



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

October 23, 2015

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, October 28, 2015, at 6:15 p.m. in ED Lab at the New Richmond Civic Center, 156 East First Street, New Richmond, Wisconsin.

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

AGENDA:

1. Roll call
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting, September 30, 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 Design/Fundraising
6. New business
 - a) Messes and Masterpieces Monsters
 - b) Doughboy Trail Bench Update
 - c) Freedom Park Update

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

Come Grow With Us!

7. **Park Land Trust Report**
 - a) **Park Land Trust Fund - \$57,894.04**
 - b) **Impact Fee Fund - \$19,104.47**
8. **Inspection Reports**
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, SEPTEMBER 30, 2015**

Chair Craig Kittel called the Park Board meeting to order at 5:44 p.m. on Wednesday, September 30, 2015.

Members Present: Craig Kittel, Jon Hailey, Tania Strawn, Brian Schroeder, Frank Norton, Christine Melby, and Student Representative James Elkin

Members Absent: Joe Ard

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

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

Craig Kittel moved to approve the minutes of the August 26, 2015 meeting, seconded by Brian Schroeder, motion carried.

Public Business Items

Craig Kittel thanked everyone for coming out to the park tonight.

Unfinished Business

Skate Park Design/Fundraising:

Jeremiah Wendt updated the board on the progress of the skate park. SEH has finished the topographic surveying; Monarch is ready to do the site work with a week's notice. Discussion took place for the ground breaking; consensus was Wednesday, October 14th at 4:00 p.m. Cemstone has informed us they will not be doing the framing or finishing work on the concrete. The goal is to get the concrete poured this fall.

Jeremiah shared the naming rights criteria that had been passed in 2013 by the Park Board but the City Council has not approved it.

New Business

Freedom Park Backflow Prevention:

Jeremiah explained the well and irrigation system is not connected to the municipal water system. However, the City is still responsible for protecting the well to ensure the aquifer it draws water from, is not contaminated. A recent cross-connection inspection performed by the Water Department revealed that backflow prevention is required on the system to ensure that water cannot flow back through the irrigation system and enter the well.

Since this work would require a licensed plumber, City staff solicited quotes from Countryside and Munson Plumbing. Countryside provided the low price of \$10,412 to install the necessary backflow prevention devices, with the assistance of City staff.

Because the backflow preventer will need to be installed above ground, City staff is also recommending a fence be constructed around the equipment to protect it and prevent vandalism. The additional cost of the fence is estimated at \$2,500 based on a quote received from Cyclone Fence. Additional costs may be incurred with site preparation (concrete supports, excavation grading), so the total estimated project cost is \$15,000.

Craig Kittel stated he would talk to Mike Darrow regarding sharing the cost with the City. Jeremiah explained as much of the funds as possible will come from Park Impact Fees (current available balance of \$7,796.02), and the remainder from Freedom Park Farm Lease Revenue. The system would be disconnected in October 2015, and the improvements completed next spring before the irrigation system is put back online. Craig Kittel moved to table this until the October meeting, seconded by Tania Strawn, motion carried.

Rotary Benches – Paperjack Park:

The New Richmond Rotary Club would like to donate two benches for installation in Paperjack Park. Both would be blue, which matches the existing color scheme for the park. Both would have the word “ROTARY” in the webbing of the bench. One would have a Rotary plaque on one side, and the other would have a 6”x6” plaque with the following inscription:

“Service Above Self”
In Loving Memory of a wonderful
Rotarian and Friend:
Jesse Skramstad

The benches would be ordered and supplied by the Rotary Club and installed by the City’s Public Works Department. Motion was made by Jon Hailey to approve these benches, seconded by Brian Schroeder, motion carried.

Mike Derrick explained the Rotary may be looking at doing benches each year and place them in different parks.

Park Land Trust Report:
Park Land Trust Fund - \$50,352.19
Impact Fee Fund - \$25,689.64

Inspection Reports:

Jon Hailey stated the benches on the Doughboy Trail are in the water. Jeremiah will contact Bill Buell about the Art Bench project.

Announcements:

Jeremiah stated he has some funds left in the Park & Rec repair account and the tennis courts will be resurfaced this fall. The vendor that supplies our playground equipment has a grant program and we will be applying for toddler play equipment. Christine Melby asked how the Moving Wall event was at Freedom Park. Craig stated the event went well. Jeremiah stated none of the contingency plans needed to be implemented. Noah Wiedenfeld informed the board that we received a \$1,000 grant that will be used for Hatfield/Freedom park for birdhouses and pollinating plants.

