



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)

August 26, 2016

**TO ALL PARK BOARD MEMBERS:**

Craig Kittel	Brian Schroeder
Joe Ard	Frank Norton
Christine Melby	Jon Hailey

This is to notify you of a Park Board Meeting on Wednesday, August 31, 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, June 29, 2016
4. Public business items
5. Consent Agenda
  - a) Glover Park Memorial Bench (see attached application)
  - b) Paperjack Greenway bench location
6. Unfinished business  
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
  - a) Skate Park Update
  - b) Doar Trail update
7. New business
  - a) Greaton Park Picnic Shelter
  - b) Naming Rights Policy
  - c) Paperjack Creek Trail Name

Come Grow With Us!

- d) **Mary Park Boat Launch**
  - e) **Review priority list for remainder of 2016/2017/(RPZ information)**
  - f) **Rec Plan**
  - g) **Farmers Market**
  - h) **Appointing new Board Member**
- (Action on newly introduced motions, ordinances, resolutions or other matters)**

**8. Inspection & Park Land Trust report**

- a) **Inspection Reports**
- b) **Park Land Trust Fund - \$185,007.08**
- c) **Impact Fee Fund - \$13,286.68**

**9. Announcements**

**10. 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, JUNE 29, 2016**

Chair Craig Kittel called the Park Board meeting to order at 6:55 p.m. on Wednesday, June 29, 2016.

**Members Present:** Craig Kittel, Jon Hailey, Brian Schroeder, Christine Melby, and Joe Ard (arrived 6:35)

**Members Absent:** Frank Norton

**Others Present:** Jim Zajkowski, Noah Wiedenfeld, Michael Mroz, and Marie Bannink

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

Jon Hailey moved to approve the minutes of the May 25, 2016 and June 9, 2016 meetings, seconded by Craig Kittel, motion carried.

**Public Business Items**

None

**Unfinished Business**

**Skate Park Updates:**

Noah Wiedenfeld updated the board on the skate park. Construction is set to start next week with a six to eight week turnaround. Donations to date are \$127,305.99; the loan previously approved by the Park Board is no longer needed. TNT Metals has donated \$4,200.00 in material towards the project.

**Freedom Park Construction**

**Irrigation Bids:**

Two bids were received for the project. The low bid was submitted by Northway Irrigation of Circle Pines, Minnesota in the amount of \$39,842.00. The other bid was received from Irrigation By Design of Minneapolis, MN in the amount of \$48,900.00.

Northway Irrigation is the same company that completed phase I of the irrigation project at Freedom Park. Based on our experience and review, it is our opinion that Northway Irrigation has the required equipment and expertise to perform the work as outlined in the contract documents.

Motion was made by Jon Hailey to award the 2016 Freedom Park irrigation project to Northway Irrigation in the low bid amount of \$39,842.00, seconded by Brian Schroeder, motion carried.

**652<sup>nd</sup> Army Reserve Unit:**

The local 652<sup>nd</sup> Army Reserve unit out of Hammond, WI has been performing some equipment operation training at Freedom Park over the last 2 months. The main objective is to complete the road through Freedom Park and connect it to Wall Street. Originally their intention was to have

training exercises in May, June, and July however they have requested to have a full week of training in August.

Motion was made by Brian Schroeder to continue the partnership with the 652<sup>nd</sup> Army Reserve unit regarding training exercises being performed at Freedom Park, seconded by Joe Ard, motion carried.

**Tree Plantings:**

City staff has been working on the tree transplant project over the last two weeks and have made great progress at Freedom Park. Due to the deciduous tree locations at the airport site we have yet to transplant trees into Northside Park or the Hatfield Campground but they are on the list to receive trees. Tree transplants will continue in September.

**Farmers Market Update:**

The first Farmers Market was held last week. Feedback from the vendors was positive. There were approx 150-200 people in attendance.

**Rotary Lights MOU:**

City staff have met with Lisa Woletz of the Rotary Club and developed a memorandum of understanding (MOU). Some highlights of the MOU include the following:

- Rotary Club will provide all labor and equipment for the installation and take-down of the lights, as well as long-term storage
- Event would begin on November 25, 2016 and continue every Thursday, Friday, and Saturday through December 31, 2016 from 5-10 pm
- There is no fee required to view the lights, but donations will be accepted for Five Loaves Food Shelf
- Visitors can walk or drive through the park. Pedestrians must stay on the Mary Park Trail
- No music will be played
- The City of New Richmond will be responsible for snow removal
- The City of New Richmond shall cover the electrical costs not to exceed \$350 plus minor costs associated with new outlets or rewiring; all costs for extension cords, lights, timers, and related supplies are the responsibility of the Rotary Club

It would be the responsibility of the Rotary to contact the neighbors regarding the light display. Motion was made by Joe Ard to accept the MOU with the addition the New Richmond Rotary would be responsible for the collection and security of the donated items, second by Jon Hailey, motion carried.

**New Business**

**Outdoor Movie:**

On June 10<sup>th</sup>, the City of New Richmond hosted their first Outdoor Movie at Glover Park in an effort to reenergize the downtown area and create a sense of community for its residents. A collaborative effort between the Friday Memorial Library and the City of New Richmond Public Works department saw approximately 125 people attend the event. The next movie is planned for August 19<sup>th</sup>.

**New Richmond Area Community Foundation Grants:**

City staff applied for grants in April from the New Richmond Area Community Foundation. We recently received word that we received three grants totaling \$3,750. The grants will be used for picnic tables for the new Greaton Park shelter, new signage for the City's trail system, and bicycle parking racks to be installed at various city parks.

**Shelter Reservation:**

The local American Red Cross Unit has requested the City waive the \$35.00 shelter reservation fee for their outing on July 28<sup>th</sup>.

Typically in the past, the City would waive all fees for non-profit groups that utilize our park system however the problem that arises is suddenly all groups become a non-profit to get their fee waived. All the while, the City is still paying staff to empty trash cans and cleans the shelters these groups are using without being reimbursed. Keep in mind, this may occur once, twice, possibly three times a day depending upon the number of shelter reservations the City has on any given weekend.

Our current shelter reservation information, which can be found online, does not indicate the dismal of fees for non-profit groups who want to utilize our facilities. Consensus was to have the staff make the decision on a case by case basis for the nonprofit group.

**City of New Richmond Welcome Signs:**

Jim Heebink has contacted the City to donate signs that would be placed under our current Welcome to the City of New Richmond signage which are located north of Starr Elementary and on the corner of North Shore and HWY 65. The proposed signage will say "Established 1857" and will match the current color scheme.

With the continual expansion of business, housing, and schools toward the south, the City of New Richmond Welcome sign near Starr Elementary no longer represents the true city limits and seems out of place while driving through the city. City staff is suggesting we move this sign to the actual city limits located south of Richmond Way.

