



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

December 4, 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, December 9, 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, October 28, 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**
 - b) Freedom Park Projects**
- 6. New business**
 - a) Freedom Park Field Usage Policy**
 - b) Rotary Proposal for Mary Park – Christmas 2016**

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

Come Grow With Us!

7. Park Land Trust Report

- a) Park Land Trust Fund - \$74,751.59
- b) Impact Fee Fund - \$18,920.62

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, OCTOBER 28, 2015**

Chair Craig Kittel called the Park Board meeting to order at 6:15 p.m. on Wednesday, October 28, 2015.

Members Present: Craig Kittel, Jon Hailey, Tania Strawn, Brian Schroeder, Christine Melby, Student Representative James Elkin, and Joe Ard arrived at 6:30

Members Absent: Frank Norton

Others Present: Ben Wanless, Jeremiah Wendt, and Marie Bannink

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

Brian Schroeder moved to approve the minutes of the September 30, 2015 meeting, seconded by Jon Hailey, motion carried.

Public Business Items

Craig Kittel stated the groundbreaking for the skatepark took place on October 14th. There were between 20-25 people in attendance.

Unfinished Business

Skate Park Design/Fundraising:

Jeremiah Wendt updated the board on the progress of the skatepark. The site work was completed October 19th. Jeremiah has had discussions with a number of people to help with the concrete finishing. Everyone is busy getting things done before the weather changes. Bids on finishing the concrete are in the \$22-25,000 range. The question was asked why the prep and concrete work wasn't done at the same time. Monarch had time to do the donated prep work and Jeremiah stated he preferred the base to sit over the winter. There will be a little bit of fine grading that will need to be done prior to pouring concrete.

Ben Wanless has contacted Action Sports of MN for the same style ramps Arc had quoted in steel. Action Sports can build ramps with treated lumber for \$82,244.40. There was discussion on forming a "Friends of the Skatepark" group. The Friends group would look at amenities, fundraising, developing the usage of the park, and alternate means of construction. Ben will contact Colton Walker to see if he would be interested in being part of the Friends group and giving input. Colton is an amateur BMX rider and would be able to bring other riders and skaters to the park. Ben suggested the high school or some of the local businesses help with the metal segments of the park. Discussion also took place in regards to who is in charge at the park. Jon and Craig gave background information on how the "Friends of the Dog Park" and "Friends of Citizens Field" function.

Craig Kittel moved to form a "Friends of Skatepark" fundraising group with donor recognition levels for the skatepark as follows: Naming Rights: \$70,000, Platinum: \$20,000 - \$69,000, Gold: \$5,000 - \$19,000, Silver: \$500 - \$4,999, Bronze: \$100 - \$499 and Stakeholder: \$1 - \$99, seconded by Joe Ard, motion carried.

New Business

Messes and Masterpieces Monsters:

Messes and Masterpieces would like to add to their collection of *Monsters* during the spring/summer of 2016. The two locations selected were 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). The *Monsters* will not have vegetation or need maintenance. 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 but approved the other location with the oversight of staff on specific design. Ideas will be drawn and brought back to the board. Jeremiah stated the road right-of-way needs to be reviewed at the Hatfield location.

Doughboy Trail Bench Update:

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 has 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 at a future meeting.

Freedom Park Update:

Jeremiah gave a review of the 2015 projects which included: construction staking, excavation, granular fill, placement of granular fill, gravel, recycled concrete, landscaping, and bathroom facilities. These improvements have an estimated cost of \$140,700. To finish the projects we would need an additional \$68,885, about \$6,000 more than originally estimated. We also have the backflow preventer and irrigation extension to the north fields that had been looked at. Jeremiah reviewed possible funding sources. This will be brought back in the next few months to finalize the 2016 Park Improvements. Joe Ard moved to take \$6,000 from the Impact fees to finish the road and our portion of the backflow preventer, seconded by Tania Strawn, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$57,894.04

There is about \$5,000 in the dog park account. The Park Board will discuss projects this winter for the area. Craig will try to contact some of the “Friends of the Dog Park” for their ideas.

Impact Fee Fund - \$19,104.47

Inspection Reports:

None.

Announcements:

Jeremiah stated the fence on the dam has been replaced with panels and moved to the outside of the handrail. Discussion took place regarding the November – December meeting. Craig stated in the past we have done combined the two months. The next meeting will be Wednesday, December 9th at 6:15 p.m.

Jon Hailey moved to adjourn the meeting, seconded by Craig Kittel, motion carried.

