

September 26, 2016

TO ALL PARK BOARD MEMBERS:

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

This is to notify you of a Park Board Meeting on Wednesday, September 28, 2016, at 7:30 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.*

AMENDED AGENDA:

1. Roll call:
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting, August 31, 2016
4. Public business items
5. Consent Agenda
 - a) Mary Park bench location
6. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Naming of Skatepark
 - b) WisCorps Willow River Project
7. New business
 - a) Skatepark Master Plan
 - b) Window Decal Fundraiser
 - c) *Freedom Park Athletic Fields*
 - d) Nature Center Canoe/Kayak Launch

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

8. **Inspection & Park Land Trust report**
 - a) **Inspection Reports**
 - b) **Park Land Trust Fund - \$125,680.13**
 - c) **Impact Fee Fund - \$17,842.93**

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. 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, AUGUST 31, 2016**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, August 31, 2016.

Members Present: Craig Kittel, Jon Hailey, Brian Schroeder, Frank Norton, and Joe Ard

Members Absent: Christine Melby

Others Present, Paul & Vicki Mayer, Noah Wiedenfeld, Michael Mroz, and Mike Darrow

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

Brian Schroeder moved to approve the minutes of the June 29, 2016 meeting, seconded by Jon Hailey, motion carried.

Public Business Items- N/A

Brian Schroeder moved to approve the consent agenda including a Glover Park Memorial Bench installation and Paperjack Greenway bench location, seconded by Jon Hailey, motion carried.

Unfinished Business

Skate Park Updates:

Noah Wiedenfeld updated the board on the skate park. The construction started after Fun Fest, Misiano Skateparks are currently doing cement work. The owner of the company was on site for a couple of weeks and plans to be here for the grand opening. The city attorney is reviewing the rules before the signs are ordered. The question was asked what happens to the extra \$7,000.00. What is left after signage will go back into the park.

Doar Trail Update:

Construction is scheduled to happen this fall. Estimated cost is \$30,000.00.

New Business

Greaton Park Shelter:

Michael Mroz has quotes for an 18x18 shelter with a 21x21 concrete pad not to exceed \$10,000.00. The structure will be consist of a wooden frame with tin roof and tin ceiling enclosure. The following quotes were received:

Company Name	Quote
Gilbertson Construction - Clayton	\$14,400.00
MBGC, LLC.	\$12,184.00
10 Mile Remodeling – New Richmond	\$10,198.11
JDS Remodeling – New Richmond	\$9,320.11 \$9,500.11 \$9,810.11

JDS gave three options for the anchoring of the shelter to the pad. The board discussed the different options and concluded to follow the original RFP design in order to fairly compare all the bids. Construction deadline would be before winter. Motion was made by Brian Schroeder, to award the bid to JDS Remodeling for \$9,500.11, seconded by Joe Ard, motion carried

Naming Rights Policy:

Noah gave background information on this subject. The Park Board approved the policy in 2013, City Council tabled in June, 2013. The board reviewed and discussed the policy. Joe Ard moved to resubmit the policy to City Council, seconded by Jon Hailey, motion carried.

Paperjack Creek Trail Name:

Noah stated we currently have two trails with the same name. Both are named Paperjack Greenway Trail. In order to not cause any confusion in the future staff recommended changing the Paperjack Greenway Trail off of 140th Av to a different name. Possible new names include:

Osprey Trail	Raven Trail
Eagle Trail	Wood Duck Trail
Falcon Trail	Blue Jay Trail
Oriole Trail	Cardinal Trail
Sandhill Trail	Robin Trail
Hummingbird Trail	Mourning Dove Trail

Motion was made by Joe Ard to name the trail going through the subdivision to Blue Jay Trail, seconded by Jon Hailey, motion carried.

