



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

April 21, 2015

TO ALL PARK BOARD MEMBERS:

Jim Zajkowski	Brian Schroeder
Joe Ard	Frank Norton
Craig Kittel	Jon Hailey
Tania Strawn	

STUDENT REPRESENTATIVE:

James Elkin

This is to notify you of a Park Board Meeting on Wednesday, April 29, 2015, at 6:15 p.m. in Lower Conf Rm #1 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, March 25, 2015**
- 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 Project Update**
 - b) Moving Wall, September 10-14, 2015**
 - c) Citizens Field Restrooms/Score Board**
 - d) Bike and Pedestrian Comprehensive Plan**
 - e) Dam Stairway/Ramp Access**

Come Grow With Us!

6. **New business**
 - a) **Park Plan Updates/Modifications**
 - b) **Memorial Bench Application**(Action on newly introduced motions, ordinances, resolutions or other matters)
7. **Park Land Trust Report**
 - a) **Park Land Trust Fund - \$82,751.67**
 - b) **Impact Fee Fund - \$60,576.44**
8. **Announcements**
9. **Adjournment**

James Zajkowski
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, MARCH 25, 2015**

President Jim Zajkowski called the Park Board meeting to order at 6:15 p.m. on Wednesday, March 25, 2015.

Members Present: Jim Zajkowski, Frank Norton, Craig Kittel, Tania Strawn, Joe Ard, and Student Representative James Elkin

Members Absent: Jon Hailey and Brian Schroeder

Others Present: Dave Green, Ken House, Michelle Wilson, Kaitlyn Wilson, Irv Sather, Mike Foley, Jeremiah Wendt, and Marie Bannink

Craig Kittel moved to adopt the agenda, seconded by Frank Norton, motion carried.

Craig Kittel moved to approve the minutes of the January 19, 2015 meeting, seconded by Frank Norton, motion carried.

Public Business Items

None

Unfinished Business

Skate Park Project Update:

Jeremiah Wendt stated the land issue has been resolved and it does belong to the City. The contract with the donors, Mary and Irv Sather, has been completed with input from both parties, but is yet to be signed. If all proceeds as planned, this will be on the City Council agenda on April 13th.

Moving Wall, September 10 – 14, 2015:

Dave Green updated the board on the 652nd. Jeremiah will keep the board posted on if the 652nd will be working at Freedom Park. It has been confirmed the Canadian Moving Wall will be here, as well as POW display area.

Citizens Field Restrooms/Score Board:

Jeremiah updated the group on the restroom project. The below-grade plumbing is completed and the roof is waterproof.

Jeremiah presented a photo of the scoreboard. There was discussion on the official name for the field. Jeremiah will check on this. The wording will be changed taking off dedicated off. Craig stated this is the 77th anniversary of the field. Jim Zajkowski will be contacting the schools to see if they want to have 3 or 4 games at the fields.

Bike and Pedestrian Comprehensive Plan:

Jeremiah is working with MSA on assisting in updating the plan from 2013. Craig Kittel and Frank Norton will represent the Park Board.

New Business

Gibby's 10th Anniversary Celebration – Fireworks at Hatfield Park:

Jamie Gibson from Gibby's Lanes is requesting permission to light off fireworks over Hatfield Lake on Saturday, June 20th. This will be the 10th Anniversary Celebration for his business. He plans on hiring a licensed person to light them off. Jamie will furnish us with his insurance and the insurance from the

person doing the lighting. These will be lit at dusk, and the show will be double the size of the July 4th display.

There was discussion on if there was a softball tournament.

Craig Kittel approved of this use of Hatfield Park contingent on no scheduling with softball, seconded by Frank Norton, motion carried.

Girl Scout Silver Award Project:

Kaitlyn Wilson with Girl Scout Troop 54235 presented her project. She is making and selling booties to raise money to purchase materials for a bench that will be made and installed at the dog park. Jeremiah will work with the Troop on getting a plaque for the bench dedication. Motion was made by Tania Strawn to approve the bench project, seconded by Craig Kittel, motion carried.

American Radio Relay League:

The American Radio Relay League (ARRL) has requested the use of a shelter in Mary Park for June 27-28 for their ARRL Field Day. They have requested that they be allowed to leave equipment set up overnight in the shelter (with attendants on hand to make sure it isn't tampered with), as the setup process is fairly intensive. Jeremiah will get plate numbers and give them to the Police Department prior to the event. Motion was made by Craig Kittel to allow the American Radio Relay League to use Mary Park over night, seconded by Tania Strawn, motion carried.