Motion was made by Jon Hailey to accept the donation of the signs and to start looking into a new location for the sign, seconded by Christine Melby, motion carried.

**New Board Member:**

It will be posted on the social media sites with an application deadline of July 15<sup>th</sup>.

**Meeting Time Change:**

There was discussion on time options. Motion was made by Brian Schroeder to start the meetings at 7:00 pm until October, and then reevaluate, seconded by Jon Hailey, motion carried.

**Inspection & Park Land Trust Report:**

**Inspection Reports** – Reports turned in.

**Park Land Trust Fund - \$164,803.11**

**Impact Fees Fund - \$13,926.38**

Questions were asked on why the Soccer & Football states to be received in 2015 and the funds have not been recorded. Brian stated no one has contacted them for the payment. There was discussion on the Boat Launch this will be put on the next agenda.

**Announcements:**

Rotary has donated a bench and they would like to put this in Paperjack Greenway rather than Paperjack Park. This would replace the bench that was previously there. This will be on next month's agenda for formal approval.

Summary from park tour:

- Place trees at Northside Park
- Greaton Park get bids for wood framed shelter with steel roof and asphalt roof
- We currently have someone interested in being the camp host

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

The meeting of the Park Board was adjourned at 7:30 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary

Order Form  
Legacy Bench and Tree  
Program

Name of donor or group: \_\_\_\_\_

Paul & Vicki Mayer

Address: 1461 Good Duck Ln

City, State, Zip: NR, WI 54017

Day Phone: 715-246-4332

Evening Phone: SAME

Type of Memorial or Gift:

Tree (Variety): \_\_\_\_\_

Bench (Color): X Blue/Black

Desired Location: Glover Park

Plaque Information (please print clearly):

EMERSON

Total Cost: \$800

Please return this form to:

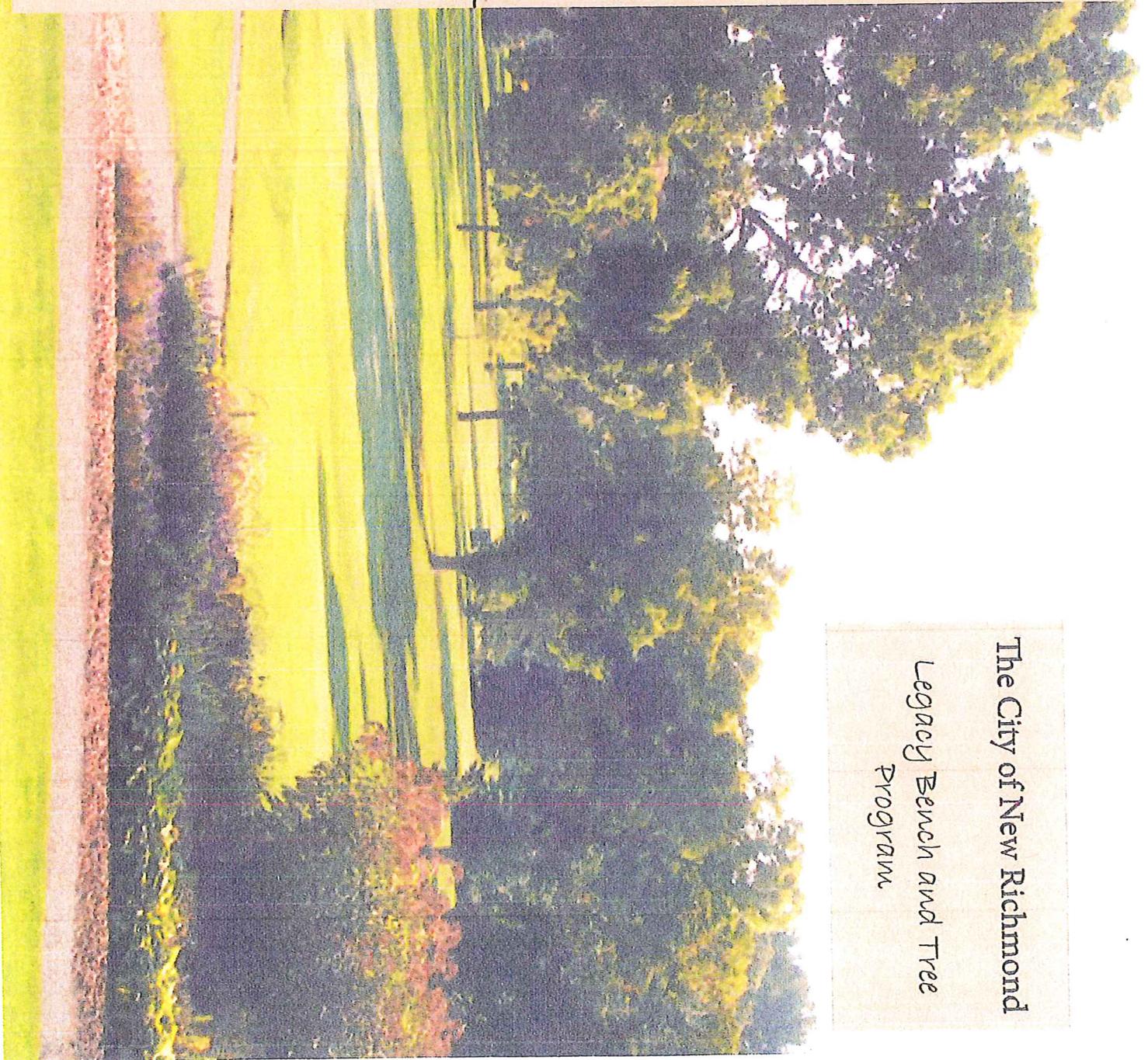
Jeremiah Wendi, Public Works Director

156 E. First Street

New Richmond, WI 54017

Applications will be forwarded to the Park Board for approval.

The City of New Richmond  
Legacy Bench and Tree  
Program





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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** August 19, 2016

**SUBJECT:** Rotary Bench

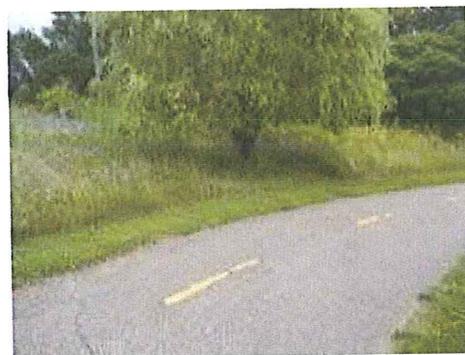
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### **BACKGROUND**

The Rotary Club of New Richmond attended the September 2015 Park Board meeting and received approval to donate two benches for Paperjack Park. Both benches are blue and have the word "ROTARY" in the webbing of the bench. Since last fall, the Rotary Club has instead chosen to pursue a location at nearby Paperjack Greenway. Before City staff install the bench at the new proposed location, we wanted to bring it to the Park Board for approval.