Mary Park Boat Launch:

Michael gave some background information on the boat launch. He has received phone calls regarding charging for use of the launch and it being in poor condition. In order to apply for a Recreational Boating Grant through the DNR, the City needs to show potential funding sources to maintain the ramp. This is why the City instituted the pay station. Joe Ard suggested keeping the box for another year and applying for the DNR grant. If we do not receive a grant from the DNR, the board will reevaluate removing the pay station. Seconded by Frank Norton, motion carried

Review Priority List for Remainder of 2016/2017 (RPZ Information):

Michael reviewed what projects on the list have been completed during the 2016 construction season. Craig Kittel explained the cost of the backflow (RPZ) was split with the City. Consensus of the board was to review our list each year in the fall at the October meeting. Brian Schroeder stated we need to finish the road and add additional parking options at Freedom Park. Mike Darrow stated we will be looking at fundraising ideas for the October meeting.

Recreation Plan:

Michael updated the group on the Recreation Plan. Dowell Management out of St. Paul, MN has been hired to develop a City wide Recreation Plan that includes The Centre, School District of New Richmond, City of New Richmond and the New Richmond Community Foundation. Deadline for project completion is November 18, 2016.

Farmers Market:

Noah has been contacted about bringing in homemade items, and he has been telling them no. Consensus was to continue as is and revisit next year.

Appointing New Board Member:

Michael explained there were three applications for the opening on the Park Board. Motion was made by Jon Hailey to recommend Mandi Erickson to the Mayor, seconded by Brian Schroeder, motion carried.

Inspection & Park Land Trust Report:

Inspection Reports – Reports turned in.

Park Land Trust Fund - \$185,007.08

Impact Fees Fund - \$13,286.68

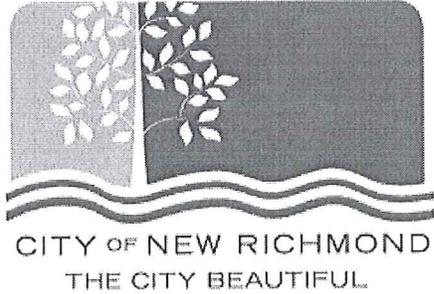
Announcements:

No announcements.

Frank Norton moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board was adjourned at 8:04 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



156 East First Street
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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: September 20, 2016

SUBJECT: Rotary Bench

BACKGROUND

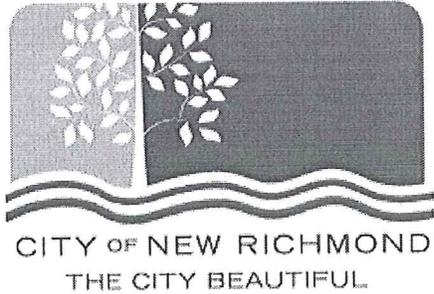
The Rotary Club of New Richmond has regularly donated Rotary benches to place throughout the park system. The benches are typically blue and have the word "ROTARY" in the webbing of the bench. Before City staff installs the bench at the new proposed location, we wanted to bring it to the Park Board for approval.

PROPOSED LOCATION

The proposed bench location is along the walking path in Mary Park overlooking the water. 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.



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Management Analyst
DATE: September 21, 2016
SUBJECT: Skate Park Name

BACKGROUND

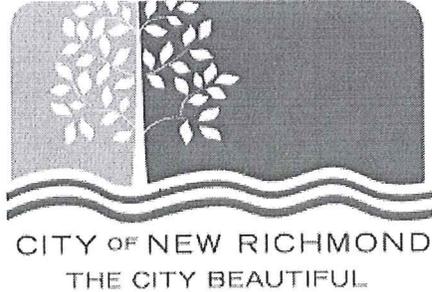
Irv and Mary Sather had a significant role in making the skateboard and BMX park a reality. Without their support, it's likely that the project would not have been completed. Irv and Mary made the first donation to the project (\$40,000) to spur action and motivate others to support the project, and then increased their total donation to \$50,000 earlier this year.

PROPOSAL

To recognize the Sathers for their generosity, it has been suggested that the skate park be named "Irv & Mary Sather Skylark Skate Park." The name would be displayed on permanent signage at the skate park. The skylark is widely recognized in literature as a symbol of freedom, inspiration, hope, and joy, and is also symbolic of the various aerial tricks performed by skateboarders and BMX riders.

ACTION REQUESTED

The Park Board should discuss the naming of the skate park, and consider a motion to name the skate park "Irv & Mary Sather Skylark Skate Park."



