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

May 24, 2016

TO ALL PARK BOARD MEMBERS:

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

STUDENT REPRESENTATIVE:
James Elkin

This is to notify you of a Park Board Meeting on Wednesday, May 25, 2016, at 5:30 p.m. Shelter #1 at Mary Park, 401 North Green Avenue, New Richmond, Wisconsin.

If you are unable to attend the meeting, please notify Marie Bannink at 246-4268 at your earliest convenience.

AMENDED AGENDA:

1. **Roll call:**
2. **Adoption of agenda**
3. **Approval of minutes of the previous Park Board meeting, April 27, 2016**
4. **Public business items**
5. **Unfinished business**
   (Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
   a) **Skate Park Update**
   b) **Freedom Park Construction**
      i. **Irrigation Project Next Steps**

6. **New business**
    a) **Election of officers**
    b) **Mary Park Beach**
    c) **North Side Park seating**
    d) **Hockey Association accessory building**
    e) **Wisconsin Conservation Corps**
    f) **Tree Spade Rental**
    g) ***Willow River Run request shelter fee waived***

(Action on newly introduced motions, ordinances, resolutions or other matters)

7. **Inspection & Park Land Trust report**
    a) **Inspection Reports**
    b) **Park Land Trust Fund - $150,186.63**
    c) **Impact Fee Fund - $17,698.35**

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. 2nd 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, APRIL 27, 2016

Chair Craig Kittel called the Park Board meeting to order at 6:15 p.m. on Wednesday, April 27, 2016.

Members Present: Craig Kittel, Jon Hailey, Brian Schroeder, Frank Norton, Christine Melby (left 7:20), and Joe Ard (arrived 6:25)

Members Absent: Tania Strawn and Student Representative James Elkin

Others Present: Jeremiah Wendt, Noah Wiedenfeld, Michael Mroz, and Marie Bannink

Christine Melby moved to adopt the agenda, seconded by Jon Hailey, motion carried.

Brian Schroeder moved to approve the minutes of the April 6, 2016 meeting, with the spelling correction of Park under 2016 Projects, seconded by Craig Kittel, motion carried.

Public Business Items
None

Unfinished Business
Skate Park Updates:
Noah Wiedenfeld updated the board on the fundraising the current donations at $103,184.24. We are currently waiting for the results from the Otto Bremer Trust; the award could be up to $20,000.00. Noah asked the group what their thoughts were on getting designs for larger budget. The following options were presented to the board:

- Continue with the existing $100,000 budget, finalize a design, and begin the construction process in late May.
    - Any additional funds received could go towards final landscaping, a bench or shelter, donor recognition signage, and long-term care
- Wait to find out the results from the Otto Bremer Trust, likely delaying the start of construction
    - If unsuccessful, continue as planned with the $100,000 budget
    - If successful, these additional funds would set the final budget
- Finalize a design with a $125,000 budget and begin the construction process in late May
    - If Otto Bremer Trust funds aren't received, the remaining balance would need to come from the Park Trust Fund

Frank Norton moved to get a design for $100,000 and $115,000 and get the contract started with Misiano, seconded by Joe Ard, motion carried.

Freedom Park Construction:
Jeremiah Wendt reviewed previous projects and funding that had been approved by the Park Board and the City Council. At the last Park Board meeting the VFW may have indicated, based on discussions with the Army Reserve and Jeremiah, the remainder of the trail around

Freedom Park could be completed by the Army Reserve this summer for $11,000, which is not the case. Discussions with the Army Reserve had centered only on the completion of the access road through Freedom Park, which was approved by Park Board and Council, designed, permitted, and staked for construction in 2015. Somehow, this was not clearly understood through all the lines of communication.

We have clarified the situation with the VFW, and have had multiple meetings with the Army Reserve. Based on my subsequent conversations:

- The VFW's role has been to secure an aggregate base material for the City at a reduced price ($4.50/ton rather than ~$6.50/ton)
- The Army Reserve is able to help us on a total of three weekends in May, June and July with any projects that are ready for construction (the only project that we have ready at this stage is the access road through Freedom Park). It is likely that it will take all three weekends for them to complete this project, but we will know more after the May weekend.
- Any other projects in Freedom Park (such as irrigation or trail construction) will require additional approvals from the Park Board and Council, as well as design and staking, prior to construction.
- The only project we have that can be completed at this time is the road

To complete the trail, the first step would be to survey the area, design the trail and stake it out before anyone could start moving dirt. The cost to finish the road is approximately $11,000.00. Joe Ard rescinded his motion from the previous meeting regarding the $11,000.00 for the trail at Freedom Park, seconded by Jon Hailey, motion carried.