### **PROPOSED LOCATION**

The proposed bench location is along the Paperjack Creek Trail, just to the south of the small parking lot near the intersection of South Starr Avenue and E 11th Street/CTH GG. This is a shaded area overlooking the Paperjack Greenway. The bench would be placed far enough off the trail so that it's not hit in the winter when snow is cleared from the trail by City staff.



### **ACTION REQUESTED**

The Park Board should discuss and consider a motion to approve the proposed bench location. If approved, the bench would be installed by City staff. Concrete was donated by ProBuild.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** August 19, 2016

**SUBJECT:** Skate Park Update

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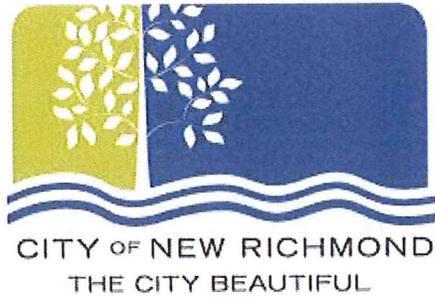
### UPDATE

Construction of the skateboard & BMX Park began on Monday, July 11th (after Fun Fest). Concrete work began on August 15th, and is expected to continue over the next four weeks.



### ACTION REQUESTED

No formal action needs to be taken by the Park Board at this time.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** August 19, 2016

**SUBJECT:** John Doar Civil Rights History Trail Update

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### **BACKGROUND**

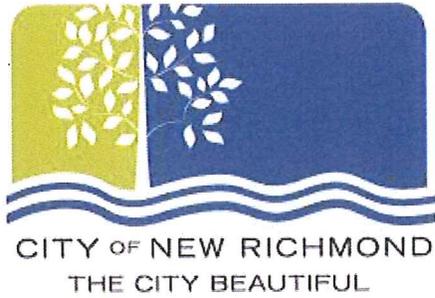
On April 6, the Park Board approved the concept for the John Doar Civil Rights History Trail.

### **UPDATE**

Following the passing of Tom Doar in June, the City will be receiving funds for the construction of the John Doar Civil Rights History Trail. City staff has been in contact with Mr. Doar's attorney, as well as Bill Sanders (Senior Landscape Architect for Loucks Inc.) and Bill Buell (Rivard Stone). City staff will soon receive final quotes for the limestone elements, and the Doar family is finalizing the graphics for the plaques. It's possible that this project could move forward yet later this fall.

### **ACTION REQUESTED**

No formal action needs to be taken by the Park Board at this time, as the concept was already approved at a previous meeting.



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Michael Mroz; Operation Manager  
**DATE:** August 19, 2016  
**SUBJECT:** Greaton Park Picnic Shelter

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### **BACKGROUND**

On April 6, the Park Board approved the construction of a picnic shelter at Greaton Park; not to exceed \$10,000.

### **UPDATE**

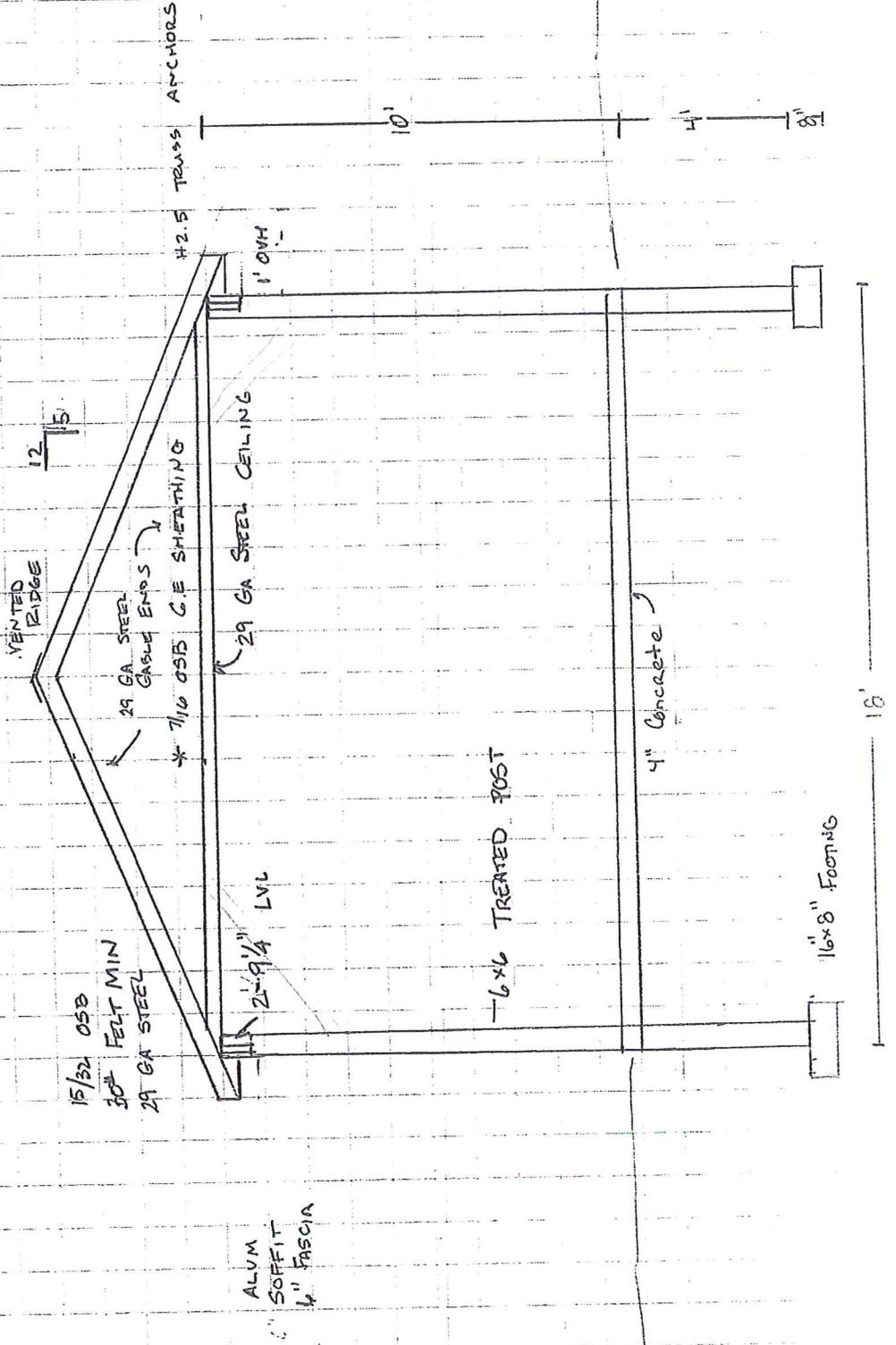
Prior to contacting local contractors, City staff had Pro Build draft plans for an 18x18 picnic shelter sitting on a 21x21 concrete pad (see attached plans). Several area contractors were then called to submit a quote to City Hall by August 30<sup>th</sup> at 4:00 based on the plans drafted by Pro Build. Deadline to complete the project is November 18<sup>th</sup>.

