



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

February 15, 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, February 17, 2016, 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, December 9, 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) VFW Freedom Park
 - b) Skate Park Design/Fundraising
 - c) 2016 Projects
 - d) Athletic Field Reservation form
6. New business
 - a) Library Story Walk at Mary Park
 - b) VFW Car Show Saturday, September 17, 2016

Come Grow With Us!

- c) **St. Croix Bike and Pedestrian Trails Coalition**
- d) **Bike/Pedestrian Master Plan**
- e) **Use of concession stand at Hatfield Park**
- f) **Doughboy Trail benches**
- g) **Recreation Planning**
- h) **New Richmond Park Boart 1st Annual Medallion Hunt**

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

- 7. **Park Land Trust Report**
 - a) **Park Land Trust Fund - \$116,784.94**
 - b) **Impact Fee Fund - \$17,681.78**

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, DECEMBER 9, 2015**

Chair Craig Kittel called the Park Board meeting to order at 6:15 p.m. on Wednesday, December 9, 2015.

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

Members Absent: Student Representative James Elkin, and Joe Ard

Others Present: David Garrett, Darian Blattner, David Green, Ken House, Jeremiah Wendt, Noah Wiedenfeld, Michael Mroz, and Marie Bannink

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

Jon Hailey moved to approve the minutes of the October 28, 2015 meeting, seconded by Christine Melby, motion carried.

Public Business Items

None

Unfinished Business

Skate Park Design/Fundraising:

Michael Mroz was introduced to the board. Jeremiah Wendt updated the board on the meeting of the Friends of the Skate Park. There was discussion with liability on purchasing used equipment and having the shop classes helping with assembling of ramps/jumps. Noah and Michael will be taking the lead on the skate park design. Michael explained how the ramps in Wabasha were made with treated wood and covered with skatelite. Motion was made by Christine Melby to accept the following recommendations from the Friends of the Skate Park:

- 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, Wal-Mart, 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.

Seconded by Jon Hailey, motion carried with Brian Schroeder voting no.

Freedom Park Projects:

Jeremiah reviewed the projects for the Freedom Park. Ken House with the VFW updated the board on the process for the VFW, banquet hall and senior center. Ken will keep the board updated as this process moves forward. Jeremiah did comment there will be some transportation issues that will be needed be addressed on Wall Street. There was discussion about utilities in that part of the park.

Dave Green & Ken House thanked Jeremiah for the well done job at Freedom Park for the “Moving Wall”.

New Business

Freedom Park Field Usage Policy:

Michael presented the following proposals:

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

Discussion took place regarding the proposals. The concern is having nothing uniform and some of the sports groups have already put in large sums of money into Freedom Park. It is hard to justify helping to pay for mowing the grass when, it needs to be mowed whether or not the teams play at the park. There was discussion on clubs willing to put money into a fund for restrooms or concession stands, things that would help improve the park. The groups understand paying for direct costs; the City should not have to pay for them.

Michael presented the user field application, usage of this would give us a better idea on who is using our fields and how often. Frank Norton moved to table everything until the next meeting, with the understanding that the soccer and football clubs would not be charged for usage of Freedom Park in 2016. Michael will fine tune the user application and bring it back to the next meeting. Seconded by Tania Strawn, motion carried.

Rotary Proposal for Mary Park- Christmas 2016:

Jeremiah handed out a letter he had received from Lisa Woletz, President of the New Richmond Rotary. In her letter the Rotary is asking permission to use Mary Park from the day after Thanksgiving until December 31st. The Rotary would like to put a light display in the park. Admission would be a non perishable food donation to the Food Shelf. There was discussion regarding the electrical service and the utility bill for running the LED lights. Motion was made by Christine Melby to allow the Rotary to proceed with this project, seconded by Tania Strawn, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$74,751.59

Impact Fee Fund - \$18,920.62

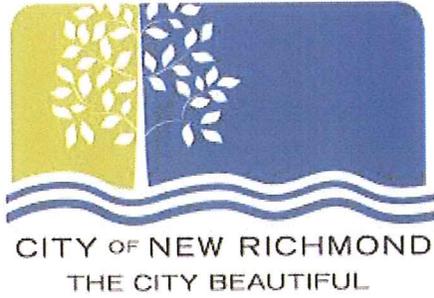
Announcements:

The next meeting will be Wednesday, January 27th at 6:15 p.m. and there will be no meeting in February.

Jon Hailey moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board was adjourned at 8:20 p.m.

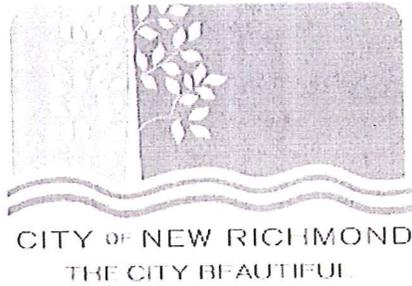
Minutes Submitted by
Marie Bannink
City Secretary



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Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Park Board Members
FROM: Jeremiah Wendt, Director of Public Works
DATE: February 11, 2016
RE: VFW

Staff has been in continued discussions with VFW about the potential building project at Freedom Park, and will provide an update to the Park Board about the progress and next steps.



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February 8, 2016

Ken House
Quartermaster
VFW Post 10818
P.O. Box 233
New Richmond, WI 54017

Dear Ken,

With the announcement of the Community Commons building transition, as well as the interest of the VFW Post 10818 locating within city-owned land, I wanted to provide you with a formal plan for consideration. As we have discussed in the past, there are multiple steps within the process. The purpose of this letter is to break down the steps into a manageable and hopefully exciting process.