Jon Hailey moved to adjourn the meeting, seconded by Christine Melby, motion carried.

The meeting of the Park Board was adjourned at 6:25 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



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MEMORANDUM

TO: Park Board Members
FROM: Jeremiah Wendt, Director of Public Works
DATE: October 23, 2015
SUBJECT: Skate Park Fundraising

UPDATE

A groundbreaking ceremony was held for the New Richmond Skate Park on October 14th. The site work was completed by Monarch Paving last week. No contractors are available to perform the concrete work this fall, but several would be able to do it right away in the spring. Bids received for the work so far have been around \$23,000 (this is in addition to the estimated \$10-12,000 for the concrete itself from Cemstone, and SEH's design cost of \$2,000). Fundraising efforts will continue over the winter months, and elements will be purchased and installed in the late spring or early summer of 2016 using the funds raised at that point.

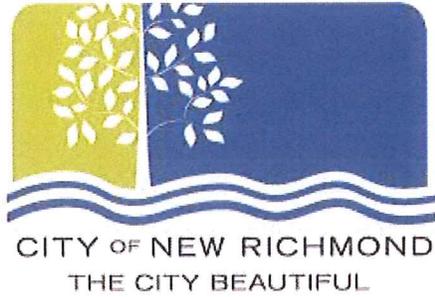
DISCUSSION

About \$67,000 has been committed thus far for the skate park (though only \$5,000 has actually been received), with much left to raise in order to purchase a significant amount of elements. The development of a "Friends of the Skate Park" group, a formal fundraising arm for the skate park, could help raise additional funds. This group would consist of 2-5 community members, 1-2 Park Board members, and City staff. Any formal activity would need approval from the Park Board. As donations are sought, it is also important to establish donor recognition levels, such as shown below:

Naming Rights: \$70,000
Platinum: \$20,000 - \$69,000
Gold: \$5,000 - \$19,000
Silver: \$500 - \$4,999
Bronze: \$100 - \$499
Stakeholder: \$1 - \$99

RECOMMENDATIONS

City staff recommend that a formal "Friends of the Skate Park" fundraising group be established, and that donor recognition levels for the skate park as shown above be approved.



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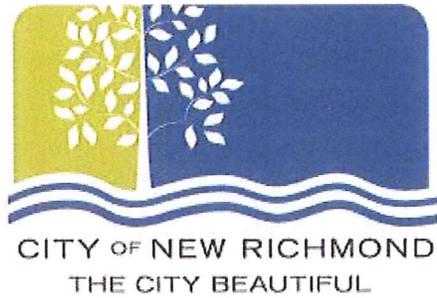
TO: Park Board Members
FROM: Jeremiah Wendt, Director of Public Works
DATE: October 23, 2015
RE: Messes and Masterpieces Monsters

Background

Messes & Masterpieces would like to add to their collection of Monsters in New Richmond the spring /summer of 2016. They have 2 locations in mind for cement monsters (created similar to the head of the Loch Ness monster in Mary Park). These will not have vegetation or need maintenance. The two locations are the bike tunnel near Hatfield Park - near the entrance on either end of the tunnel; and under/near the new dam bike ramp (they like the idea of the monsters tail going under the ramp and peeking out the other side).

Recommendation

Staff is recommending approval of the Monster at the bike tunnel near Hatfield Park, with the oversight of staff on specific design. Staff is not recommending approval of the monster near the dam ramp, as amenities in this area are planned to be part of a future John Doar Civil Rights Walk.



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TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: October 23, 2015

RE: Doughboy Trail Bench Update

Staff will provide an update on the status of benches/signage to be placed along the Doughboy Trail by Domain, Inc. in cooperation with the City. While the original plan was to have a bench in this area that would be part of the Phipps Center for the Arts "Art Bench Trail", high costs and a lack of artists to create the bench have set the project back. Domain has proposed the installation of a simple limestone bench where the trail nears the river, with possible future benches similar in nature as funds become available. Domain will provide specifics to the Park Board at a future meeting.



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TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: October 23, 2015

RE: Freedom Park Update

Staff will provide an update on the status of the Freedom Park project, including 2015 expenditures, and cost estimates of future phases.