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: September, 2016

SUBJECT: WisCorps Willow River Project

BACKGROUND

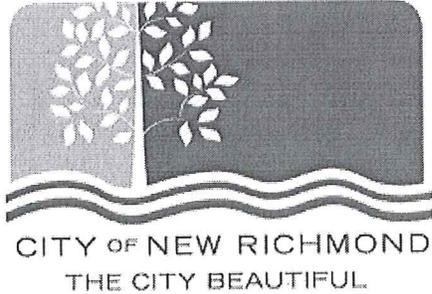
The New Richmond Pathway Committee is working with the Wisconsin Conservation Corps (WisCorps) on a possible project that would remove old fallen trees from the Willow River, in an effort to make the river more navigable for canoes and kayaks. The Park Board previously heard a presentation about this project at their regular May meeting, and voted in favor of supporting the project.

UPDATE

A public meeting was held on September 7th at Richmond Town Hall for adjacent property owners and other interested community members to learn about the project. Many property owners have already signed permission slips granting the WisCorps access to the Willow River across their property. The WisCorps has been hired to work for one week, beginning on October 10th. If time allows, it's possible that the WisCorps crew could work on additional sections of the Willow River east of the Nature Center.

ACTION REQUESTED

No formal action is needed at this time. City staff would just like to update the Park Board so that they are aware of the current status of the project since their last discussion in May.



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MEMORANDUM

TO: Park Board

FROM: Mike Darrow, City Administrator

DATE: September 22, 2016

SUBJECT: Skate Park Master Plan

The City has received 54 of 57 financial commitments made to the skate park. Based on the total amount received, we are able to pay for 100% of the construction costs of the project through private contributions. The remaining three invoices total \$2,500. Once these remaining commitments are received, there should be \$7,327.49 available for additional features within the park.

Over the past month, City staff has discussed the overall "master-plan" for this area. While the intended use will be a skate park, it is important, in our opinion, to understand how this area will fit within the context of the entire north side. Because of the anticipated growth and development of the north side due to the St. Croix River Crossing, we offer the following process for this new gateway.

Phase I. Fall of 2016. As part of this phase, we are recommending the following features be added to the overall park:

1. Bike Repair Station- These stations are currently found at Westfield's Hospital & Clinic and the New Richmond Area Centre
2. New "City of New Richmond" trash bins which include recycling. These bins would an updated look for this park and future parks and downtown areas
3. Landscaping (see plan)- Several trees would be planted in this area
4. Kiosk station (see plan)- This station would include rules, a chalk board, and trick board

We anticipate the total cost for Phase I not to exceed \$9,000. Funding would come from the remaining balance of the project (\$7,327.49) and \$1,672.51 from park land dedication funds.