Step 1. Now that the VFW Post has approved moving forward with a building, a formal approval will need to come before the City. This will include an approval by the Park Board and the City Council. As part of this agreement, a development agreement between both the City and the VFW Post will need to be generated. The City will assist with putting the agreement together. The agreement will call out the following:

- Terms of the agreement
- Any associated costs of transferring the land
- General location of the area (a certified survey will be required)
- Purpose of the building and proposed uses
- Community space
- General hours of operations
- Indemnification, etc.

Step 2. Conceptual Meetings: Concept approval will need to occur at the Park Board and City Council. I would propose the following dates:

Park Board: February 17th
VFW Post 10818 Review of Development Agreement: March
City Council Work Session: March 28th (with proposed Development Agreement)
Formal City Council Approval: April 11th, 2016

Step 3. Certified Survey and Planning Application: Once approval of the land has been completed, a formal process for the building will need to occur. It is during this stage that transportation, infrastructure, and the overall building layout will be reviewed. This process will include having the land surveyed and the official building plans approved. Building plans will require certified plans by a licensed architect so that those plans can get approved both locally (by the Plan Commission, if needed) and state-wide (as required by law). Once formal plans have been developed, the planning application process typically takes 30-45 days.

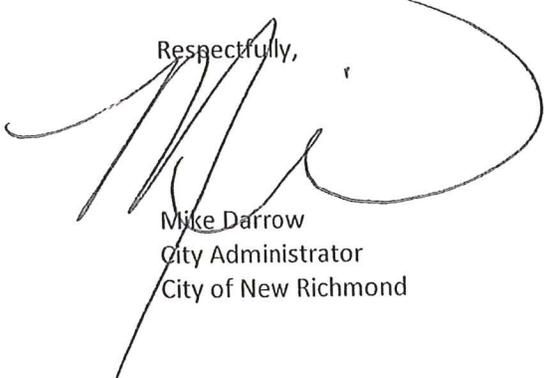
Step 4. Assistance with grants, fundraising, etc. As I have indicated in the past, the City stands ready to assist Post 10818 with finding funds, to the extent possible, so that the building process begins in earnest. Please let me know what your needs are as we move the process forward.

In summary, we stand ready to assist Post 10818 with making this concept become a reality. While there are additional details that we'll need along the way, we'll assist at each point.

If you have any questions, comments, or concerns, please don't hesitate to contact me directly. We look forward to this exciting project.

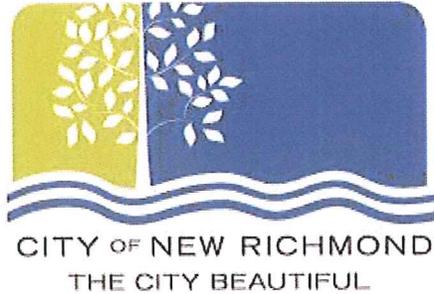
Thanks for what you do for the City of New Richmond and for Veterans throughout this area!

Respectfully,



Mike Darrow
City Administrator
City of New Richmond

c- Mayor Fred Horne
Councilmember Kittel- Park Board
Jeremiah Wendt, Public Works Director
Beth Thompson, Community Development Director
Sarah Skinner, Building Official



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MEMORANDUM

TO: Park Board

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

DATE: February 11, 2016

SUBJECT: Skate Park Request for Proposals

BACKGROUND

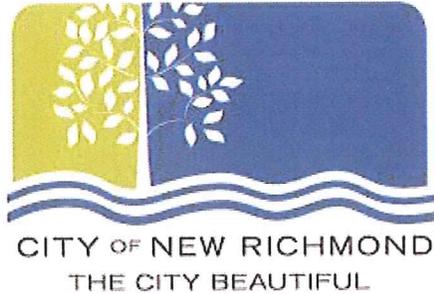
City staff researched various construction materials for skate parks, including wood, steel, composite, and concrete. This included contacting numerous skate park design and construction companies, as well as contacting and visiting other municipalities in Wisconsin and Minnesota that have skate parks.

City staff will provide a short presentation on their research, as well as provide a fundraising update. A draft request for proposals has been included with the agenda for consideration.

RECOMMENDATIONS

City staff and the "Friends of the Skate Park" group recommend the following actions:

- Publish a Request for Proposals (RFP) for skate park design and construction services. The RFP will use only the funds raised to date, with the disclaimer that if additional funds are raised prior to the start of construction, the City will work with the contractor accordingly to increase the size and/or scope of the project if agreeable by both parties. The skate park materials shall be concrete. If approved by the Park Board and City Council, the RFP applications would be reviewed by the Park Board in March, with a contract awarded at the April City Council meeting. Construction would begin in May, with a targeted grand opening celebration date of June 2016.



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www.newrichmondwi.gov

**REQUEST FOR PROPOSALS
SKATEPARK DESIGN & CONSTRUCTION SERVICES
NEW RICHMOND SKATE PARK
NEW RICHMOND, WISCONSIN**

The City of New Richmond, Wisconsin is soliciting proposals from qualified contractors for the design and construction of a state-of-the-art concrete skate park.

Proposals in accordance with the specifications and scope of work below will be accepted until **5:00 P.M. CDT on Monday, March 21, 2016.**

To be considered, one (1) electronic email copy should be submitted to Public Works Operations Manager Michael Mroz at mmroz@newrichmondwi.gov prior to the due date and time. The City of New Richmond ("The City") reserves the right to evaluate all proposals, to reject any or all proposals, and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards. The full RFP can be viewed on the City's website at www.newrichmondwi.gov.