The meeting of the Park Board was adjourned at 8:00 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



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TO: Park Board Members
FROM: Jeremiah Wendt, Director of Public Works
DATE: December 4, 2015
RE: Skate Park Design/Fundraising

Based on the Park Board and City Council's approval, the Friends of the Skate Park group had its first official meeting on December 2, 2015. The direction given from the Park Board at the October meeting was that this group would bring several recommendations back to the Park Board at the December meeting regarding fundraising and design. The Friends group is also expected to provide input in the future regarding park usage.

The recommendations from the Friends of the Skate Park are summarized as follows:

- Funding levels should be revised as follows (changes are highlighted):
 - Naming Rights = 50% of estimated project cost
 - Platinum = \$20,000 - <50% of estimated project cost
 - Gold = \$5,000 - \$19,999
 - Silver = \$500 - \$4,999
 - Bronze = \$100 - \$499
 - Stakeholder = \$1-\$99

There was discussion about changing the names of the levels, but the consensus of the group was to keep the names as proposed.

- Donors should be recognized on a sign that will be placed at the skate park, facing the parking lot to the north. This sign will list donors by level, with the upper levels receiving a larger font/area for recognition. Staff can work on a design for this sign, and bring it back to the Friends group and Park Board for approval.
- Fundraising efforts should continue through contacts with local businesses and foundations including Bremer, RCU, Westfields, 3M, Walmart, and the Chamber of Commerce. These contacts will be divided among the Friends group.

- A banner should be placed on site facing STH 64 that denotes the “Future Site of the New Richmond Skatepark”.
- The design of the park should be modified to wood ramps instead of steel to realize a cost savings of nearly \$100,000. This would bring the total project estimate to approximately \$116,000.
- Staff should pursue used equipment in good condition, if it is available.
- Staff should contact the school district to see if the shop classes may be able to assist in constructing the ramps and rails.

If the Park Board approves these recommendations, staff will move forward with the changes.



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TO: Park Board Members
FROM: Michael Mroz, Operations Manager
DATE: December 4, 2015
RE: Freedom Park Fee Proposal

Background:

The increasing use and demand for outdoor athletic field space, combined with the ongoing renovation of Freedom Park, has resulted in the need to develop a more comprehensive and applicable reservation structure, operating procedures, and fee model for all of our athletic areas. These areas include Freedom Park, Hatfield Park, and Citizen’s Field.

For the purpose of the December Park Board meeting we will focus on developing a fee structure for Freedom Park to help recoup the approximate \$9,200 in expenses the city accrues each year for general maintenance. As of right now there are two organizations that utilize the Freedom Park Athletic Fields; youth soccer and youth football. There may be other organizations that use our fields in the future so keep that in mind when developing a fee structure.

Below are five different proposals to help facilitate discussion of the implementation of a fee structure at Freedom Park.

Current Operating Costs: (avg. of 2013/2014/2015 utility costs)

- Keep in mind there are also costs associated with purchasing and leasing equipment to maintain the fields which are not depicted in the following expense report.

Park	Utility Costs	Labor & Fuel	Total
Freedom	862.11	8400.00	9262.11
Hatfield	8585.16	4200.00	12185.16
Citizens	4920.90	3237.13	7558.03

TOTAL: 29,005.30

User Fee Objectives

- To provide maximum utilization and efficient use of fields through centralized scheduling.
- To plan and provide a fair, impartial, proportionate and equitable distribution of athletic fields to the various New Richmond athletic programs, affiliates and other rental groups who wish to reserve and use fields.
- To continue to provide adequate amount of fields, quality amenities, as well as a high standard of care and maintenance.

Proposal #1

The first proposal is to charge a flat participant fee at the start of each season. The fee that would cover the city's costs is \$15.00 per each participant. The organizations would be responsible for verifying participant totals, collecting the money, and turning it in to city hall before the start of their respective seasons.

Projected revenue: \$9,375

- *Estimated soccer participant: 325*
- *Estimated football participants: 300*

Proposal #2:

The second proposal would be associated with tournaments. For any tournament that occurs at Freedom Park, whether they occur during the week or on the weekends, the City will charge \$300 for field preparation, utility expenses, refuse collection, and clean-up. This fee will cover the entire duration of the tournament. It will also capture some revenue from sources outside of the city.

Projected revenue: \$900

- *2 soccer tournaments*
- *1 youth football jamboree*

Proposal #3:

The third proposal would require a straight donation from all organizations who utilize the fields. Based upon previous projections from the participant fee the donation that would cover the City's costs would be \$4,600 from each organization. Keep in mind that this may discourage smaller programs from using our fields as well as organizations with shorter seasons.