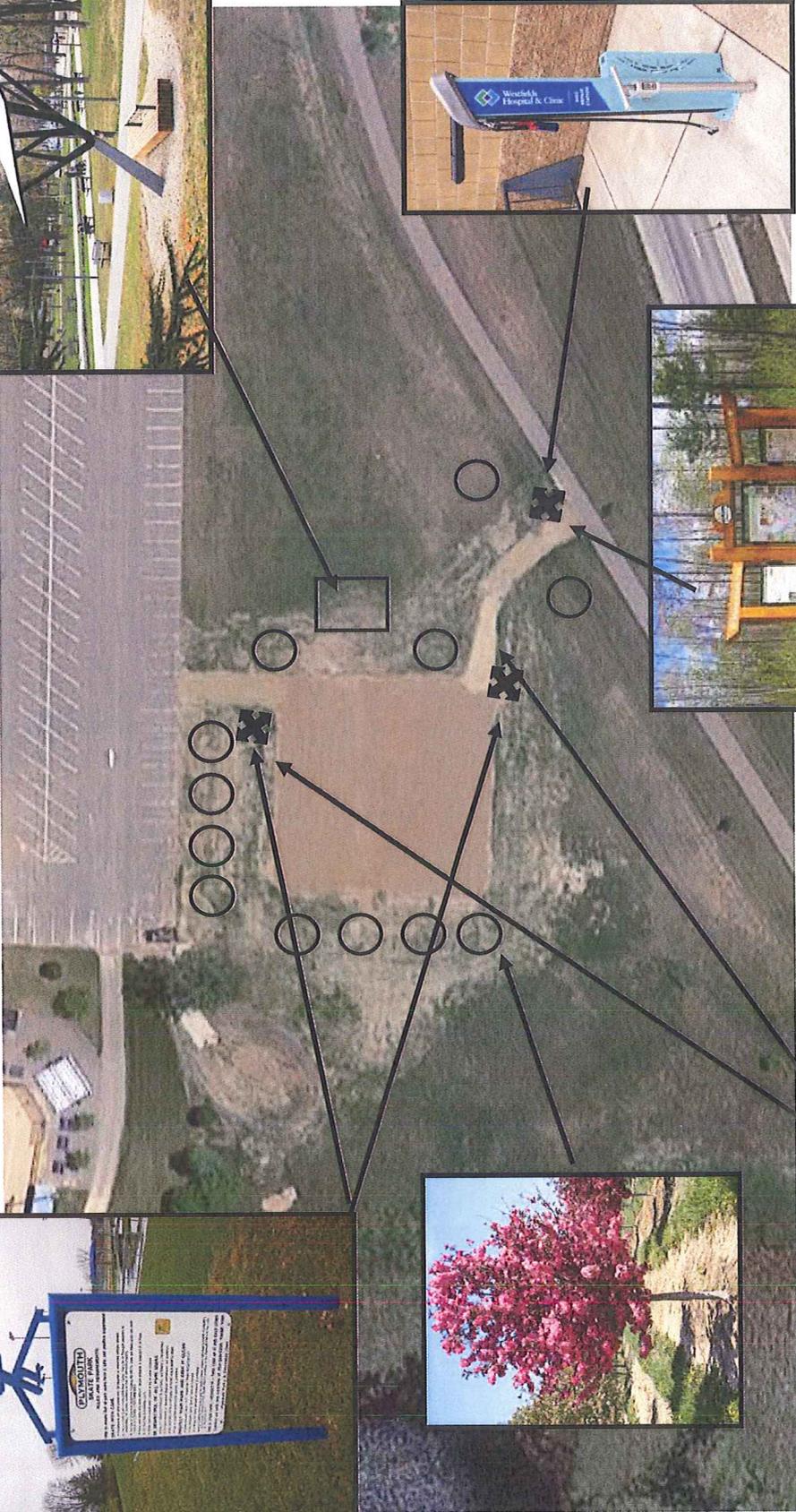
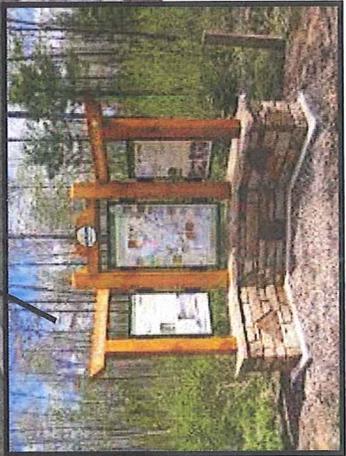
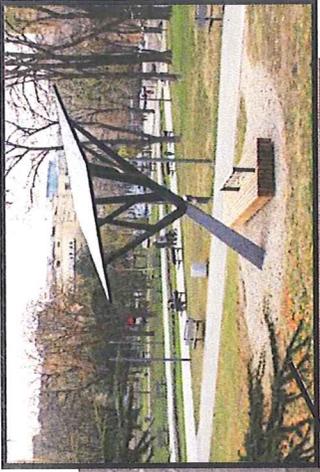
Phase II. Winter of 2017. As part of this phase, we recommend the following features:

1. Park Shelter and Design- We will provide ideas for this shelter
2. Charging station for electronics
3. Benches
4. Additional signage / Kiosks to recognize donors

Over the next three months, staff will identify additional funding sources (grants, fundraisers, etc.) to assist with this phase. We are not proposing any additional park funds at this time.

RECOMMENDATION

Staff recommends approval of a not to exceed amount of \$9,000 for Phase I as outlined above. If approved, we would anticipate completion of this phase by the end of October.