For questions, please contact the following:

Michael Mroz
Public Works Operations Manager
City of New Richmond
156 East First Street, New Richmond, WI 54017
(715) 246-4268
mmroz@newrichmondwi.gov

SCOPE OF SERVICES

Provide complete design and build services for a state-of-the-art concrete skate park. The minimum scope of work is outlined below:

- 1) Develop three (3) conceptual design options for the skate park
- 2) Develop a complete project cost estimate to include all required services, costs, and contingencies to assure budget compliance
- 3) Develop a complete set of construction drawings and specifications for the project that meet all applicable local code requirements.
- 4) Construction services
- 5) Award all necessary contracts
- 6) Obtain all required permits and contractors' licenses
- 7) Provide proper concrete curing systems or methods
- 8) Complete a written warranty with the City of New Richmond at the completion of the contract that includes warranty coverage for materials and workmanship for a period of one year from substantial completion of the project.

PROJECT SITE

The skate park will be constructed at the City of New Richmond's Hatfield Park (1321 Highway 65, New Richmond, Wisconsin, 54017). Hatfield Park is a very popular park with baseball diamonds, playground equipment, and RV campsites.

PROJECT DESCRIPTION

- 1) Pre-construction engineering and site work was completed in the fall of 2015 for a 10,000 square-foot (100' x 100') skate park. No concrete has yet been poured.
- 2) The skate park should be designed and constructed to accommodate use by skateboarders and BMX riders.
- 3) The skate park shall draw and engage local users to a facility that will challenge both beginners and advanced users.
- 4) A street/plaza style design with a variety of stairs, rails, ledges, and banked concrete areas is most preferable.
- 5) Consideration should be given to landscaping amenities and overall park aesthetics.
- 6) Poured in place concrete shall have a minimum compressive strength of not less than 4,000 psi.
- 7) The design shall include steel coping edges, smooth flowing and seamless transitions, and superior concrete finish work that can hold up to the extensive use by skateboard and BMX users.
- 8) The City of New Richmond prohibits the use of wood, precast concrete, and prefabricated steel or composite materials that could diminish the quality of the project.
- 9) Granular fill material is available from the City of New Richmond free of charge.

PROJECT BUDGET

The total project budget for design, materials, equipment, labor, transportation, administration, insurance, and services is approximately \$69,000. Prices shall be inclusive of all costs. In the event that additional funds are raised for the project prior to the start of construction through private donations, grants, or other sources, the City will work with the contractor accordingly to increase the size and/or scope of the project if agreeable by both parties.

TENTATIVE SCHEDULE OF EVENTS

RFPs Due:	3/21/16
RFPs Review Date:	3/23/16
Firm Interviews (if Necessary):	3/25/16
Award Contract:	4/11/16

STANDARD OF CONDUCT

- 1) The contractor is responsible for repairing any damage to facilities, grounds, or landscape that occurs as a result of the work.
- 2) The City of New Richmond may direct specific times for certain work to be performed so as not to interfere with community events.
- 3) Hatfield Park will be open to the public during the construction of the skate park. The contractor is responsible for maintaining a safe working area while the project is under construction, including any perimeter safety fencing.
- 4) The contractor is responsible for the cost of removing and the disposal of any and all construction debris from the site.

SUBMISSION REQUIREMENTS AND FORMAT

Proposals should address the items below in a detailed yet concise manner.

- 1) Describe your firm's experience designing and constructing concrete municipal skate park facilities that meet the needs of both skateboarders and BMX riders.
- 2) Identify the key staff members who will be assigned to the City of New Richmond for this project. Describe their professional qualifications and roles.
- 3) Provide a tentative project schedule that reflects realistic activity durations. The City of New Richmond desires to have the project completed in June 2016.
- 4) Describe any guarantee or warranty provided to the City of New Richmond. Describe the remedies available for the correction of any defective skate elements or flatwork.
- 5) Include three (3) design options for the skate park
- 6) Provide at least three (3) references from previous municipal clients

CONTACT WITH CITY COUNCIL AND STAFF

Questions relating to this RFP should be directed exclusively to the Public Works Operations Manager at mmroz@newrichmondwi.gov. This is intended to ensure a fair and equitable review process so that there is no actual or perceived situation where one RFP Respondent secures or attempts to secure an unfair advantage over another RFP Respondent or creates a situation where there is an appearance of impropriety.

SUBMISSION OF PROPOSAL

Submit one (1) electronic email copy of the proposal to:

Michael Mroz
Public Works Operations Manager
156 East First Street, New Richmond, WI 54017
mmroz@newrichmondwi.gov

EXHIBITS

- A. Skate Park Location
- B. Skate Park Site Plan
- C. Skate Park Survey Data
- D. Photo of Current Site