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>9/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>9/30/2015</u>
Park Land Dedication Funds	3,843.86	3,152.08	-	6,995.94
Hatfield Campgrounds	11,486.74	3,621.83	(1,157.70)	13,950.87
Freedom Park	13,639.96	2,162.00	(305.24)	15,496.72
Dog Park	4,755.97	361.00	(105.00)	5,011.97
Doar Restoration Funds	-	-	-	-
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Citizens Field - Scoreboard	(926.25)	-	(280.00)	(1,206.25)
Citizens Field - Bathrooms	1,457.46	-	-	1,457.46
Skate Park	5,000.00	-	-	5,000.00
Mary Park Boat Launch	-	92.88	-	92.88
Earley Property Development	1,094.45	-	-	1,094.45
Totals	\$ 50,352.19	9,389.79	(1,847.94)	\$ 57,894.04
				57,894.04

Transferred \$7,000 from Campgrounds to Citizens Field Bathrooms - Per Jer

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>9/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>9/30/2015</u>
Impact Fees - Parks	7,796.02	9,273.76	-	17,069.78
Freedom Park - Development	15,197.96	-	(15,858.93)	(660.97)
Skate Park	1,250.00	-	-	1,250.00
Mill Pond Dam - Ramp	1,445.66	-	-	1,445.66
Totals	\$ 25,689.64	9,273.76	(15,858.93)	\$ 19,104.47
				19,104.47

Transferred \$4,485 for turf establishment - approved @ 6/24/15 Park Board Meeting - Per Jer

Total Park Funds	76,998.51
Restricted Park Funds	51,487.13
Net Available Funds*	25,511.38

* - 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

Projects approved by Park Board

Citizens Field - Bathrooms		
3/27/13 - Park Board Meeting	\$ 8,000	Loan to Friend 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.		
Park Land Dedication funds	\$ 12,000	
Transfer from Campground funds	\$ 7,000	
Total Project Budget	\$ 27,000	
Construction Costs to date		\$ (25,542.54)
Citizens Field - Bathrooms - balance on hand		\$ 1,457.46
see attached - Park Trust Funds		

Citizens Field - Scoreboard			
10/01/14 - Park Board Meeting			
Commitments			
Westfields Hospital	\$ 10,000	Scoreboard	Rec#60455 12/22/14
Johnson Motor Sales	\$ 2,500	Scoreboard	Rec#60490 1/07/15
JA Counter Associates	\$ 1,000	Scoreboard	Rec#60630 2/06/15
Family Fresh	\$ 2,500	Scoreboard	Rec#60664 2/17/15
First National Community Bank	\$ 10,000	Scoreboard	Rec#60773 3/18/15
	\$ 26,000		
Scoreboard costs to date		\$ (27,206.25)	
Citizens Field - Scoreboard - balance on hand		\$ (1,206.25)	
see attached - Park Trust Funds			
NRACF - Robert Krueger	\$ 2,500	Scoreboard	Rec'd 10/16/15
JA Counter Associates	\$ 1,500	Scoreboard	to be paid in 2016
Citizens Field - Scoreboard - future balance		\$ 2,793.75	

Freedom Park - 2015 Development			
10/29/14 - Park Board Meeting			
06/24/15 - Park Board Meeting - Approved \$4,485 for turf establishment			
Commitments		Spent to date	Balance
Park Impact Fees	\$ 50,885	(51,545.97)	\$ (660.97)
2014 Farm Lease Revenues	\$ 10,000	-	
Donation - VFW Turf Repairs	\$ 2,162	-	
New Richmond Youth Soccer	\$ 5,000	-	to be rec'd in 2015
New Richmond Youth Football	\$ 1,000	-	to be rec'd in 2015
Homecoming Football Fundraiser	\$ 2,000	-	to be rec'd in 2015
	\$ 71,047		

Skate Park - 2015 Development			
1/19/15 - Park Board Meeting			
Commitments		Spent to date	Balance
Park Impact Fees	\$ 2,500	(1,250.00)	\$ 1,250.00
Donations	\$ 5,000		\$ 5,000.00
	\$ 7,500		\$ 6,250.00

Mill Pond Dam-Ramp - 2015 Development			
4/19/15 - Park Board Meeting			
Commitments		Spent to date	Balance
Park Impact Fees	\$ 4,500	(3,054.34)	\$ 1,445.66
	\$ -		
	\$ 4,500		