SHADE STRUCTURES



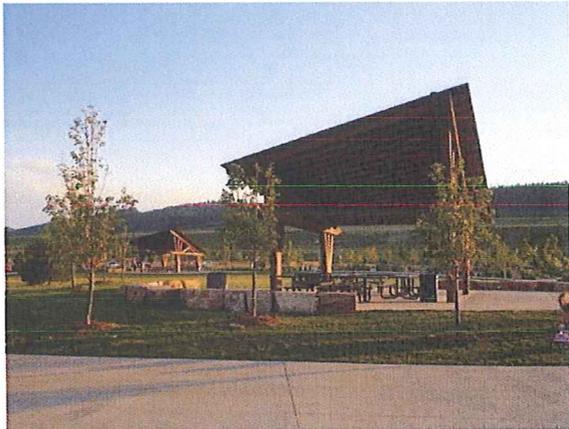
Dual purpose: Part shade structure, part solar powered charging station for all hand held electronic devices.



Another dual purpose structure: Part shade, part solar powered charging station for all hand held electronic devices.

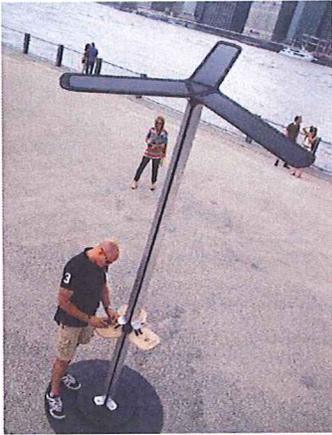


An original shade structure designed and built in an Atlanta, Georgia Park.



Another unique shade structure from Colorado

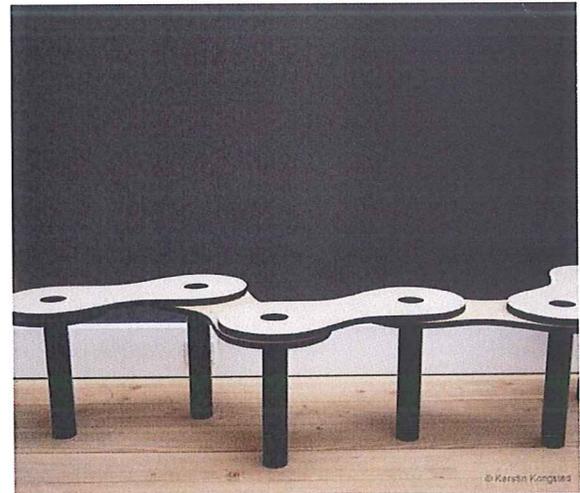
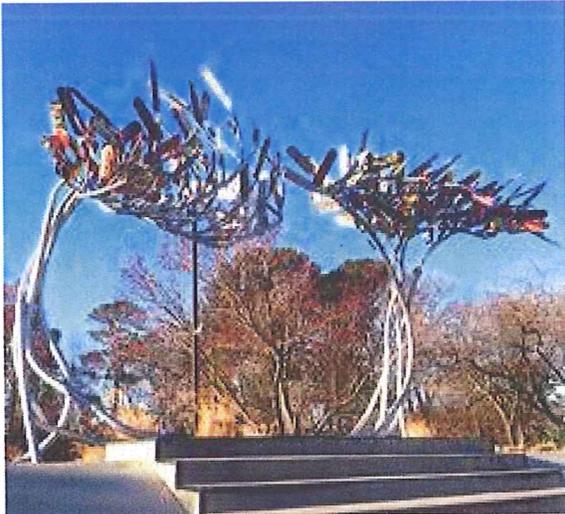
CHARGING STATIONS