### **ACTION REQUESTED**

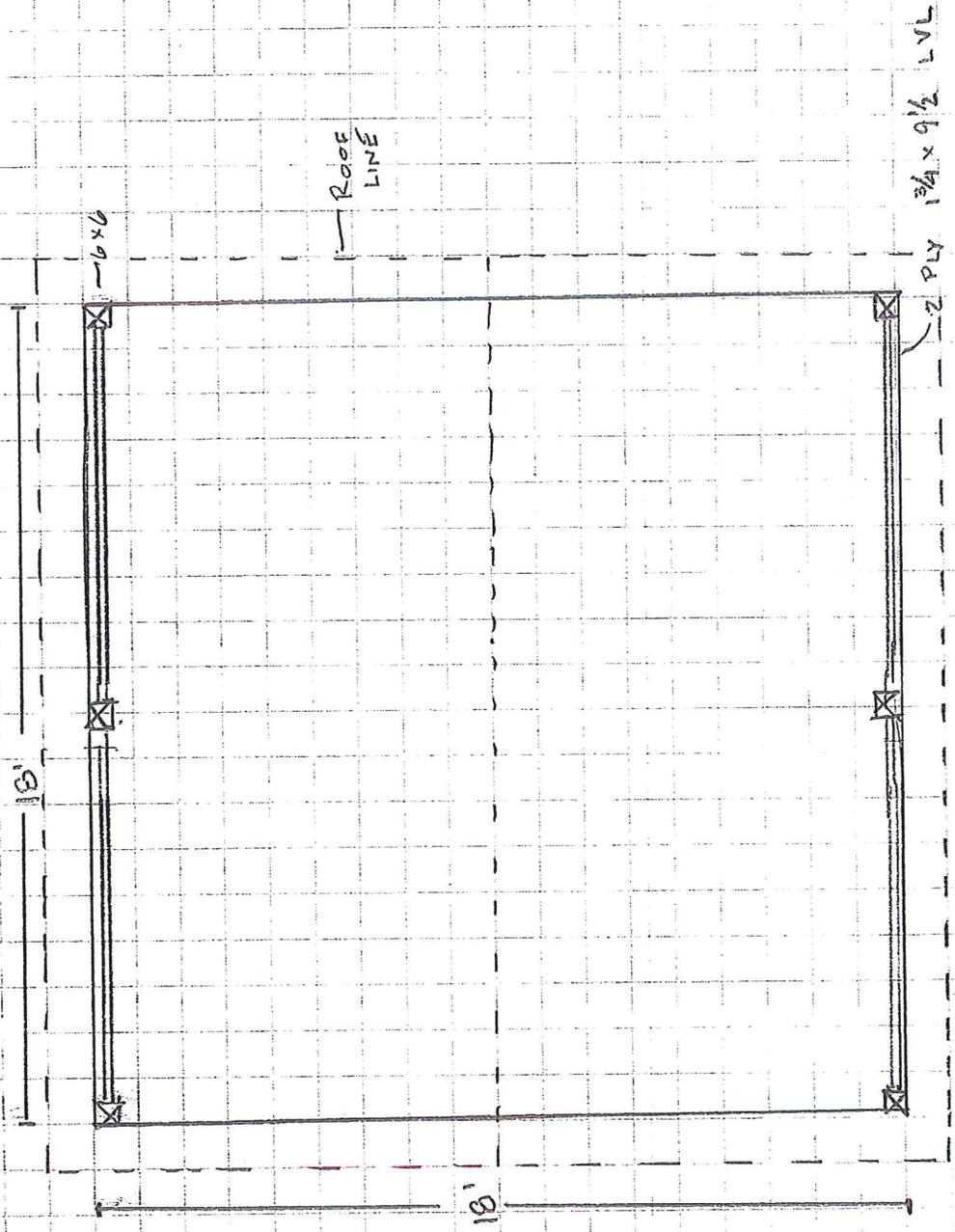
Park Board should review the submitted quotes and motion to award the construction contract with the company of their choosing.

