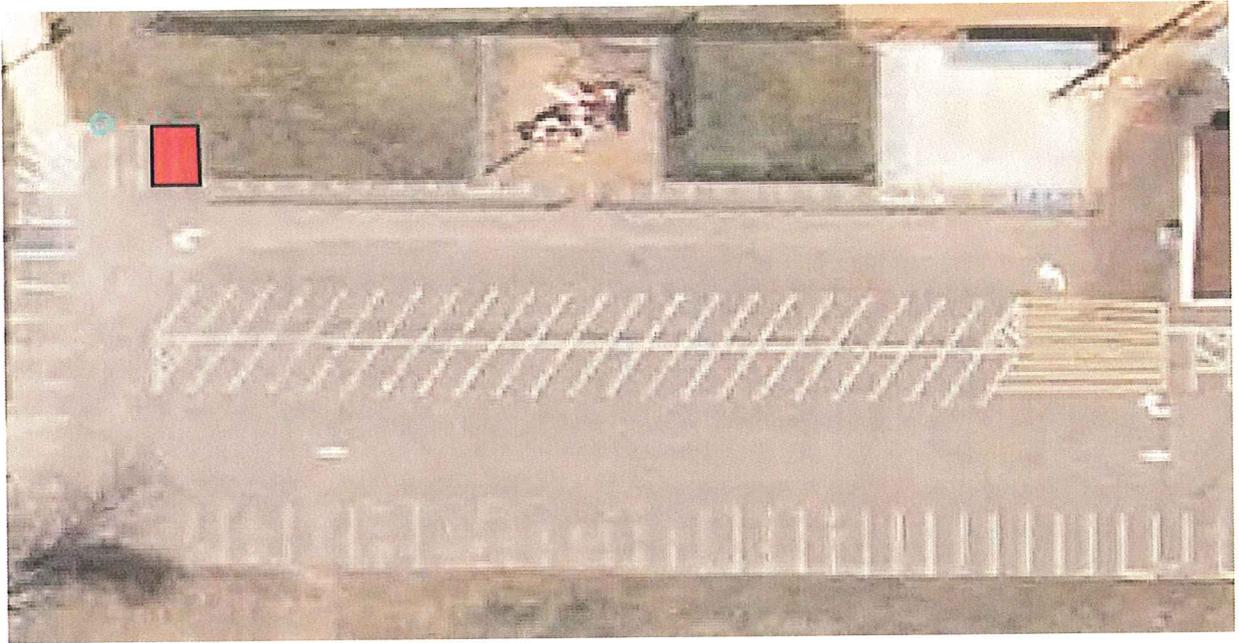
**TO:** Park Board Members  
**FROM:** Michael Mroz; Operations Manager  
**DATE:** November 22nd, 2016  
**RE:** New Richmond Girls Fast Pitch shed request

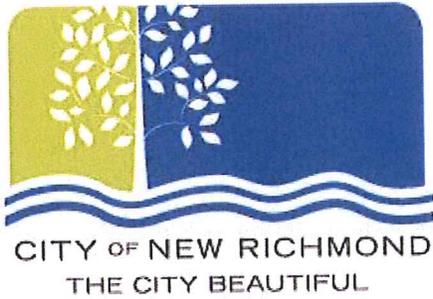
---

**Background:** The City of New Richmond has received a request from the New Richmond Fast Pitch Association to place an 8x12 shed in Hatfield Park. The portable shed would be used primarily for equipment storage for practices, games, and tournaments. During the off-season the City would require the building to be taken off site for storage. The proposed location will be located near the playground on the northwest side of the parking lot right next to the New Richmond Baseball Association shed.

If approved by the Park Board, the design and location of the shed will need to be accepted by the Developmental Review Committee prior to placement.

**Staff Recommendation:** To approve the suggested location of a storage shed for the New Richmond Fast Pitch Association at Hatfield Park.