Exhibit A. Skate Park Location



Exhibit B. Skate Park Site Plan

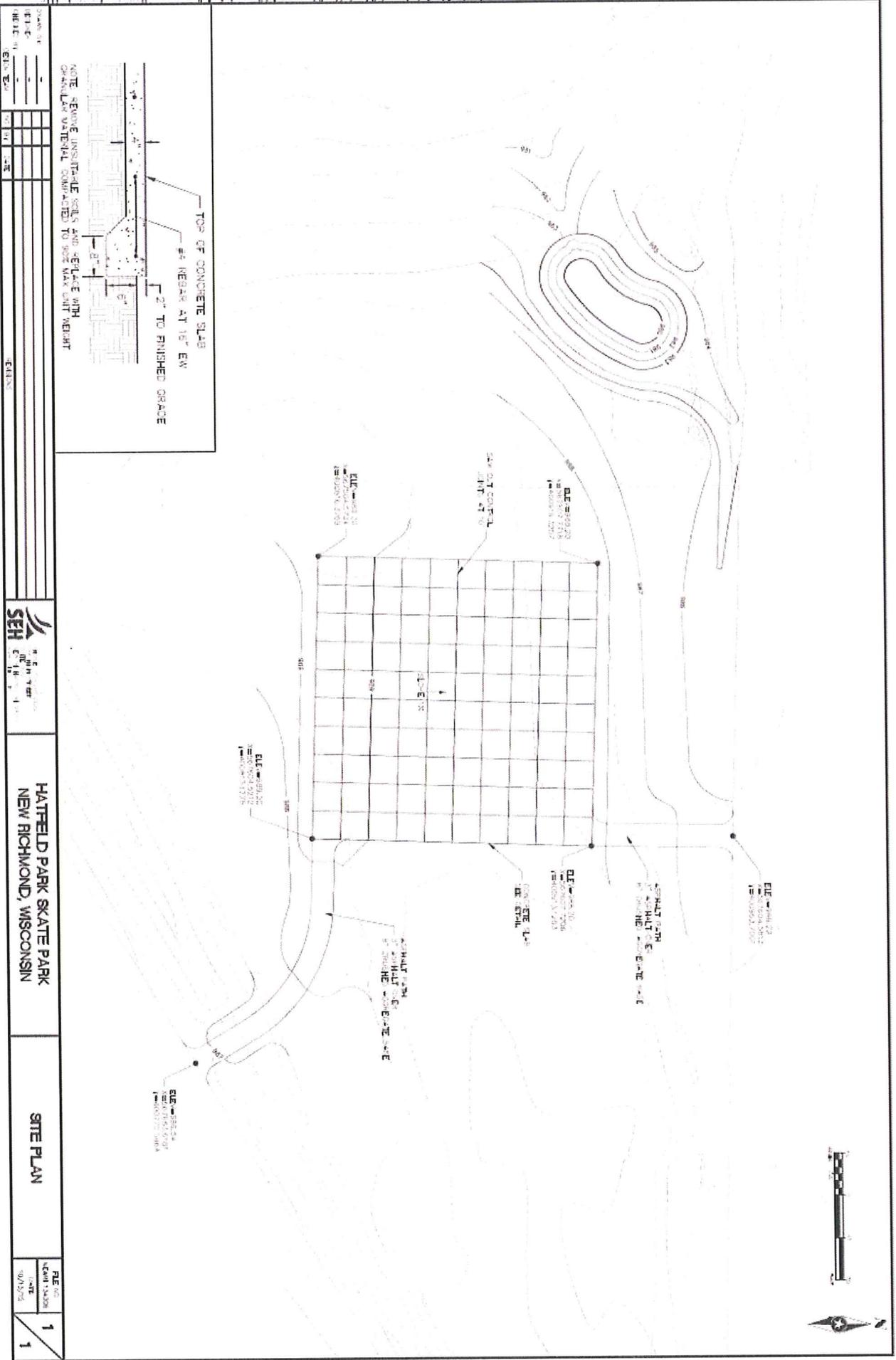
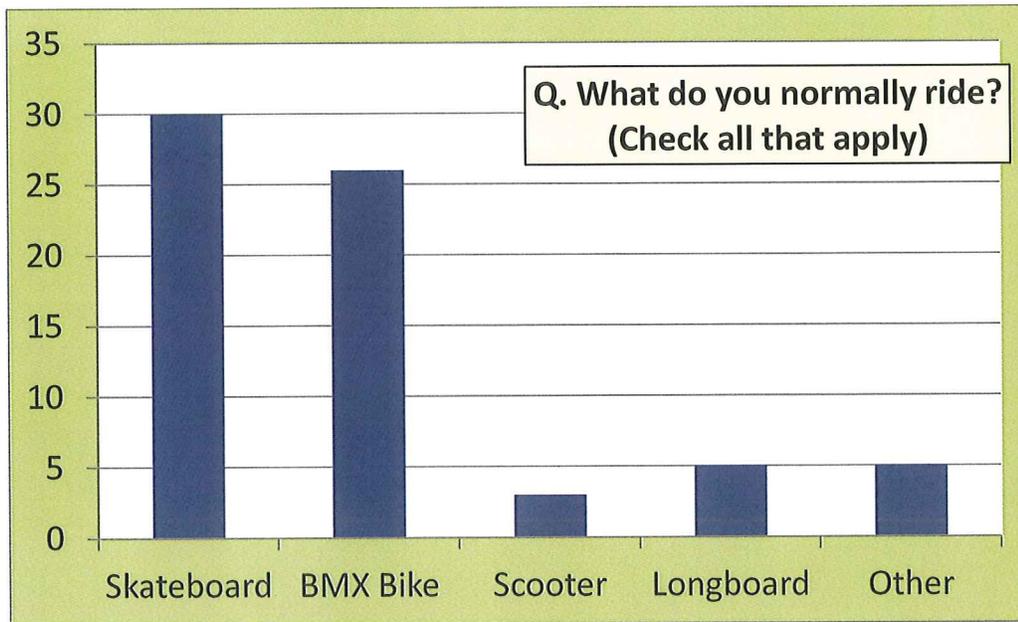


Exhibit C. Skate Park Survey Data (Note: 52 Responses)



Q. On a scale of 1 to 5 (with 5 being the highest), rate how important it is to have the following aspects in your skate park?