Messes and Masterpieces – April Random Acts of Art:

Messes and Masterpieces had mentioned in the January agenda item that they would be proposing Random Acts of Art to be placed in some parks during the month of April. This will be similar to what they have done in the past with lanterns and tree wrapping. Motion was made by Jim Zajkowski to allow Messes and Masterpieces do April Random Acts of Art, seconded by Craig Kittel, motion carried.

VFW – Freedom Park:

Ken House with VFW Post 10818 stated there has been discussion with the Mayor on the possibility of constructing facilities in Freedom Park. What they had in mind was pavilion with cooking facilities, restrooms and a storage area for the VFW. They will work with the 652nd on building this project. Ken stated the VFW is supported by the community and the youth is their future. This would be a project they would like to have completed before the wall comes this year. There was also discussion on putting a bridge to the island. Motion was made by Frank Norton to proceed with the preliminary planning of the facility at Freedom Park, seconded by Jim Zajkowski, motion carried.

Dam Stairway/Ramp Access:

The prospect of constructing a ramp on the north side of the New Richmond Mills Dam has been discussed in the past, but now with the recent opening of the Doughboy Trail this connection for bikes and wheelchairs is more critical than ever. Jeremiah stated he is also looking at ways to widen the walkway. Craig Kittel asked if this was in our Park Plan, we need to stick to the plan that we put together. Irv Sather commented on putting the design together and people will help pay for the ramp. Craig Kittel moved to get cost estimates and design plans for a wider walkway and ramp, seconded by Frank Norton, motion carried. Jeremiah will also contact the National Guard to stop looking for a bridge.

Westfields Earth Day:

Westfields has contacted the City asking if we wanted to be involved with their Earth Day event. They will be planting Norway seedlings around town. Jim Zajkowski moved for Jeremiah to work with Westfields on plantings in various areas, seconded by Craig Kittel, motion carried.

Bosch Community Fund Grant – Gravel Bed Nursery:

The City applied for, and recently received, a \$6,500 grant from the Bosch Community Fund for the construction of a gravel bed nursery. The construction of this facility will allow City staff to raise bare root trees for planting in our parks and other public areas. The advantage of bare root trees is that they are significantly less expensive than equivalent balled and burlapped trees, and seem to have a better survival rate as well. Craig suggested Jeremiah talk to the Golf Course about their nursery.

Boat Launch Fee:

Jeremiah reviewed the DNR guidelines for charging launching fees. These fees would be charged to motorized boats. A sign will be displayed to what the funds will be used for. Frank Norton moved to charge \$3.00 per day or \$30.00 for a seasonal pass, seconded by Craig Kittel, motion carried.

Nature Center Gold Panning Request:

The City has received a request for permission to pan for gold in the Willow River adjacent to the Nature Center. Land owner's permission must be given for them to do panning. Motion was made by Craig Kittel to allow gold panning in the Willow River adjacent to the Nature Center, seconded by Tania Strawn, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$73,855.05

Impact Fee Fund - \$60,546.88

Jeremiah explained the new format for reporting the funds. The board was pleased with the new formatting.

Announcements:

None.

Frank Norton moved to adjourn the meeting, seconded by Craig Kittel, motion carried.

The meeting of the Park Board was adjourned at 7:40 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



TO: Park Board Members
FROM: Jeremiah Wendt, Director of Public Works
DATE: April 23, 2015
RE: Dam Stairway/Ramp Access

Background

At the March Park Board meeting, staff presented some very preliminary concepts and cost estimates for a ramp on the north side of the Mill Pond Dam to allow for handicapped access, as well as bicycle access from West First Street to the Mill Pond Walk and the Doughboy Trail. As directed at that meeting, staff have met with SEH to discuss possible approaches to this project.

Based on this meeting, a design has been developed that staff would be able to construct and install. The proposed ramp would be 4' wide, which is slightly wider than the current walkway on the top of the dam structure, and nearly the same width as the sidewalk that the ramp would tie into. The length of the ramp is 72 feet, which allows for a slope slightly less than 5%, which is the requirement based on ADA standards. The estimated cost of the materials to construct this ramp is approximately \$4,500. Staff could provide the labor necessary for detailed design and construction of the ramp.

The Board should give consideration to the fact that the area around the Mill Pond is slated to become the John Doar Civil Rights Trail, and that the addition of a ramp has been discussed as part of the conceptual design discussions for that area. Staff feel that the construction of this ramp would fit with the plans for that area, but we would notify the Doar family to ensure their concurrence with this plan.

Recommendation

Staff are recommending that the Park Board approve the construction of a ramp to provide accessibility from the Doughboy Trail/Mill Pond area to West First Street at a cost not to exceed \$4,500, with funding to be provided through Park Impact Fees. If the Board makes this recommendation, it will be sent to the City Council for approval.



TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: April 23, 2015

RE: Park Plan Updates/Modifications

Background

The City of New Richmond Park Plan was approved by the Park Board and City Council in mid-2014, with the understanding that it was to be a living document that would be reviewed and revised as time went on. Some suggestions that have been made to staff that could be considered for addition to the Park Plan in the near future include:

- The addition of a skate park
- The addition of toddler playground equipment
- Clarification of plans at Freedom Park
- The consideration of a tunnel under CTH A to provide access to the Nature Center

Recommendation

Staff are recommending that the Park Board consider the above-mentioned items for inclusion in the Park Plan, and that each Park Board member review the Park Plan and consider what items you feel might need to be added, removed or modified. If the Board wishes, some of the suggested changes could be made now. In addition, this agenda item could be placed on next month's agenda to allow Board members to review and bring back their suggested changes.

Order Form

Legacy Bench and Tree Program

Name of donor or group: Peterson

Families _____

Address: 12100 City Rd

City, State, Zip: New Richmond, WI

Day Phone: 715-910-5340 54017

Evening Phone: Same

Type of Memorial or Gift: _____

Tree (Variety): _____

Bench (Color): Bench Black

Desired Location: Citizens Field

Plaque Information (please print clearly):

PETERSON

Total Cost: 800.00

Please return this form to:

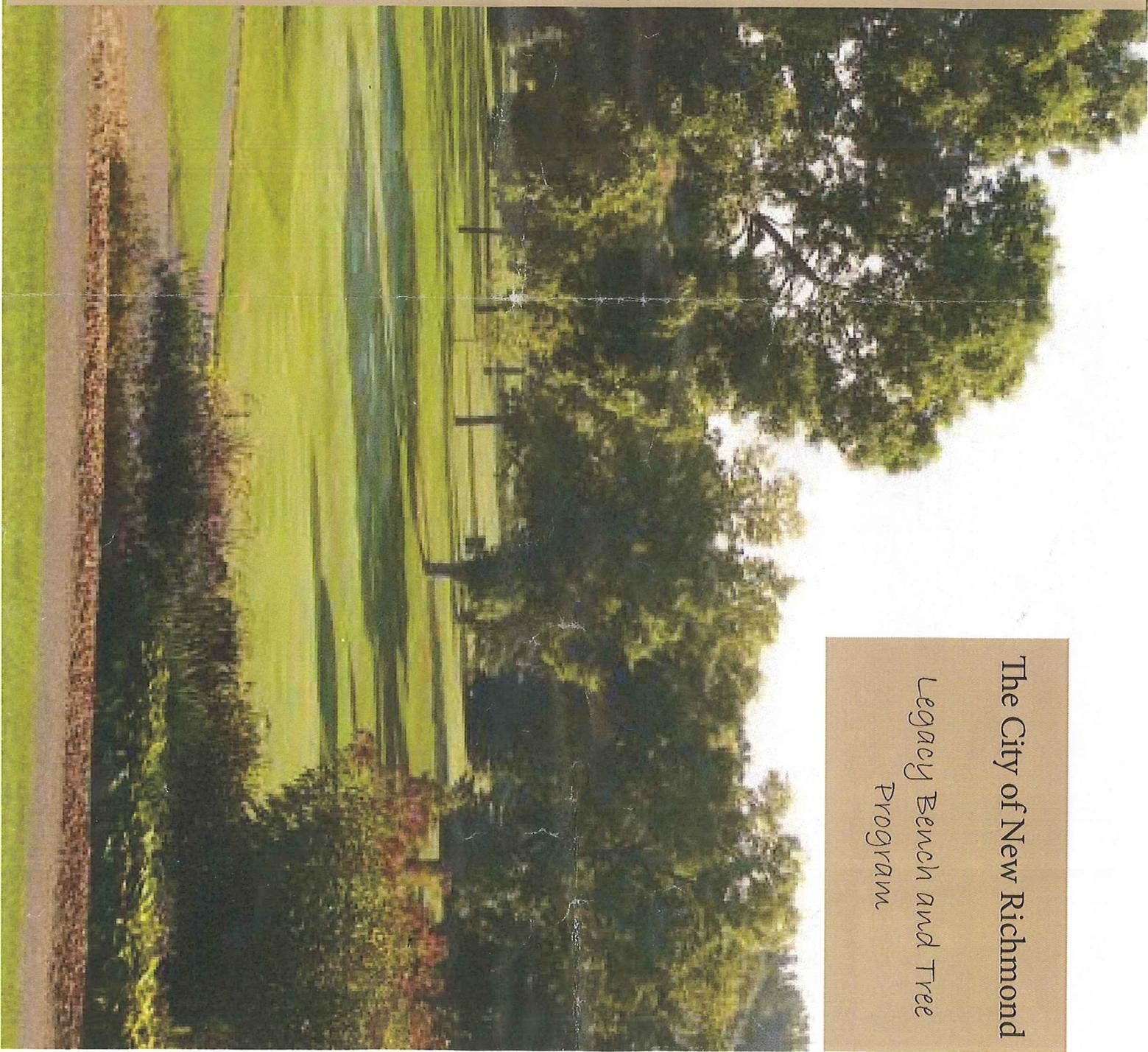
Jeremiah Wends, Public Works Director

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



PARK LAND TRUST FUND #800

	Beginning Balance	<u>Revenue</u>	<u>Expenditures</u>	Ending Balance
	<u>3/1/2015</u>			<u>3/31/2015</u>
Park Land Dedication Funds	(4,847.02)	303.15	-	(4,543.87)
Hatfield Campgrounds	16,451.50	714.69	(45.83)	17,120.36
Freedom Park	14,387.55	-	(40.08)	14,347.47
Dog Park	3,268.57	268.69	-	3,537.26
Doar Restoration Funds	2,500.00	-	-	2,500.00
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Citizens Field - Scoreboard	11,000.00	10,000.00	-	21,000.00
Citizens Field - Bathrooms	20,000.00	-	(2,304.00)	17,696.00
Earley Property Development	1,094.45	-	-	1,094.45
Totals	73,855.05	11,286.53	(2,389.91) \$	82,751.67 82,751.67

IMPACT FEES FUND #210

	Beginning Balance	<u>Revenue</u>	<u>Expenditures</u>	Ending Balance
	<u>3/1/2015</u>			<u>3/31/2015</u>
Impact Fees - Parks	11,646.88	29.56	-	11,676.44
Freedom Park - Development	46,400.00	-	-	46,400.00
Skate Park	2,500.00	-	-	2,500.00
Totals	60,546.88	29.56	-	60,576.44 60,576.44

Total Park Funds	143,328.11
Restricted Park Funds	136,195.54
<u>Net Available Funds*</u>	<u>7,132.57</u>

* - 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 2016-2018 is \$8,317.71

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>2/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>2/28/2015</u>
Park Land Dedication Funds	17,922.77	2.78	(22,772.57)	(4,847.02)
Hatfield Campgrounds	16,144.32	354.50	(47.32)	16,451.50
Freedom Park	14,428.13		(40.58)	14,387.55
Dog Park	2,889.32	379.25		3,268.57
Doar Restoration Funds	2,500.00			2,500.00
Rich River Trails/Greaton Park	10,000.00			10,000.00
Citizens Field - Scoreboard	7,500.00	3,500.00		11,000.00
Citizens Field - Bathrooms	-	20,000.00		20,000.00
Earley Property Development	1,094.45			1,094.45
Totals	72,478.99	24,236.53	(22,860.47) \$	73,855.05 73,855.05

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>2/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>2/28/2015</u>
Impact Fees - Parks	60,546.88	-	(48,900.00)	11,646.88
Freedom Park - Development	-	46,400.00	-	46,400.00
Skate Park	-	2,500.00	-	2,500.00
Totals	60,546.88	48,900.00	(48,900.00) \$	60,546.88 60,546.88

Total Park Funds	134,401.93
Restricted Park Funds	127,602.07
<u>Net Available Funds*</u>	<u>6,799.86</u>

* - 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 2016-2018 is \$8,317.71

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>1/1/2015</u>			<u>Revenue</u>
Park Land Dedication Funds	9,347.75	2.94		9,350.69
Hatfield Campgrounds **	15,606.89	583.88	(46.45)	16,144.32
Freedom Park	14,115.91		(40.47)	14,075.44
Freedom Park - Irrigation/Well **	352.69			352.69
Park Shelters	8,572.08			8,572.08
Dog Park	2,414.32	475.00		2,889.32
Doar Restoration Funds	2,500.00			2,500.00
Rich River Trails/Greaton Park	10,000.00			10,000.00
Citizens Field - Scoreboard	5,000.00	2,500.00		7,500.00
Earley Property Development	1,094.45			1,094.45
Totals	69,004.09	3,561.82	(86.92)	72,478.99 72,478.99

** Additional Funds were approved at Meeting 10/21/13 if needed to complete project - appoximately \$11,572.08 transferred \$10,000 in May 2014 available balance remaining is \$1,572.08 transferred \$572.08 in June 2014 available balance remaining is \$1,000.00

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>1/1/2015</u>			<u>Revenue</u>
Impact Fees - Parks	60,546.88	-	-	60,546.88 60,546.88

Total Park Funds	133,025.87
Restricted Park Funds	63,128.30
<u>Net Available Funds*</u>	<u>69,897.57</u>

* - 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 2015-2018 is \$11,090.28