MIKE 715-243-0450

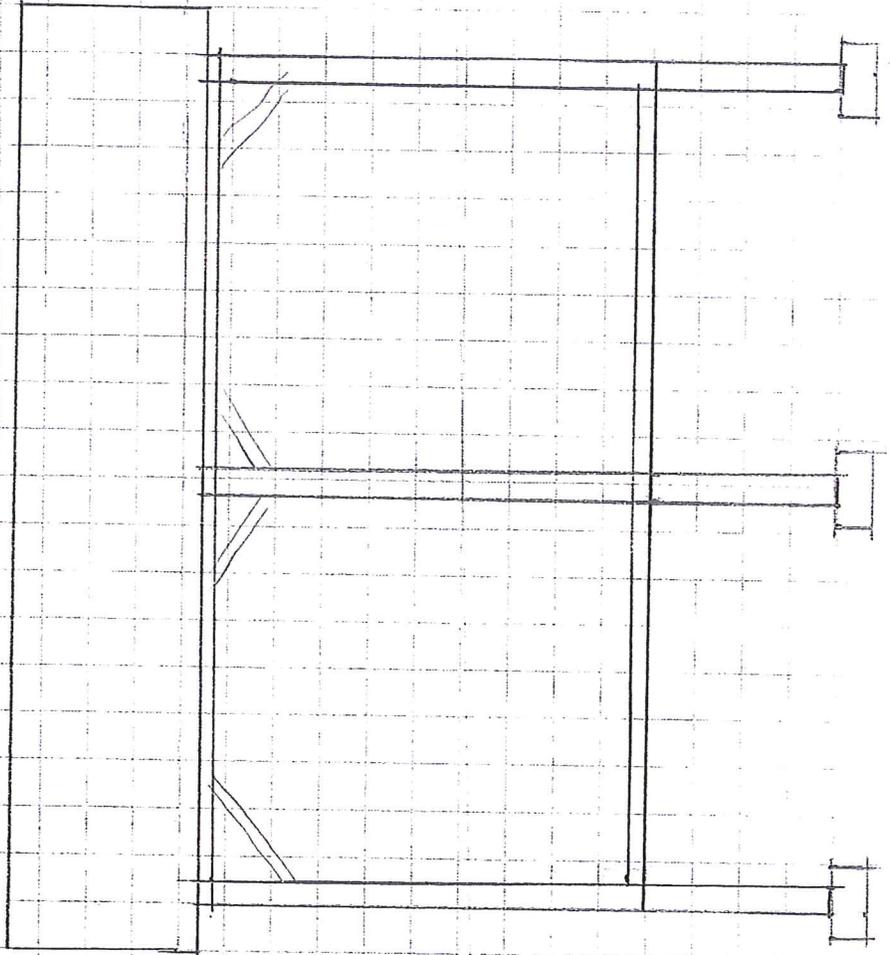
CITY OF NEW RICHMOND  
PICNIC PAVILLION



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PICNIC PAVILION



CITY OF NEW RICHMOND  
PICNIC PAVILLION





# PRO-BUILD

PRO-BUILD

606 N. KNOWLES AVE.

NEW RICHMOND, WI 54017-0159  
(715) 246-6143

# ESTIMATE

DATE	SALESMAN
8/17/16	3821 BOB KOCH

ESTIMATE NO.	PAGE
024014	001

PLEASE REFER TO THIS NUMBER IN YOUR CORRESPONDENCE

755-00100050-000

CASH ESTIMATE

CITY OF NEW RICHMOND PICNIC PA

PRICES SUBJECT TO CHANGE AFTER	9/17/16
F.O.B.	

printed on: 8/17/16 at 15:20

JE	ITEM NUMBER	QTY	DESCRIPTION	UNIT EX/UM	UNIT PRICE	EXT. PRICE	
	PACKAGE/REVISION #		-- 0001-0001 DESC:PAVILLION				STATUS:
10	TRG60616	6	6X6X16 STANDARD GC TREATED	6.000 EA	41.47	248.82	
20	12318	72	1-3/4"X9-1/2" RL LVL 4-18'	72.000 LF	3.84	276.48	
30	20210528	2	ST516X518-25PC 5-1/8 SWH GLD	2.000 BX	11.12	22.24	
40	.SE11010	1	18' 5/12 PITCH TRUSSES 8- COMMONS 2- STRUCTURAL GABLES	1.000	655.00	655.00	
50	2131210	20	H2.5A HURRICANE ANCHOR	20.000 EA	.40	8.00	
60	22SP20412	5	2X4X12 #2 & BTR SPF	5.000 EA	3.85	19.25	
70	22SP20412	6	2X4X12 #2 & BTR SPF	6.000 EA	3.85	23.10	
80	2SP20612	4	2X6X12 #2 & BTR SPF	4.000 EA	5.85	23.40	
90	2SP20612	4	2X6X12 #2 & BTR SPF	4.000 EA	5.85	23.40	
00	OSB1532	15	4X8X15/32 ORIENTED STRND BOA	15.000 EA	13.58	203.70	
10	33252	3	2 SQR ROLL TYPE#30 D4869 AST	3.000 RL	19.89	59.67	
20	.SE33071	14	10'-9" PAINTED PPII SALES	14.000	34.00	476.00	
30	.SE33071	1	50' UNIVENT	1.000	96.00	96.00	
40	.SE33071	2	20" UNIVERSAL RIDGE	2.000	28.00	56.00	
50	.SE33071	4	10-6" RESIDENTIAL EAVE MOULD	4.000	11.89	47.56	
60	.SE33071	5	10-6" RESIDENTIAL GABLE TRIM	5.000	21.00	105.00	
70	.SE33071	6	48" PAINTED PROPANEL II	6.000	12.35	74.10	
80	OSB716	3	4X8X7/16 ORIENTED STRAND BOA	3.000 EA	13.48	40.44	
90	.SE33071	4	10-6 PAINTED J CHANNEL	4.000	7.59	30.36	
00	21103354	8	6" ALUM FASCIA WOODGRN FRST5	8.000 EA	13.64	109.12	
10	21103407	8	3/8" ALUM F-CHANNEL SNMST 52	8.000 EA	7.14	57.12	
20	21103403	6	16" ALUM CTRVNT SOFFIT SMST5	6.000 EA	24.07	144.42	
30	211207	1	SST3A-1# 9573 SNMST RS NAIL	1.000 BX	13.30	13.30	
40	.SE33071	8	10-6 PAINTED J CHANNEL	8.000	7.59	60.72	
50	.SE33071	6	18' PAINTED PROPANEL II	6.000	55.50	333.00	
60	.SE33071	3	1-1/2 WOODGRIP SCREWS	3.000	16.45	49.35	
70	.SE20011	1	NAILS AND MISC ALLOWANCE	1.000	100.00	100.00	
			Total Weight: 3,862.670				
			PACK NET TOTAL:			3,355.55	

TOTAL

SIGNATURE

DATE

THIS IS AN ESTIMATE ONLY. PLEASE EXAMINE CAREFULLY AS WE AGREE TO FURNISH ONLY THE ITEMS AND QUANTITIES NAMED AND DESCRIBED HEREON. ALL AGREEMENTS CONTINGENT UPON RISKS, ACCIDENTS OR OTHER CAUSES OF DELAY BEYOND OUR CONTROL. ALL SALES ARE SUBJECT TO TERMS AND CONDITIONS AS SPECIFIED AT TIME OF SALE. PRO-BUILD WILL NOT GUARANTEE THIS ESTIMATE TO BUILD OR COMPLETE ANY SPECIFIC JOB OR CONTRACT. BUYER'S SALES TAX IF APPLICABLE IS NOT INCLUDED.

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606 N. KNOWLES AVE.

NEW RICHMOND, WI 54017-0159  
(715) 246-6143

# ESTIMATE

DATE	SALESMAN
8/17/16	3821 BOB KOCH

ESTIMATE NO.	PAGE
024014	002

PLEASE REFER TO THIS NUMBER IN YOUR CORRESPONDENCE

755-00100050-000

CASH ESTIMATE

CITY OF NEW RICHMOND PICNIC PA

PRICES SUBJECT TO CHANGE AFTER	9/17/16
F.O.B.	

printed on: 8/17/16 at 15:20

LINE	ITEM NUMBER	QTY	DESCRIPTION	UNIT EX/UM	UNIT PRICE	EXT. PRICE
			SALES TAX: 5.500%			184.56
			PACK TOTALS:			3,540.11
			Total Weight: 3,862.670			
			PACK NET TOTAL:			3,355.55
			SALES TAX: 5.500%			184.56
						TOTAL
						3,540.11

SIGNATURE

DATE

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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Michael Mroz; Operation Manager

**DATE:** August 25, 2016

**SUBJECT:** Naming Rights Policy

---

### **BACKGROUND**

During the June meeting, the Park Board asked to review the Naming Rights Policy before we begin the process naming features within the park system.

### **ACTION REQUESTED**

Review the Naming Rights Policy and approve any changes.