Quarter pipes	4.07
Ledges	4.05
Rail variety	3.98
Mini-ramps	3.88
Stairs	3.88
Bowl/Transition	3.68
Pyramid	3.67
Benches	3.63
Manual pads	3.56
Banks	3.49
Flat ground areas	3.42
Jump Box	3.4
Gaps	3.36
Bumps	3.12
Spine	3.02

Q. Be honest: What's your skill level?

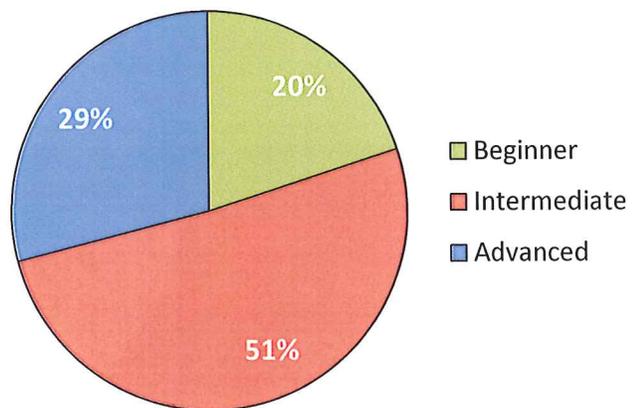
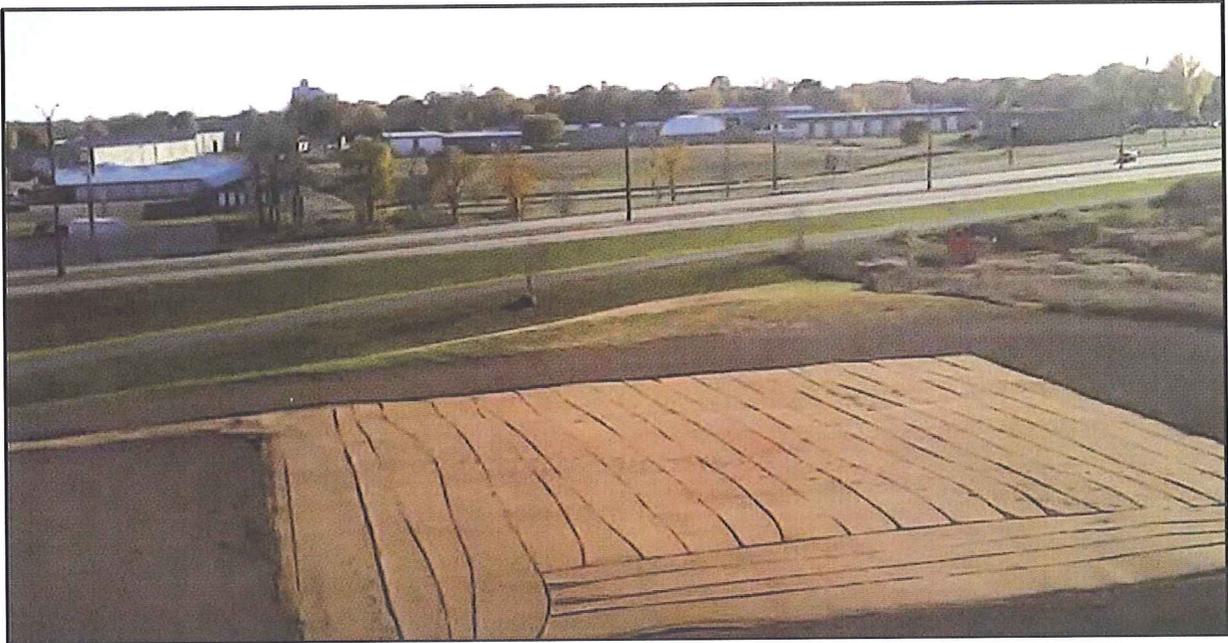


Exhibit D. Photo of Current Site





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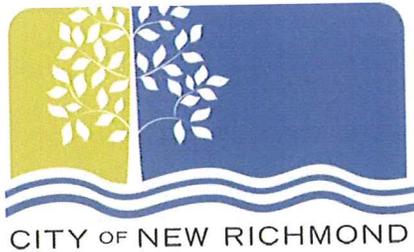
TO: Park Board Members
FROM: Michael Mroz, Operations Manager
DATE: February 11, 2016
RE: Athletic Field Reservation Forms

Background

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, leagues, and residents fill out a field user application form 7 days prior to any use. Having written documentation can help us track usage and help communicate event/practice times to the public and athletic organizations which should clear up any confusion of when the fields are in use.

Recommendation

To approve the updated field user reservation form in order to put into use for the 2016 athletic season.



New Richmond Park & Recreation Department
 156 East First Street
 New Richmond, WI 54017
 Ph 715-246-4268 Fax 715-246-7129
 www.newrichmondwi.gov

Park/Facility/Tournament Reservation Form (non-shelters)

DATE OF APPLICATION: _____

***COMPLETE THE REQUESTED INFORMATION AND RETURN ENTIRE FORM TO:**
 City of New Richmond Park and Recreation Department – 156 East First Street,
 New Richmond, WI 54017 (715)-243-0450

PLEASE PRINT

ORGANIZATION NAME: _____ CONTACT PERSON: _____
 ADDRESS: _____ CITY: _____ ZIP CODE: _____
 BEST NUMBER TO REACH YOU: HOME# _____ WORK# _____ CELL # _____
 EMAIL: _____ SIGNATURE OF REPRESENTATIVE: _____
 NAME & PHONE # OF PERSON ON SITE: _____

Facility will be used for (check all that applies):

PRACTICE: ____ GAMES: ____ TOURNAMENT: ____ OTHER (explain): ____
DATE(S) REQUESTED: _____ **Time: Start** _____ **End** _____
 _____ **Time: Start** _____ **End** _____
 _____ **Time: Start** _____ **End** _____

**For Primary Users or Multiple uses please submit a seasonal schedule*

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
 ____ Monette Park

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 and Citizens Field. I certify that a league representative or I will be present at the site during all scheduled activities. Furthermore, I as the organization representative, assume responsibility for the conduct of the group and for the condition of the area upon our departure.