New Business

Park Plan-Freedom Park:

There was discussion on amending the Park Plan, this can be done at any time, but June was set for the month to review the plan and make amendments. Motion was made by Joe Ard to amend the following areas to the Park Plan:

- Add irrigation as needed
- Soccer/Football Fields
- Permanent Bathrooms
- Baseball/Softball Fields
- Pavilion
- Parking Lot

seconded by Brian Schroeder, motion carried.

Messes & Masterpieces-Hatfield Park:

Michael Mroz gave some background information on the project for the tunnel. The DOT approved a mural inside the tunnel telling a story. Christine Melby said they would like to put together small pieces of artwork reflecting Hatfield Park and painting the story in the tunnel. Motion was made by Jon Hailey to approve the mural in the tunnel telling the story of the troll, seconded by Joe Ard, motion carried. Christine will send the verbiage to the members for review.

Paperjack Bench Memorial:
Frank Norton updated the board on the wishes from the group that has been fundraising for the memorial bench. Jon Hailey moved to accept the application and the placement of the bench at Paperjack between the shelter & playground, seconded by Brian Schroeder, motion carried.

Farmers Market at Glover Park:
Noah Wiedenfeld informed the board on ways to bring more people in to the down town. A farmers market was in the down town study. The Heritage Center has one on Saturday mornings, and Westfield's Hospital has one on Tuesdays. Thursdays are being looked at for the market downtown. There was discussion on the pros & cons on having this at Glover Park or MaRita Park. There would be a registration but no fees collected. Joe Ard moved to have the Farmers Market be located at MaRita Park allowing fresh produce, anything vegetation and bake goods seconded by, Frank Norton, motion carried.

Inspection & Park Land Trust Report:
Inspection Reports – Joe & Craig stated their parks were good.

Park Land Trust Fund - $116,784.94
Funds that can be spent are Park Land Dedication Fund, Hatfield Campground, Freedom Park Farm Lease, these funds are non restrictive. It was suggested if the funds from the Youth Soccer and Football are not going to be received, we should take them off the list.

Impact Fees Fund - $17,698.35
These funds are restrictive and need to be used on new park projects.

Announcements:
Craig Kittel stated if anyone has items for the agenda contact him or staff.

The next meeting will be Wednesday, May 25th. We will plan on visiting three parks prior to the meeting.

Frank Norton moved to adjourn the meeting, seconded by Joe Ard, motion carried.

The meeting of the Park Board was adjourned at 8:10 p.m.

Minutes Submitted by
Marie Bannink
City Secretary

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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Management Analyst
Michael Mroz, Public Works Operations Manager

DATE: May 19, 2016

SUBJECT: Skate Park Update

BACKGROUND

City staff will provide the Park Board with an update on fundraising efforts, the construction timeline, and proposed design of the skate park.

RECOMMENDATION

No formal action needs to be taken at this time by the Park Board. Given that no building is being constructed, the proposed design does not need to be reviewed by the Plan Commission but instead will be presented next week to the Development Review Committee for possible administrative approval.

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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: May 17, 2016

SUBJECT: Freedom Park Irrigation

BACKGROUND

Irrigating an additional two fields at Freedom Park during the 2016 construction has been an identified priority from the Park Board. City staff will obtain bids for installation of the irrigation system.

ACTION REQUESTED

No formal action needs to be taken at this time by the Park Board. Given that there are no bids to review, this agenda item is merely for discussion of the future location of the new fields.

CURRENT OFFICERS

Craig Kittel, President
Joe Ard, Vice President
Jon Hailey, Secretary

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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: May 17, 2016

SUBJECT: Mary Park Beach

BACKGROUND

Mary Park, one of the City's most used parks, currently has a beach as an available amenity. Throughout the entire existence of the beach, the City has had to continually close the swimming area due to health risks associated with the water conditions, weed growth, and animal excrement. In general, the beach does not shed a good light on the overall quality of our park system. Therefore, city staff would highly recommend the removal of the beach area to deter any further use. This would include the removal of all associated beach signage and removing/covering the beach area.