## NEW RICHMOND PARKS AND RECREATION DEPARTMENT

### **POLICY: NAMING OF PARKS AND RECREATIONAL FACILITIES**

Proposal, May 2013

#### **CONTENTS**

Policy

1.0 Authorization

2.0 Purpose

3.0 Definitions

4.0 Naming Rights Categories

5.0 Procedures for Community Requests to Name or Rename a Park, Building, Major Feature or Amenity

#### **POLICY**

It is the policy of the New Richmond Parks and Recreation Department that the naming of new or renaming of existing parks and recreation facilities will be in the best interest of the city of New Richmond and its residents, and that the naming process complies with the guidelines and procedures set forth in this policy.

#### **1.0 AUTHORIZATION**

All requests for the proposed naming or renaming of parks, buildings, major features and amenities must go through the New Richmond Parks and Recreation Department and then to the Park Board.

The naming of parks, buildings, major features and amenities shall be the function of the New Richmond Park Board, with final approval coming from the New Richmond City Council for all with the exception of amenities. The Park Board will final approval of amenities.

#### **2.0 PURPOSE**

These policies and procedures are intended to guide a) any individual or community group that is interested in having a park, building, major feature or amenity named for a significant person, event or place, b) any individual, group, or business that is interested in having their significant gift/donation (park, building, major feature, amenity) named, c) the Parks Department staff in making their presentation to the Park Board, d) the Park Board in determining their recommendation to the City Council, e) the City Council with their decisions during public meetings.

### 3.0 DEFINITIONS

3.1 **“Parks and Recreational Facilities”** will include the following:

- 3.1.1 **Parks.** All traditional designed parks, natural open spaces, historic sites, specialized parks (e.g. Dog Park), and trails under the department’s jurisdiction or management.
- 3.1.2 **Buildings.** Significant park and recreation structures that house parks and recreational activities. (e.g. shelters, concession stands, bathrooms, etc.).
- 3.1.3 **Major Features.** Major, permanent components of park and recreational facilities. (e.g. athletic fields, tennis courts, playgrounds, etc.).
- 3.1.4 **Amenities.** Smaller furnishings and facilities in the parks and recreation system (e.g. benches, tables, bleachers, etc.).

3.2 **“Sponsor”.** Individual, group or business that contributes cash or in-kind products to the Parks and Recreation Department with the expectation of something of value being returned. Typically this is public recognition and publicity or advertisement of the sponsor’s logo, service or message.

3.3 **“Donation”.** Individual, group or business that contributes cash or in-kind products to the Parks and Recreation Department with no expectation of returned compensation or benefit.

### 4.0 NAMING RIGHTS CATEGORIES

The policy of the New Richmond Parks and Recreation Department is to reserve the naming or renaming of parks, buildings, major features and amenities to those circumstances which tradition and practice have shown to best serve the interests of the City of New Richmond and insure a worthy and enduring legacy for the City’s parks and recreational system. Therefore, the department will consider naming rights in the following categories:

- A. **Outstanding or Historical Individuals.**
- B. **Historical Event or Place**
- C. **Major Gifts**

**4.1 GENERAL PRINCIPLES.** In considering any proposal to name or rename a park, building, major feature or amenity, the following questions should be considered individually or collectively.

- A. Will the name have historical, cultural and social significance for generations to come?
- B. Will the name engender a strong and positive image?
- C. Will the name memorialize or commemorate people, places or events that are of enduring importance to the community or nation?
- D. Will the name be identified with some major achievement or the advancement of the public good within the community or the nation?
- E. Will the name be particularly suitable for the park, building, major feature or amenity based on location or history of the area?
- F. Will the name have symbolic value?
- G. Will the naming request that accompanies a corporate gift result in the undue commercialization of the park, building, major feature or amenity?

#### **4.2 CRITERIA FOR CONSIDERATION OF NAMING RIGHTS**

To qualify for naming rights for a park, building, major feature or amenity, one or more of the following criteria should be met:

- A. Deeding to the City of New Richmond most, if not all of the land that the item to be named sits on.
- B. A monetary gift of 50% or more of the capital cost to construct the park, building, major feature or amenity.
- C. A long- term endowment to help with the repair and maintenance of the park, building, major feature or amenity.
- D. The provision of significant program costs for facilities that will serve parks and recreation program needs.

#### **4.3 RENAMING PARKS, BUILDINGS, MAJOR FEATURES OR AMENITIES.**

Proposals to rename parks, buildings, major features or amenities are not encouraged and should be entertained only after fully investigating and considering the potential impact of dropping the current name. Names that have become ingrained or widely accepted in the community should not be abandoned unless there are compelling reasons and strong public sentiment for doing so. Historical or commonly-used place names should be preserved wherever possible.

#### **4.4 NAMING OR RENAMING FOR OUTSTANDING OR HISTORICAL INDIVIDUALS.**

The following guidelines apply to naming or renaming requests that result from either a community process or major gift. The New Richmond Parks and Recreation Department will only consider naming rights for individuals who have either given extraordinary service to the New Richmond community, or who have given substantial donations in the form of money, land or other goods/services. This is typically not less than 50 percent of the value of the property or improvement

- 4.4.1 Naming of parks, buildings, major features or amenities is encouraged only for persons who are deceased. Typically, that person's historical significance and good reputation have been secured in the history of the New Richmond Community. Exceptions to this could be if a living person made a substantial monetary gift for the purpose of Parks and Recreation, with the stipulation that a name be considered with that gift. However, the City of New Richmond reserves the right to discontinue any names that turn out to be disreputable or subsequently harms the reputation of the New Richmond community.
- 4.4.2 Priority for naming parks, buildings, major features and amenities after deceased persons should be given in the following order to those who have significant and lasting contributions 1) to the New Richmond Parks and Recreation Department, 2) to the City of New Richmond; or 3) to the Nation.
- 4.4.3 Naming of parks, buildings, major features and amenities after people who perish in or survive a tragic event or war should be considered only well after the public shock generated by the tragic event or war has lessened.

#### **4.5 NAMING AND RENAMING FOR HISTORIC EVENTS, PLACES AND PERSONS.**

When a park, building, major feature or amenity is located near or otherwise associated with events, places, and people of historic, cultural, or social significance, it is appropriate to consider naming such park, building major feature or amenity after such events, places and people. Documentation needs be provided to prove the correlation between these factors.

#### **4.6 NAMING AND RENAMING FOR MAJOR GIFTS.**

Naming or renaming of parks, buildings, major structures or amenities will be considered where the amount of the monetary gift is greater than 50% of the cost to build, renovate or maintain these parks, buildings, major structures or amenities. Terms and conditions of the length of time for these rights will be considered and agreed upon on a case by case basis. The City of New Richmond reserves the right to discontinue any name if the individual, corporation, association or other legal entity for which the name is given turns out to be disreputable or subsequently harms the reputation of the New Richmond community.