156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

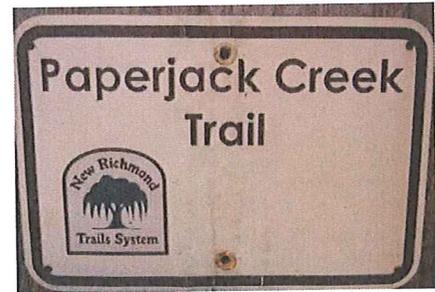
## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** November 23, 2016  
**SUBJECT:** Trail Signage

---

### **BACKGROUND**

Earlier this summer, City staff received a \$1,500 grant from the New Richmond Area Community Foundation for new signage for our trails system. Many of our trails have no signage at all, while other existing signs could use a facelift after years of exposure to sunlight, rain, snow, etc. Attractive and consistent signage can help with promoting and branding our parks and trails system. *The existing design is shown in the photo to the right.*



### **DESIGN**

As part of their coursework, graphic design students at New Richmond High School have prepared some design options for the Park Board to consider at the December meeting.

### **ACTION REQUESTED**

Designs will be presented to the Park Board for consideration and possible approval.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

## MEMORANDUM

**TO:** Park Board Members

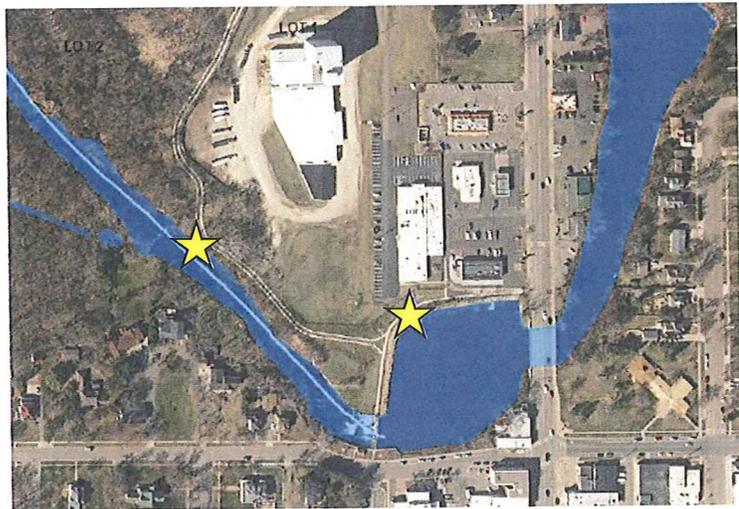
**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** November 23, 2016

**SUBJECT:** Mill Pond Canoe/Kayak Access

### **BACKGROUND**

Members of the Pathway Committee and Star Prairie Fish & Game have expressed interest in creating access points for canoes and kayaks on both sides of the Mill Pond dam. This would allow someone who was canoeing west from Mary Park to get out of the river before the dam, portage along the Doughboy Trail, and return to the river on the other side of the dam. The general locations for these access points are shown on the map. This project would complement the future canoe/kayak access at the Nature Center, as well as recent efforts by the Wisconsin Conservation Corps to clear fallen trees along the Willow River. The project timeline could also coincide with the 2017 construction of the John Doar Civil Rights History Trail in 2017.



### **ACTION REQUESTED**

The Park Board should discuss whether they support the Mill Pond canoe/kayak access concept as presented. If there is support for this concept, City staff will bring back additional information at a future Park Board meeting about design, more precise locations, cost estimates, and funding sources.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

**TO:** Park Board Members  
**FROM:** Michael Mroz; Operations Manager  
**DATE:** November 22nd, 2016  
**RE:** Nature Center to Doar Prairie Restoration trail

---

### **Background**

Both the Park Board and Pathways committee have identified the connection of the Nature Center to the Doar Prairie Restoration as an integral part to the City of New Richmond's trail system. With the passing of Mr. John Doar, the City has received trust funds to help construct the John Doar Civil Rights Trail along the mill pond. Any available funds after the completion of the Civil Rights Trail project could be put towards the construction of a trail that would link the Nature Center to the Doar Prairie Restoration. Connecting the two nature areas would meet the stipulations of the trust fund.