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.

My signature below indicates that I have provided the above requested information truthfully, and I accept the responsibility for the observance of all park regulations by my group and all damages or excessive cleanup expenses that may be incurred as a result of this reservation.

SIGNATURE: _____

POLICY FOR BALL FIELD RESERVATIONS

Procedures

City owned ball field reservations are accepted by the City of New Richmond Park & Recreation department. Reservations must be made **at least 7 days** prior to use. Inquiries regarding available dates may be made by phone at (715)-243-0450. Reservation forms can be found on the city website at www.newrichmondwi.gov. The City of New Richmond reserves the right to refuse ball field reservations for any activity it feels is not in the best interest of the City. No ball field shall be reserved to any person under the age of 18. Insurance waivers shall be supplied, if requested by the City.

Scheduling

All City programs and leagues will have priority of field use. Scheduling for all non-City sponsored programs will not be accepted prior to February 1st. After February 1st submit completed reservation forms and accompanying schedule (if necessary) to the City of New Richmond.

CITY OF NEW RICHMOND-PARK REGULATIONS

1. DISTURBING VEGETATION AND PUBLIC PROPERTY PORHIBITED.
No person shall disturb, deface, remove or destroy any trees, shrubs, plants or other natural growth; carve on any rocks, signs, walls, or structures; drive nails in trees' or destroy, damage or deface any park building, sign fence, table, or other City property.
2. DISTRUBING PRIVATE PROPERTY PROHIBITED.
No person shall disturb or remove the property of person effects of others while in any City park.
3. LITTERING.
No person shall dispose of any garbage, bottle, tin cans, paper or other waste material in any manner except by placing the same in receptacle les provided for such purpose; nor shall any person dump any such refuse on City parks lands or in any lake or stream within any City park.
4. DOGS RESTRICTED.
No person having charge or control of any dog shall allow such dog to run at large within any City park, but shall keep such dog attended and on a leash at all times.
5. FIRES.
No person shall build any campfire or burn any rubbish City park lands except in designated fireplaces; not shall any person throw away any cigarettes, cigarettes, cigars or pipe ashes without first extinguishing them.
6. VEHICLES REGULATED.
 - (A). DRIVING. No person shall drive any automobile, truck, motorcycle or other vehicle in a reckless manner or at a speed greater that the established speed limits as posted on signs along City park roads.
 - (B). All motor vehicles including off-road vehicles are prohibited on grassy areas of any City park.
 - (C). PARKING. No person shall park or leave unattended any automobile, truck, trailer, wagon, motorcycle, boat or other similar equipment except in areas designated for such purposes.
7. UNNECESSARY NOISE.
No person shall operate any stereo, sound track, amplified loudspeaker or other mechanical device, including a musical instrument that produces undue or unnecessary noise in any City park.
8. ADVERTISING AND SALES REGULATED.
 - (A). ADVERTISING. No person shall distribute any handbill or other advertising matter in any City park.
 - (B). No person shall peddle or solicit business or operate concessions or stands in any City park without the written permission of the City Park Board or its duly authorized agent or committee.
9. DISORDERLY CONDUCT PROHIBITED.
No person shall engage in any disorderly conduct as defined by SS 947.01(1), Wis. Stats., in any City park, nor shall any intoxicated person be or remain in any City park.
10. OVERNIGHT CAMPING PROHIBITED.
There shall be no overnight camping or parking in any City park without the written permission of the Park Boards or appointed authorizing agent

To: Park Board Members

From: Kim Hennings, Library Director

Date: 02.17.16

Re: Storywalk

Background

In 2015 Kim Hennings, Troy Boe (NRACF), and Annie Bauer (NRSD) participated in a course through the Department of Public Instruction and UW-Madison School of Information Studies on early literacy and community development. At the end of the course, they received an LSTA mini-grant which they used to create a portable "Storywalk" using yard stakes and laminated pages. A Storywalk is when pages of a book are transformed into signs that are then laid out on a trail inviting families, children, caregivers, teachers and others to follow the path of pages, combining literacy with physical activity and family time.

Hennings then received additional grant funds from the NRACF for a more permanent Storywalk to enhance a park or pathway in the community. The Library used the grant funds to purchase 16 Storywalk frames. The frames are 18H x 24W powder coated aluminum with a protective polycarbonate sheet that we post onto a wood 4 x 4 (provided by Library). The framing system allows the Library to change the book inside the frame seasonally.