PROJECT DETAILS

In removing the beach area, city staff has identified two ways to proceed. They are as follows;
A. Haul in rip rap and shot rock to cover up the entire beach area. Plant native grasses along the shoreline to reestablish aquatic habitat. Keep the retaining wall and seating areas for visitors.
B. Remove the retaining wall and adjacent seating areas. Slope hillside to original state. Haul in fill, top soil and plant grass.

ACTION REQUESTED

The Park Board should discuss the overall viability of this project and identify any questions or concerns they would like addressed. A motion to proceed with plan A or plan B is requested.

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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: May 17, 2016

SUBJECT: North Side Park

BACKGROUND

The City of New Richmond has been approached by a resident to improve the seating options at North Side Park. Currently there are two picnic tables located within the park. She has requested some newer benches along with a shade structure.

PROJECT DETAILS

The Park Board has not identified improved seating at North Side Park to be a high priority on their recent rankings. There are 4 options as we proceed forward. Option number one is to purchase benches with attached shade structures (photos below) during the 2016 season. The second option is to plan accordingly and purchase the benches during the 2017 budget cycle. The third option is to request to receive some benches from Rotary and permanently mount them in the park near trees for shade. The fourth and final option is to stay the status quo. The picnic tables are portable and can be moved into the shade if necessary.

ACTION REQUESTED

The Park Board should discuss the overall viability of this project and identify any questions or concerns that they would like addressed. If deemed necessary, a motion to proceed with the purchase of a bench/shade unit.

Approximately $1,500

Approximately $3,500

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MEMORANDUM

TO: Park Board Members

FROM: Jeremiah Wendt; Public Works Director

DATE: May 17, 2016

SUBJECT: Hockey Association accessory building

BACKGROUND

The City of New Richmond has been 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 for additional hockey equipment. The zamboni for the outdoor ice would be stored in there, and would provide space to move in the items currently stored outside, which have generated concerns from the public.

PROJECT DETAILS

Currently the proposed building site would not meet setbacks unless Fourth Street is vacated. Therefore, the Hockey Association would like formal approval from the Park Board for the project before they attempt to have Fourth Street vacated. Again, any and all expenses would be paid for by the Hockey Association.

ACTION REQUESTED

The Park Board should discuss the overall viability of this project and identify any questions or concerns that they would like addressed. If deemed a viable project, a motion to proceed with the Hockey Associations request.

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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: May 17, 2016

SUBJECT: WisCorps Willow River Project

BACKGROUND

The New Richmond Pathway Committee is working with the Wisconsin Conservation Corps (WisCorps) on a possible project that would remove old fallen trees from the Willow River, in an effort to make the river more navigable for canoes and kayaks.

WISCONSIN CONSERVATION CORPS

The WisCorps employs young adults ages 16-24 who gain hands-on learning experiences and complete conservation projects across the state. Crews of 4-6 members are led by an experienced adult leader, and provide their own power tools, transportation, lodging, insurance, etc. The project host provides overall guidance of the project and a funding match to cover costs.

PROJECT DETAILS

The WisCorps will be able to spend two weeks in New Richmond in late August or early September. They would use chainsaws to remove old fallen trees in the Willow River beginning near the Nature Center and continuing southwest in the Richmond township. At this point, it is anticipated that the cost of the project (about $10,000) would be covered by other natural resources organizations and thus there would be no cost to the City of New Richmond. Staff from the WisCorps have viewed the project site, and believe this would be a very feasible project. Staff will return next month to view the site again to determine more details related to staffing, necessary equipment, etc.

ACTION REQUESTED

No formal action is needed at this time. The Park Board should discuss whether they support this project and identify any questions or concerns that they would like addressed. Additional information will be provided to the Park Board at the June meeting.