In considering a gift, the City of New Richmond will make the following determinations:

- A. Is the gift appropriate to the mission and needs of the city.
- B. Is the gift unrestricted or, if restricted given in broad or flexible terms to maximize usefulness.
- C. Is the gift irrevocable.
- D. Does the gift impose undue financial burden on the city due to ongoing operational or maintenance costs associated with the gift.
- E. Do the terms of the gift allow the city to apply the gift to related purposes if the intended purpose has already been fully funded or is no longer practical or necessary.

#### **4.7 OTHER CONSIDERATIONS**

- 4.7.1 Care should be taken in giving a name to a trail, building, major feature or amenity that is different than the name of the park, so that confusion is not caused for the public.
- 4.7.2 Facilities that are held by the City of New Richmond through a short-term lease or agreement should not be named.
- 4.7.3 All signs on any city owned land must meet the city's graphic and signage standards.

## **5.0 PROCEDURES FOR COMMUNITY REQUESTS TO NAME OR RENAME A PARK, BUILDING, MAJOR FEATURE OR AMENITY**

### **5.1 NAMING PROCESS – NEW & RENAMING**

- A. Working in conjunction with the New Richmond Parks and Recreation Department, individuals, groups or organizations interested in proposing a name for a new or existing un-named park, building, major feature or amenity must do so in writing, and adhere to the general principles outlined in section 4.1. The proposal shall be presented to the Parks and Recreation Director, and then to the New Richmond Park Board for consideration.
  - B. A written description of qualifications for the name being considered must be submitted at this time. This should include the location of the park, building, major feature or amenity, and an explanation for the justification of the naming or renaming.
  - C. The Park Board will seek input on a name request at their regular monthly meeting and will allow 30 days following their meeting for public input. A notice will be published in local media.
  - D. The Park Board will act on each request made in regards to parks, buildings or major features, and if approved, will forward to the City Council for final approval following the 30 days for public comment. Request for amenities will only require Park Board approval.
  - E. Only approvals of a proposed name or name change will be forwarded to the City Council.
- 
- Information for this proposal derived from:
    1. City of Denver Colorado Parks and Rec. Dept.
    2. City of Whitewater Wisconsin Parks and Rec. Dept.
    3. City of Marshfield Wisconsin Parks and Rec. Dept.
    4. Town of Wellesly, Massachusetts
    5. Buncombe County North Carolina Parks and Programming Division
    6. GreenPlay, LLC.



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** August 24, 2016  
**SUBJECT:** Paperjack Creek Trail Name

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### BACKGROUND

While updating the Parks and Trails Map, it was brought to the attention of City staff that there are currently two trails that share signage and the name "Paperjack Creek Trail." These two trails are shown on the map below (labeled 13 and 14). The trail that runs north to south along 140th Street is named "Drumstick Trail."



City staff recommend keeping the name "Paperjack Creek Trail" for the longer of the two trails. However, the trail segment labeled "14" should have a different name to avoid confusion. The neighboring subdivision has many streets named after birds (Falcon, Blue Jay, Mallard, Martin, Red Hawk, Osprey, Wood Duck) so the Park Board could consider naming the trail after a bird.

### ACTION REQUESTED

The Park Board should discuss the naming of the two trails, and consider a motion to rename the trail that connects Paperjack Drive with 140th Street (the trail labeled "14" on the map).



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Michael Mroz, Operations Manager  
**DATE:** August 24, 2016  
**SUBJECT:** Mary Park Boat Launch

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### **BACKGROUND**

The boat launch at Mary Park has been in dire need of repair over the last 5-8 years. Initially the Park Board suggested the repair should be a capital improvement however City Council suggested charging a fee to help cover the costs of the repairs. Therefore, on March 25<sup>th</sup>, 2015 the Park Board voted to charge a daily launch fee of \$3.00 and a seasonal pass for \$30.00. Total revenues collected since the inception thru 6/30/16 is \$396.94. Fees are collected every Monday and turned into the City Treasurer which is deposited into the Park Land Trust Fund.

Since the inception, members of the community have voiced their frustration over the fee due to the overall condition of the ramp as well as the staff time it takes to process each collection. However, in order to receive a recreational boating facility grant monies from the Wisconsin DNR, the City needs to show how we would continually maintain the ramp once a new one is in place. Charging a boat launch fee is one way the City can demonstrate our ability to receive revenue which can be used for maintenance.

### **STAFF RECOMMENDATION**

If City staff is to pursue the RBF grant in the future, the board should consider the continuation of the fee collection.

### **ACTION REQUESTED**

The Park Board should discuss the overall effectiveness of the boat launch fee and direct staff on whether or not to pursue a recreational boating facilities grant.

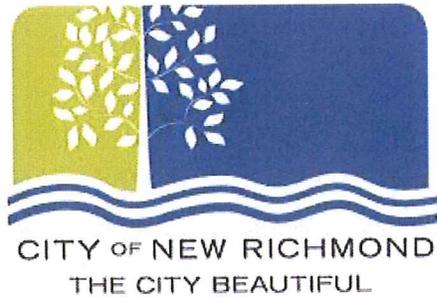


**TO:** Park Board Members  
**FROM:** Jeremiah Wendt, Director of Public Works  
**DATE:** March 19, 2015  
**RE:** Boat Launch Fee

Improvements to the City's boat landing in Mary Park were included in the Capital Improvement Plan that staff has prepared and the City Council has considered. During the consideration of these projects, the City Council suggested that the Park Board consider implementation of a boat launch fee at this location to fund the proposed improvements. Below is a list of considerations from the DNR for public entities considering imposing boat launch fees:

- The governance of launch fees is covered under section NR 1.91(11), Wisconsin Administrative Code.
- The state sets a \$7.00 maximum Base Fee, which is based on the \$7.00 Daily State Park Entrance Fee for residents. You may set a lower Base Fee based upon local needs. Section NR 1.91(11)(e), Wis. Adm. Code, requires that before a local unit of government adopts a launch fee exceeding \$7, it must submit the fee schedule to the Department for approval and include information demonstrating: (a) that it maintains facilities or services that justify charges exceeding \$7; and (b) that season passes are available.
- Fees collected by the operating authority shall be used only for the operation and maintenance of boat launching facilities.
- Parking is included with launch fees. Segregated fees for parking are not allowed.
- If a launch fee is charged, a season pass at a fee not to exceed 10 times the daily fee shall be provided for both residents and non-residents.
- In no case shall the fee charged a non-resident exceed 150% of the fee charged a resident.

If the Park Board recommends the implementation of a boat launch fee, staff would propose to construct a lock-box at the site, and to use envelopes with a receipt that could be displayed on a vehicle's dash board to allow for monitoring of compliance with the fee.