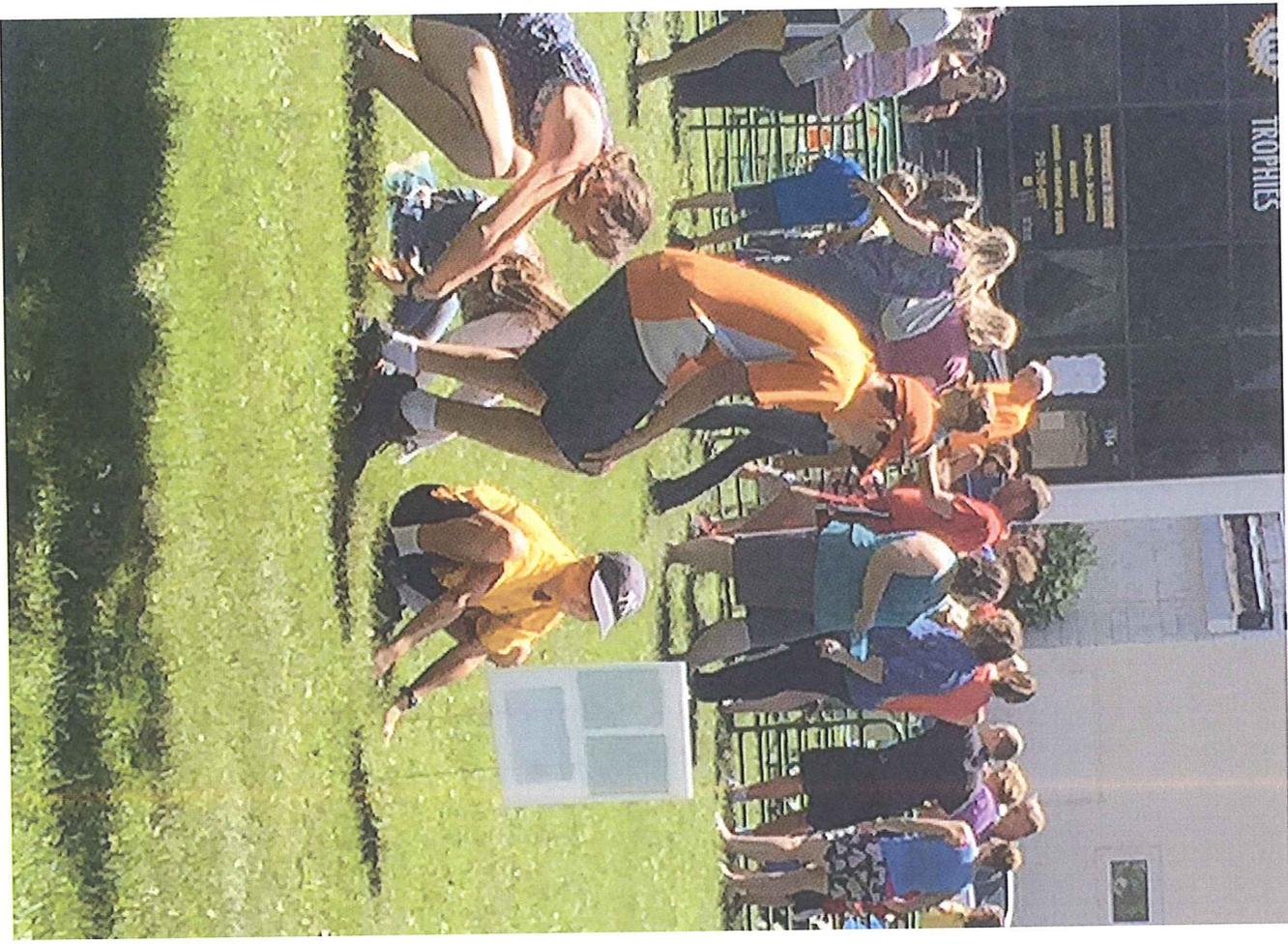
Hennings consulted with the Pathways committee about possible site recommendations. Together, they identified 4 possible location recommendations

- Mary Park
- Paperjack Creek Trail
- Glover Park
- Doughboy Trail

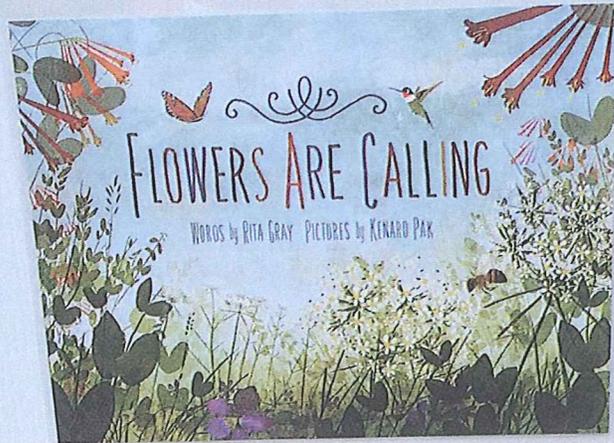
Requested Board Action

Library Staff/Pathways Committee is asking that the Park Board make the decision on which park/trail they think would best utilize the Storywalk and attract families with young children.









STORYWALK®

TALK

SING

READ

WRITE

PLAY

What is StoryWalk?

StoryWalk combines the pleasures of reading wonderful children's books aloud with all the joys and benefits of walking together outdoors. StoryWalk is a fun, educational activity that places the pages from a children's story along a popular walking route. Read the story as you walk.

The StoryWalk® Project was created by Patsy Ferguson of Montpelier, VT and developed in collaboration with the Vermont Statewide & Federated Counties (VDFC) and the Katharine Hubbard Library. Friday Memorial Library's StoryWalk is being funded in part with a grant from the Institute of Museum and Library Services (IMLS) which administers the Library Services and Technology Act (LSTA).