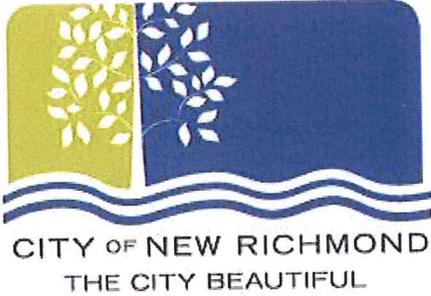
A design proposal is to connect the Nature Center and the Doar Prairie Restoration trail via an underpass on each side of the Willow River. This would allow us to extend our cross country ski facilities to the Nature Center (maybe even moving the trailhead to that location). The proposed underpass connection would also need to be designed in conjunction with the proposed canoe landing at the Nature Center as the trail and landing will be connected.

Staff is recommending we use a portion of the WT Doar Trust Funds in the amount of \$10,000 to perform preliminary surveying and design to discover project costs, proposed route, conceptual design and projected timelines of completion.

### **Action Requested**

Park Board should discuss the overall viability of this project and determine if \$10,000 of the WT Doar Trust Funds should be put towards engineering expenses to develop a plan for future construction.





156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

**TO:** Park Board Members  
**FROM:** Michael Mroz; Operations Manager  
**DATE:** November 22nd, 2016  
**RE:** 2017 Priorities

---

### **Background**

The City of New Richmond adopted the Park System Plan in June 2014 to establish current amenities and help guide future decision making. At the March 2016 Park Board meeting, the members were asked to rank projects and/or amenities that would enhance the overall quality of our parks. A priority list was established for the 2016 construction season and staff, along with the guidance of the Park Board were able complete a number projects from the list.

As we wave goodbye to 2016, now is the time to look forward and start to plan for the upcoming 2017 season. The chart below will serve as a guide to next priorities the Park Board identified. Along with the updated rankings, the following shows how much funds are available as of 10/31/2016;

### ***Funds Available***

Park Land Dedication Funds	\$20,896.18
Hatfield Campgrounds	\$39,532.34
Impact Fees	\$2,131.57
<b>TOTAL:</b>	<b>\$62,560.09</b>

### **ACTION REQUESTED**

The board should review and discuss the Park Plan project rankings to determine a course of action for the 2017 calendar year.

## Park Plan Projects 2016

	Park	Estimated Cost	Funding/Notes	Completed
1. Connect Doar Prairie to Nature Center		\$ 100,000.00	DNR/DOT grants	
2. Construct Skateboard Park	Hatfield Park	\$ 100,000.00		2016
3. Splash Pad	Mary	\$ 200,000.00	donations	
4. Irrigate 2 fields	Freedom	\$ 70,000.00	Begin Aug. 1	2016
6. Replace Infant/Toddler Equipment	Paperjack	\$ 20,000.00		
7. Stabilize Hill	Monette	\$ 1,000.00	Parks Operating Budget	
8. Construct Shelter	Greaton	\$ 10,000.00	Greaton trust fund	2016
9. Install 2nd half of 10' bituminous path	Freedom	\$ 110,000.00	DNR/DOT grants	
10. Add picnic tables	Greaton	\$ 750.00	Greaton trust fund	2016
11. Add baseball backstop	Greaton	\$ 10,000.00	Greaton trust fund	
13. Horseshoe Pits	Hatfield Campground	\$ 100.00	campground revenue	
14. Tennis Board	Woodland Creek	\$ 500.00		
15. Trees and Landscaping	Woodland Creek	\$ 3,000.00	gravel bed nursery 2017	
16. Add tables	Cherokee	\$ 500.00		
17. John Doar Civil Rights Trail	Mill Pond	TBD	Trust Fund	Spring 2017
18. Add benches and grills	Mary	\$ 1,000.00	Rotary?	2016
19. Add benches	Nature Center	\$ 800.00	Rotary?	
20. 9 or 18 hole frisbee golf course	Freedom	\$ 9,000.00	County RD A Development	
21. bike racks	Paperjack	\$ 1,000.00		
22. Replace restroom soffit and roof	Mary	\$ 10,000.00	Parks Operating Budget	
24. Construct Hatfield Concession field 3	Hatfield Park	\$ 20,000.00	Softball Association	
26. Tennis Backboard	Mary	\$ 500.00		