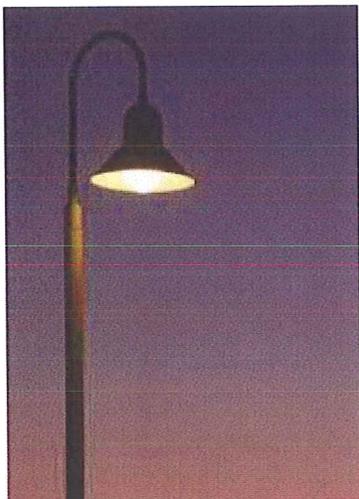
BENCHES

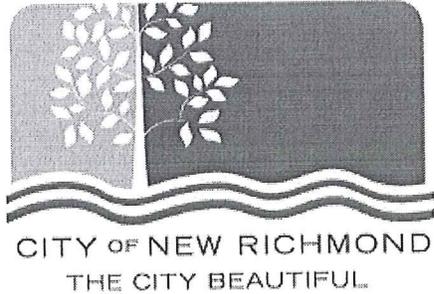


ARTWORK



LIGHTING





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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Management Analyst
DATE: September 21, 2016
SUBJECT: Window Decal Fundraiser

BACKGROUND

One new revenue generating idea for the Park Board to consider is the sale of window decals for cars. The design shown below is similar to other popular decals such as "IRL" or "26.2." The stickers can be purchased in bulk quantities for less than \$1 each, and could then be sold at a higher cost at local businesses (e.g. Walmart, Family Fresh, car dealerships, etc.) with all proceeds going to benefit New Richmond's parks and trails. The decals also have the potential to be a low-cost marketing tool and a fun way to show community spirit.



ACTION REQUESTED

The Park Board should discuss whether or not they support this fundraising idea, and consider a motion to allocate money from the Hatfield Campground fund to be used towards the purchase of stickers. The Hatfield Campground fund would be paid back with proceeds from the sticker sales, after which time the proceeds would go to Park Land Dedication Funds.



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz; Operations Manager
DATE: September 26, 2016
SUBJECT: Freedom Park Athletic Fields

Background

City staff has been contacted regarding the turf condition on the four athletic fields at Freedom Park. After a round of 2-4D spraying 4 weeks ago, the crabgrass has turned a brownish color which is very noticeable when looking at the field.

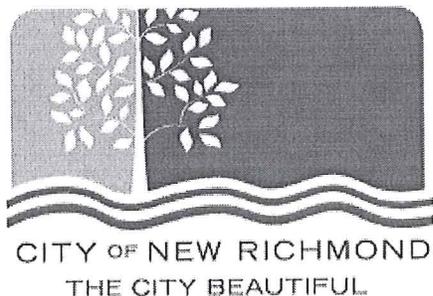


Proposal

The best way to fight the spread of crabgrass is to establish a thick enough turf that chokes out any new growth. This turf management method means that we would need another round of seed and fertilizer applied to the fields this fall. The estimated cost to over seed and fertilize the 8 acres of fields would be \$3,000. The money needed to cover this expense would have to come out of the Park Land Trust fund. The Public Works department will also be treating the field with crabgrass preventer in the fall, however this expense will be covered by the Parks operating budget.

ACTION REQUESTED

Park Board should discuss and consider a motion to approve the funding to over seed and fertilize the athletic fields at Freedom Park.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: September, 2016

SUBJECT: Nature Center Canoe/Kayak Launch

BACKGROUND

The Park Board has had some informal discussions in the past about the possibility of having a canoe/kayak launch at the Nature Center and getting more people to use the Willow River. However, the project has not yet been added to the Park System Plan. With the upcoming Willow River Water Trail project by the Wisconsin Conservation Corps, and interest in connecting the Nature Center to the Doar Prairie Restoration, it could be an opportune time to discuss future improvements to the Nature Center. If the Park Board is interested in having a canoe/kayak launch at the Nature Center, the St. Croix County Sportsman's Alliance is prepared to commit financially to the project.

ACTION REQUESTED

The Park Board should discuss the addition of a canoe/kayak launch at Nature Center, and consider a motion to add this project and any other improvements to the Nature Center to the Park System Plan. The Park System Plan is a living document intended to be reviewed and updated at least on an annual basis by the Park Board. With direction provided by the Park Board, City staff can bring back additional details (scope of project, location, costs, etc.) at a future meeting.