Projected revenue: \$9,200

- *Youth Soccer*
- *Youth Football*

Proposal #4:

The fourth proposal is to charge an hourly rate for use of each field. The hourly rate that we estimated would cover the city's expenses is \$15.00/hr. This proposal allows for other organizations like lacrosse, ultimate Frisbee groups, rugby organizations, etc. to reserve a field for a pick-up game, practice, or weekend tournament without having to count participants or donate a lump sum to use our fields.

Projected revenue: \$9,000

- *Football used 3 fields; 4 times per week for 1.5 hours= 18 hrs/wk x 11 weeks - 198 Hours*
- *Soccer-first season using freedom fields. Approximate hours of use – 400 hours*
- *TOTAL: 600 hours*

Proposal #5:

The fifth proposal is to maintain the status quo. In choosing this option the Park Board believes that requiring a fee for athletic field use would decrease usage and ultimately limit the positive impact to the local economy. In choosing this option the board recognizes that Parks and Recreation services help meet a basic human need of interaction and belonging. If we begin to charge for our facilities, teams may require higher signup fees from their participants which will limit who can participate on area teams.

Projected revenue: NONE

Field User Application

In an attempt to gain control of our park system, especially with our athletic fields, the City of New Richmond is proposing all athletic organizations and/or leagues fill out a user application three days prior to any sporting event or practice occurs. Regardless of what fee proposal the park board chooses, we need to institute a field user application. This way we have written documentation of what is occurring within our parks which can us help track usage and ultimately support the Parks during budget times.

The city can also use the information to post schedules of each athletic facility to help communicate event and practice times to the public and athletic organizations which should clear up any confusion of when the fields are in use.

User Fees for Athletic Fields - Neighboring Communities

CITY	CONTACT	POLICY
Amery	Bones McCarty	Did not reply to email or voicemail
Hudson	Tom Zeuli	Teams can use a field for free if it's not reserved. Reservations for Burton Field baseball diamonds are \$15/game for residents and \$50/game for nonresidents. Grandview Park charges \$30/game. If a team wants the diamond to be lined and dragged, the cost is \$25 for a day game or \$46.50 for a night game. There are special tournament fees of \$101.50 for residents and \$108 for non-residents. These charges don't cover all expenses incurred by the City. The football fields were improved (turf, concession stand, lights) by the booster club. The City has a long-term agreement with the Booster Club that there is no charge to use the field, and the City takes care of mowing and water.
River Falls	Cindi Danke	Football charges \$10/child (so about \$2000 total) that goes to the City to help cover the cost for lights, lining, trash pickup, etc. There is an agreement between the City and the school district for sharing fields and facilities. There are two city parks (Glen Park and Hoffman Park) that are used by the local fast pitch softball team; they pay \$25 per hour to use the lights and for lining/raking the field.
Osceola	Dan Hekrdle	The youth football program uses the fields at no cost. However they are charged for use of the scoreboard, concession stand, and staff at an hourly rate. They do not currently have any out-of-town groups using the fields, but if they were approached there would be a non-resident charge in addition to the hourly rates. For baseball, the Osceola Braves have a contract with the City, in which the Braves pay the electric costs for the baseball diamond lights.
Baldwin	John Traxler	On weekdays, baseball diamonds are \$50 per day with lights, and free to use without lights. The concession stand is \$10/day. On weekends, diamonds are \$100 per field regardless of whether lights are used. The concession stand is \$50/day on weekends. The high school uses the City's fields for softball and soccer, but there is no agreement with them - although there has been discussion about doing so.
Stillwater	Tim Moore	Doesn't charge for practices. Charges \$25/game for adult league activities. For youth, charges \$20/game for soccer and lacrosse and \$25/game for football. Tournaments on weekends have a \$300 fee. Charges are primarily to cover the costs of striping lines, mowing, trash pickup, etc.
Menomonie	Julie Stratton	There is no charge for the youth flag football program to use the fields. Charges \$35 for baseball fields for groups not affiliated with the Parks and Recreation Department. The department pays to use the school district's facilities, but is charged the lowest fee on their user fee chart.
Rice Lake	James Anderson	Doesn't charge for anything at this time, as the City Council believes that the parks boost the local economy and charging a fee would limit this positive economic impact. Is considering a \$25 fee for teams/individuals who don't live in the city. Has a MOU with the school district to share facilities. Hopes to move to a program similar to Madison School and Community Recreation in the future, which charges itemized hourly rates for all facilities and features and at different rates for nonprofits.