**PARK LAND TRUST FUND #800**

	Beginning Balance			Ending Balance
	<u>10/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>10/31/2016</u>
Park Land Dedication Funds	31,751.49	2,513.58	-	34,265.07
Hatfield Campgrounds	38,029.58	2,313.73	(810.97)	39,532.34
Freedom Park	(6,257.31)	-	(5,096.42)	(11,353.73)
Dog Park	6,385.99	168.45	(10.61)	6,543.83
Rich River Trails/Greaton Park	9,976.20	-	-	9,976.20
Skate Park	24,768.49	2,000.00	(26,250.00)	518.49
Mary Park Boat Launch	492.68	72.99	-	565.67
WT Doar Trust Funds	73,064.26	-	-	73,064.26
<b>Totals</b>	\$ 178,211.38	7,068.75	(32,168.00)	\$ <b>153,112.13</b> 153,112.13

**IMPACT FEES FUND #210**

	Beginning Balance			Ending Balance
	<u>10/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>10/31/2016</u>
Impact Fees - Parks	1,576.57	555.00	-	2,131.57
Freedom Park - Development	-	-	-	-
Freedom Park - Irrigation/Backflow	-	-	-	-
Freedom Park - Tree Transplanting	1,006.25	-	-	1,006.25
Skate Park	-	-	-	-
<b>Totals</b>	\$ 2,582.82	555.00	-	\$ <b>3,137.82</b> 3,137.82

<b>Total Park Funds</b>	<b>156,249.95</b>
<b>Restricted Park Funds</b>	<b>119,853.31</b>
<b>Net Available Funds*</b>	<b>36,396.64</b>

\* - The Park Department has an annual assessment of 2,772.57 due each February through 2018 for Utility improvements on Bluebill Ave. Total remaining commitment for 2017-2018 is \$5,545.14

**Projects approved by Park Board**

**Citizens Field - Bathrooms**

3/27/13 - Park Board Meeting \$ 8,000 Loan to Friends of Citizens Field

Erica Kufus moved to borrow \$8,000.00 to Citizens Field from the Park Fund to redo the bathrooms, to be paid back five years from the time the money is borrowed, seconded by James Jackson, motion carried. Bathroom project completed in July 2015 - loan due by 7/31/2020

**Freedom Park - 2015 Development**

10/29/14 - Park Board Meeting - Approved \$46,400  
 06/24/15 - Park Board Meeting - Approved \$4,485 for turf establishment  
 10/28/15 - Park Board Meeting - Approved \$6,000 for road construction

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ 56,885	(56,885.00)	\$ -	
2014 Farm Lease Revenues	\$ 10,000	(2,714.63)	\$ 7,285.37	
Donation - VFW Turf Repairs	\$ 2,162	(2,180.00)	\$ (18.00)	
New Richmond Youth Football	\$ 2,000	(2,000.00)	\$ -	Rec'd in August 2016
New Richmond Youth Soccer	\$ 5,000	(5,000.00)	\$ -	Rec'd in August 2016
Homecoming Football Fundraiser	\$ -	-	\$ -	Not happening
	<u>\$ 76,047</u>	<u>(68,779.63)</u>	<u>\$ 7,267.37</u>	

**Skate Park - 2015 Development**

1/19/15 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ 2,500	(2,500.00)	\$ -	
Donations	\$ 127,627	(127,109.00)	\$ 518.49	
	<u>\$ 130,127</u>		<u>\$ 518.49</u>	@ 10/31/16

**Freedom Park - Tree Planting / Transplanting**

5/25/16 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ 2,000	(993.75)	\$ 1,006.25	
Park Trust Fund - Hatfield Campground	\$ 2,000	-	\$ 2,000.00	
	<u>\$ 4,000</u>		<u>\$ 3,006.25</u>	@ 10/31/16

**Freedom Park - Irrigation (includes 50% of backflow preventer)**

6/29/16 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ 16,500	(16,500.00)	\$ -	
Park Land Dedication Funds	\$ 9,768	(9,768.00)	\$ -	
Park Trust Fund - Farm Lease Revenues	\$ 20,000	(20,000.00)	\$ -	
	<u>\$ 46,268</u>		<u>\$ -</u>	@ 10/31/16