Nature Center

Location: 375 County Road A

Classification: Nature Area
Size: 16.5 Acres

Existing Amenities:

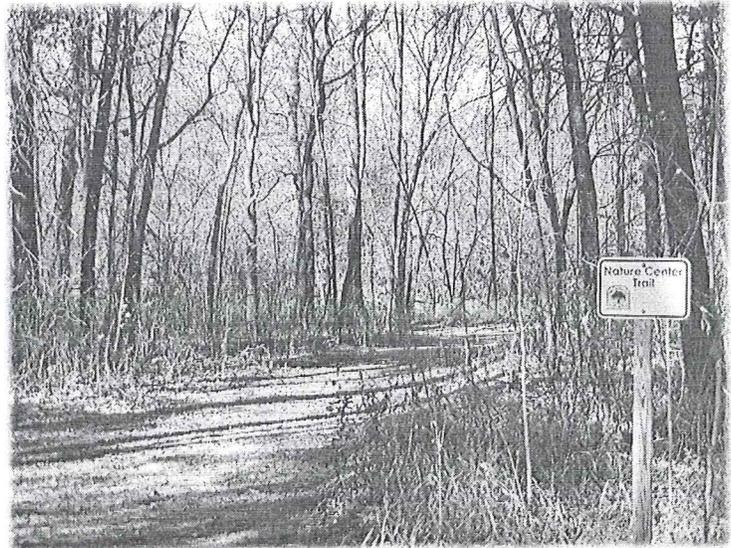
Picnic pavillion
Nature trails

History:

Donated to the City of New Richmond by Holy Family Hospital, who had it donated to them by Mrs. W.F. (Stella) McNally. This 16.5 acre natural area was developed in 1971 and provides mowed walking paths designated as “natural trails” as part of the City’s multi-purpose pathway system along the Willow River as well as a picnic area with shelter.

Opportunities:

- Make walking bridges on trails accessible
- Add educational signage
- Continue to remove Buckthorn
- Add benches
- Continue landscaping and tree care
- Develop connection to Doar Prairie Restoration
- *Add other bike/pedestrian trail connections to make access easier*



PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance	
	<u>8/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>8/31/2016</u>	
Park Land Dedication Funds	32,875.19	788.99	(3,000.00)	30,664.18	
Hatfield Campgrounds	32,044.69	6,156.41	(1,840.78)	36,360.32	
Freedom Park	19,210.90	7,000.00	(1,366.96)	24,843.94	
Dog Park	6,506.62	100.00	(41.88)	6,564.74	
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00	
Skate Park	83,972.74	1,545.75	(68,750.00)	16,768.49	
Mary Park Boat Launch	396.94	81.52	-	478.46	
Totals	\$ 185,007.08	15,672.67	(74,999.62)	\$ 125,680.13	125,680.13

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance	
	<u>8/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>8/31/2016</u>	
Impact Fees - Parks	12,506.68	5,550.00	(16,500.00)	1,556.68	
Freedom Park - Development	(1,220.00)	1,220.00	-	0.00	
Freedom Park - Irrigation/Backflow	-	16,500.00	(1,220.00)	15,280.00	
Freedom Park - Tree Transplanting	2,000.00	-	(993.75)	1,006.25	
Skate Park	-	-	-	-	
Totals	\$ 13,286.68	23,270.00	(18,713.75)	\$ 17,842.93	17,842.93

Total Park Funds	143,523.06
Restricted Park Funds	111,302.20
<u>Net Available Funds*</u>	<u>32,220.86</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 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

Commitments		Spent to date	Balance	
Park Impact Fees	\$ 56,885	(56,885.00)	\$ -	
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	\$ 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>(61,319.75)</u>	<u>\$ 14,727.25</u>	

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments		Spent to date	Balance	
Park Impact Fees	\$ 2,500	(2,500.00)	\$ -	
Donations	\$ 87,627	(70,859.00)	\$ 16,768.49	
	<u>\$ 90,127</u>		<u>\$ 16,768.49</u>	@ 8/31/16

Freedom Park - Tree Planting / Transplanting

5/25/16 - Park Board Meeting

Commitments		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>	@ 8/31/16

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

6/29/16 - Park Board Meeting

Commitments		Spent to date	Balance	
Park Impact Fees	\$ 16,500	(1,220.00)	\$ 15,280.00	
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>\$ 45,048.00</u>	@ 8/31/16