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Michael Mroz, Operations Manager  
**DATE:** August 24, 2016  
**SUBJECT:** 2016 Park Plan Projects

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### **BACKGROUND**

At the April 6th, 2016 Park Board meeting, committee members prioritized projects derived from the City of New Richmond Park Plan to complete during the 2016 construction season. With \$72,677.64 in the Park Land Trust Fund the board voted to proceed with the irrigation of two additional fields at Freedom Park with an early estimation of \$70,000 to complete the project. A formal bid was accepted at the last Park Board meeting in the amount of \$39,840 which leaves approximately \$32,837.64 left in the Park Land Trust Fund to be used toward future park developments.

Another consideration that needs to be kept in mind is payment for the backflow preventer which was installed at Freedom Park in the spring of 2016. Total cost of the project is \$13,614. Initial indications from previous park board meetings were to pay half from impact fees and the other from the Parks general operating budget (recreation repair/supplies line item). If this holds true, the remaining balance of the Park Land Trust Fund for 2016 would be \$26,030.64.

The Park Board should discuss the updated project list and determine which ones should become a higher priority moving forward.

### **ACTION REQUESTED**

A formal motion is needed to approve the expenditure of \$6807.00 to come from impact fees for the backflow preventer.

## Park Plan Projects 2016

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

**TO:** Park Board Members  
**FROM:** Michael Mroz  
**DATE:** August 25, 2016  
**SUBJECT:** Recreation Plan

---

### UPDATE

The collaborative effort between the School District of New Richmond, City of New Richmond, The Centre, and the New Richmond Area Community Foundation is steadily progressing and we hope to conclude the project by November 2016.

Over the past two months the project team developed an RFP outlining the scope of work and sent it out to several consulting firms who specialize in the area of recreation. On August 17<sup>th</sup> a panel comprised of individuals from all the organizations interviewed four firms to determine the best fit for our project.

After a lengthy discussion, Dowell Management was awarded the contract and will begin to hold interviews with the project team on September 1<sup>st</sup>. This will be followed by key stakeholder meetings, surveys, and final analysis of the recreational needs of the community. The ultimate goal is to develop a plan that emphasizes a collaborative effort between all the parties that addresses the recreational needs of the community both today and into the future.

Look for further updates throughout the fall.



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** August 25, 2016  
**SUBJECT:** Farmers Market

---

### **BACKGROUND**

The Downtown Farmers Market is currently limited to vendors who sell a variety of fruits, vegetables, meat, and baked goods or processed goods that are made in a licensed kitchen. There has been interest from some vendors in selling handmade items such as artwork, soap, crocheted items, woodworking, etc.

### **ANALYSIS**

Many other farmers markets allow handmade items to be sold, as they help to bring in more visitors. However, these markets limit the items sold to handmade items such as those described above, so that the market doesn't evolve to a flea market or large garage sale. Currently, the farmers market only has 3-5 vendors participating, so there is plenty of room and parking to accommodate additional vendors at Ma Rita Park if the Park Board so chooses.

### **ACTION REQUESTED**

The Park Board should discuss whether or not to allow non-edible handmade items. These items would need to be pre-approved by City staff as part of the vendor registration process.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Michael Mroz, Operations Manager

**DATE:** August 24, 2016

**SUBJECT:** New Board Member

---

### **BACKGROUND**

With the recent resignation of Tania Strawn, the Park Board has an open seat that needs to be filled. Staff posted the open position on all City social media sites as well as the City website over the course of a two week period, however no applications were received. Therefore, staff has contacted applicants from the previous posting to see if there was still interest in joining the board.

City staff will provide applications of those individuals that are still interested in joining the Park Board which the current board should discuss and determine the best fit moving forward.

### **ACTION REQUESTED**

The Park Board should review and discuss the applications and move to accept a new member to the board.

**PARK LAND TRUST FUND #800**

	Beginning Balance			Ending Balance
	<u>7/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>7/31/2016</u>
Park Land Dedication Funds	30,661.33	2,213.86	-	32,875.19
Hatfield Campgrounds	28,064.63	4,733.77	(753.71)	32,044.69
Freedom Park	20,408.73	-	(1,197.83)	19,210.90
Dog Park	6,491.62	15.00	-	6,506.62
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Skate Park	81,096.99	2,875.75	-	83,972.74
Mary Park Boat Launch	396.94	-	-	396.94
<b>Totals</b>	\$ 177,120.24	9,838.38	(1,951.54)	\$ <b>185,007.08</b> 185,007.08

**IMPACT FEES FUND #210**

	Beginning Balance			Ending Balance
	<u>7/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>7/31/2016</u>
Impact Fees - Parks	13,951.68	555.00	(2,000.00)	12,506.68
Freedom Park - Development	818.98	-	(2,038.98)	(1,220.00)
Freedom Park - Tree Transplanting	-	2,000.00	-	2,000.00
Skate Park	-	-	-	-
<b>Totals</b>	\$ 14,770.66	2,555.00	(4,038.98)	\$ <b>13,286.68</b> 13,286.68

<b>Total Park Funds</b>	<b>198,293.76</b>
<b>Restricted Park Funds</b>	<b>152,911.89</b>
<b><u>Net Available Funds*</u></b>	<b><u>45,381.87</u></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 backflow prevention/road construction

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ 56,885	(58,105.00)	\$ (1,220.00)	
2014 Farm Lease Revenues	\$ 10,000	(2,254.75)	\$ 7,745.25	
Donation - VFW Turf Repairs	\$ 2,162	(2,180.00)	\$ (18.00)	
New Richmond Youth Football	\$ 1,000	-	\$ 1,000.00	to be rec'd in 2015
New Richmond Youth Soccer	\$ 5,000	-	\$ 5,000.00	to be rec'd in 2015
Homecoming Football Fundraiser	\$ 2,000	-	\$ 2,000.00	to be rec'd in 2015
	<u>\$ 77,047</u>	<u>(62,539.75)</u>	<u>\$ 14,507.25</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	\$ 86,082	(2,109.00)	\$ 83,972.74	
	<u>\$ 88,582</u>		<u>\$ 83,972.74</u>	@ 7/31/16

**Freedom Park - Tree Planting / Transplanting**

5/25/16 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ 2,000	-	\$ 2,000.00	
Park Trust Fund - Hatfield Campground	\$ 2,000	-	\$ 2,000.00	
	<u>\$ 4,000</u>		<u>\$ 4,000.00</u>	@ 7/31/16

**Freedom Park - Irrigation**

6/29/16 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance	
Park Impact Fees	\$ -	-	\$ -	
Park Trust Fund - Farm Lease Revenues	\$ -	-	\$ -	
	<u>\$ -</u>		<u>\$ -</u>	@ 7/31/16