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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Michael Mroz, Public Works Operations Manager

DATE: May 19, 2016

SUBJECT: Tree Spade rental

BACKGROUND

The City of New Richmond has acquired 20 acres of land north of the New Richmond Municipal Airport due to its proximity to the airstrips. Therefore, because of this acquisition the City of New Richmond has the opportunity to transplant over 100 trees into Freedom Park which will be placed along the newly constructed roadway, trail, and picnic shelters. To save money, city staff is recommending we rent a tree spade and perform the work ourselves. The cost to rent a tree spade big enough to handle the size of trees to be transplanted is $1,200 per week. The monies to help cover the rental costs could come from impact fees, farm lease revenues, or the parks operating budget.

RECOMMENDATION

City staff recommends spending up to $5,000 for a tree spade rental. The Park Board should discuss the overall viability of this project and identify any questions or concerns that they would like addressed. If deemed a viable project, a motion to spend up to $5,000 for a tree spade rental is needed to proceed.

Marie Bannink

From: Saliny, Jodi [Jodi.Saliny@witc.edu]
Sent: Tuesday, May 24, 2016 8:50 AM
To: Marie Bannink
Cc: Saliny, Jodi
Subject: RE: Willow River Run Park Shelter Reservation form

Good morning Marie. Please consider this my formal request to have the shelter reserve fee waived.

The Willow River Run event takes place each summer. The Willow River Run event is entirely nonprofit. We rely on donations and runners entry fees to support what we do with the monies raised each year. The past few years we have donated over $10,000.00 to the development of the pathways in our New Richmond area.

Having the park shelter fee waived gives us that much more money to put towards the development of our pathways and even towards a scholarship for a New Richmond High School student.

I hope that you and the committee will consider and grant this request to have the park shelter fee waived for our nonprofit event on Saturday, July 9th, 2016.

Thank you Marie, enjoy the day!

Jodi Saliny
Admissions Advisor
Wisconsin Indianhead Technical College
1019 S Knowles Avenue
New Richmond WI 54017
jodi.saliny@witc.edu
Phone: 715.246.6561 ext 4339
Fax: 715.246.2777

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PARK LAND TRUST FUND #800

	Beginning Balance 4/1/2016	Revenue	Expenditures	Ending Balance 4/30/2016
Park Land Dedication Funds	23,528.01	1,859.57	-	25,387.58
Hatfield Campgrounds	15,386.16	3,556.46	(51.84)	18,890.78
Freedom Park	20,643.04	-	(42.39)	20,600.65
Dog Park	5,948.35	76.13	(30.00)	5,994.48
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Skate Park	52,235.45	16,839.79	-	69,075.24
Mary Park Boat Launch	168.71	69.19	-	237.90
Totals	$ 127,909.72	22,401.14	(124.23)	$ **150,186.63**
				150,186.63

IMPACT FEES FUND #210

	Beginning Balance 4/1/2016	Revenue	Expenditures	Ending Balance 4/30/2016
Impact Fees - Parks	12,543.17	-	-	12,543.17
Freedom Park - Development	5,155.18	-	-	5,155.18
Skate Park	-			-
Totals	$ 17,698.35	-	-	$ **17,698.35**
				17,698.35

Total Park Funds	***167,884.98***
Restricted Park Funds	***129,954.23***
Net Available Funds*	**37,930.75**

* - 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

Citizens Field - Scoreboard

10/01/14 - Park Board Meeting

Commitments

JA Counter Associates	$	1,500	Scoreboard	to be paid in 2016

Citizens Field - Scoreboard - future balance Replenish Park Funds used

Freedom Park - 2015 Development

10/29/14 - Park Board Meeting

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

Commitments			Spent to date		Balance	
Park Impact Fees	$	56,885	(51,729.82)	$	5,155.18	
2014 Farm Lease Revenues	$	10,000	(1,225.34)	$	8,774.66	
Donation - VFW Turf Repairs	$	2,162	(2,180.00)	$	(18.00)	
New Richmond Youth Soccer	$	5,000	-	$	5,000.00	to be rec'd in 2015
New Richmond Youth Football	$	1,000	-	$	1,000.00	to be rec'd in 2015
Homecoming Football Fundraiser	$	2,000	-	$	2,000.00	to be rec'd in 2015
	$	77,047	(55,135.16)	$	21,911.84	

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments			Spent to date		Balance	
Park Impact Fees	$	2,500	(2,500.00)	$	-	
Donations	$	71,184	(2,109.00)	$	69,075.24	
	$	73,684		$	69,075.24	@ 4/30/16