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ATHLETIC FIELD USER APPLICATION

PLEASE PRINT

ORGANIZATION NAME: _____ PERSON IN CHARGE: _____
ADDRESS: _____ CITY: _____ ZIP CODE: _____
BEST NUMBER TO REACH YOU: HOME# _____ WORK# _____ CELL # _____
EMAIL: _____ Additional contact email for field closure notification: _____
NAME & CELL PHONE # OF PERSON ON SITE _____
DATE(S) REQUESTED: from _____ to _____ TIME OF DAY: _____ DAY(S) OF WEEK _____
(Please use back of form if necessary)

CHECK FIELD SITE(S) REQUESTED

Freedom Park Field #1 Freedom Park Field #2 Freedom Park Field #3 Freedom Park Field #4
 Citizen's Field Hatfield Park Field #1 Hatfield Park Field #2 Hatfield Park Field #3

For Primary Users or Multiple uses please submit a seasonal schedule

I understand the City of New Richmond city ordinance prohibits the use or possession of drugs and/or alcoholic beverages on city property, except at Hatfield Park. I certify that a league representative or I will be present at the site. I as the organization representative assume responsibility for the conduct of the group and for the condition of the area upon our departure. I have read the safety information and will make players, coaches, league officials, and spectators aware of this information.

ALL USERS ARE RESPONSIBLE FOR PICKING UP AFTER THEIR EVENT AND FOR THE REMOVAL OF TRASH FROM THE SITE INCLUDING THE FIELD, DUGOUTS, AND PRACTICE AREAS.

SIGNED _____ DATE _____

EXAMPLE:

Department Staff Use Only

Employee Completing Application: _____ Date: _____

Assessed Fees:

Total # of participants: _____ @ \$8.00 each

Total Due: _____

Form of Payment: ___ Cash ___ Check

Mail payment and completed form to:

City of New Richmond; Field User Application, 156 East First Street

New Richmond, WI 54017 or drop off at the Civic Center located at the 156 East First Street, New Richmond WI.



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TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: December 4, 2015

RE: Rotary Proposal for Mary Park – Christmas 2016

The Rotary Club has approached City staff about an idea for creating a lighted Christmas display in Mary Park starting Christmas of 2016. They envision lighted decorations throughout the park, supplied by the Rotary Club, and may consider collecting non-perishable food donations from people who drive or walk through the display. The idea is very preliminary, so details are limited, but they would like to find out if it is a possibility from the City so that they can begin working with staff and planning for next year.

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>10/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>10/31/2015</u>
Park Land Dedication Funds	6,995.94	2,027.50	-	9,023.44
Hatfield Campgrounds	13,950.87	513.19	(1,122.01)	13,342.05
Freedom Park	15,496.72		(859.59)	14,637.13
Dog Park	5,011.97	51.00	(190.00)	4,872.97
Doar Restoration Funds	-	-	-	-
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Citizens Field - Scoreboard	(1,206.25)	2,500.00	(1,081.50)	212.25
Citizens Field - Bathrooms	1,457.46	-	-	1,457.46
Skate Park	5,000.00	15,000.00	-	20,000.00
Mary Park Boat Launch	92.88	18.96	-	111.84
Earley Property Development	1,094.45	-	-	1,094.45
Totals	\$ 57,894.04	20,110.65	(3,253.10)	\$ 74,751.59 74,751.59

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

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>10/1/2015</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>10/31/2015</u>
Impact Fees - Parks	17,069.78	-	-	17,069.78
Freedom Park - Development	(660.97)	-	(183.85)	(844.82)
Skate Park	1,250.00	-	-	1,250.00
Mill Pond Dam - Ramp	1,445.66	-	-	1,445.66
Totals	\$ 19,104.47	-	(183.85)	\$ 18,920.62 18,920.62

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

Total Park Funds	93,672.21
Restricted Park Funds	66,133.33
Net Available Funds*	27,538.88

* - 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

NRACF - Robert Krueger \$ 2,500 Scoreboard Rec#61890 10/16/15

\$ 28,500

Scoreboard costs to date \$ (28,287.75)

Citizens Field - Scoreboard - balance on hand \$ 212.25

see attached - Park Trust Funds

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

Citizens Field - Scoreboard - future balance \$ 1,712.25

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	(51,729.82)	\$ (844.82)
2014 Farm Lease Revenues	\$ 10,000	(748.69)	\$ 9,251.31
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	\$ 20,000		\$ 20,000.00
	\$ 22,500		\$ 21,250.00

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		