FRIDAY MEMORIAL
Library
LEARN EXPLORE CONNECT



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Park Board Members

FROM: Andrew Lamers, St. Croix Bike and Pedestrian Trails Coalition

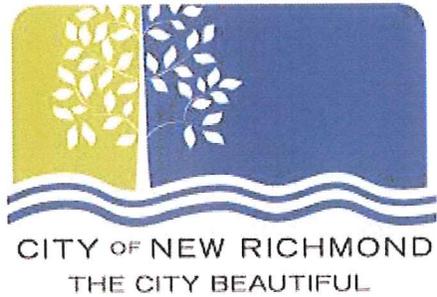
DATE: February 11, 2016

RE: St. Croix County "Meeting in a Box"

Background

St. Croix County has been working with WCWRP and Toole Design Group to help develop their new County Bike and Pedestrian Plan. The St. Croix Bike and Pedestrian Trails Coalition has several members who are on the County's advisory team for this project, and as such we have been asked to present to groups and municipalities on behalf of the County to inform all interested parties on how the project is unfolding and where we are in the projects timeline.

There is no action item; we simple wish to inform the New Richmond Park Board on where the County's project is currently at, and what will develop in the future.



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MEMORANDUM

TO: Park Board

FROM: Noah Wiedenfeld, Management Analyst

DATE: February 11, 2016

SUBJECT: Bicycle & Pedestrian Master Plan

BACKGROUND

The City's current Bicycle and Pedestrian Master Plan was last updated in June of 2003. This past fall, City staff assembled a small focus group to help provide input to be incorporated into an updated Bicycle and Pedestrian Master Plan. The focus group consisted of representatives from Westfields Hospital, New Richmond Area Centre, New Richmond Pathway Committee, New Richmond School District, Park Board, Plan Commission, City Council, Big Ring Flyers Cycling Club, and city staff. Meetings were held on November 19th and December 2nd. An online survey was also shared with the community via social media to allow for additional feedback, and was completed by nearly one hundred people.

City staff will present some of the feedback received from the online survey and focus group meetings, as well as the draft recommendations. This is an opportunity for the Park Board to share additional suggestions to be incorporated into the final draft plan. No formal action is required by the Park Board.



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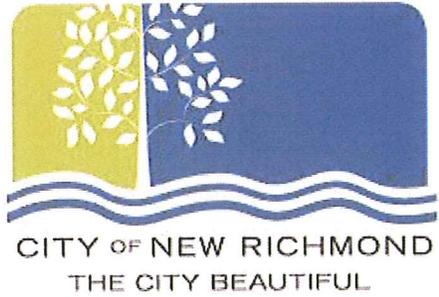
TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: February 12, 2016

RE: Concessions at Hatfield Park

The baseball association has requested that the Park Board discuss the past practice of allowing the New Richmond Softball Association the exclusive right to sell concessions at Hatfield Park. This discussion will also assist staff in reviewing and drafting agreements with all associations for 2016 field usage at Hatfield Park and the other facilities in the City of New Richmond.

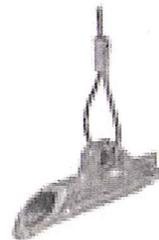


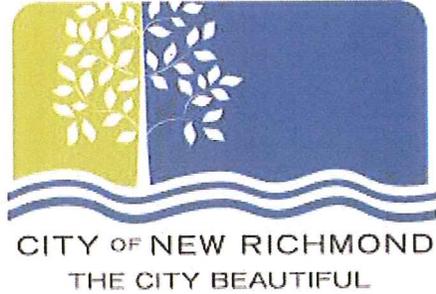
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TO: Park Board Members
FROM: Michael Mroz, Operations Manager
DATE: February 10, 2016
RE: Doughboy Trail Benches

Background

This past fall the City had a problem with the wooden benches on the Doughboy Trail ending up in the Willow River so we subsequently pulled them and put them into storage. For an interim solution, before permanent benches are installed, the City is suggesting mounting the benches in place via a duck bill anchor. The duck bill anchor is an easy, cost effective solution to semi-permanently mount the bench so we don't incur the same problems as last fall.





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TO: Park Board Members
FROM: Michael Mroz, Operations Manager
DATE: February 10, 2016
RE: Recreation Planning

Background

The City has been working to become more transparent and have better communication as it relates to recreation within the New Richmond area. In an effort to increase communication the City invited members from the School District of New Richmond, The Centre, and the City of New Richmond to sit down and have a conversation about recreation and how to progress in the future. How can we work collaboratively toward offering easier, better recreational opportunities by utilizing each organization's strengths? What are the capital investments that need to be prioritized to reach our recreation goals? Currently, who does what? These were some of the questions posed to the group.

An idea that was discussed was to develop an RFP and hire a consultant to develop a long-term Recreation Plan and share the cost with The Centre, The City, and the School District. We all have a stake in recreational opportunities in the New Richmond Area and hope to achieve the following outcomes from a Recreation Plan:

- Definition of recreation
- Definition of specific recreational needs within the community
- Key sources of communication
- Areas of implementation

The overall consensus of the group was to move forward with the project, edit the RFP to identify desired outcomes, and then bring the RFP to each respective board for final approval. The expected timeline for this decision is at the March Park Board meeting. In the meantime the Operations Manager has developed a recreation plan for 2016 which will open up lines of communication and install a one point of contact for all recreation within the New Richmond area.

Attachments

1. 2016 recreation plan
2. Recreation Plan RFP



MEMO

TO: New Richmond Area Community Foundation, New Richmond School District,
City of New Richmond, The Centre

FROM: Michael Mroz, Public Works Operations Manager

DATE: February 1, 2016

RE: Short Term-2016 Recreation Plan Proposal

I. INTRODUCTION

With the spring/summer seasons quickly approaching the City of New Richmond is proposing a short-term 2016 recreation plan to assist us in getting through the year with more transparency and better communication.

The plan will include the following information;

1. Key points of contact
2. City Proposal for field usage and contact information
3. City owned facilities calendar to be posted on city website
4. Development of Spring/Summer & Fall/Winter activity guide
5. Summary of current maintenance performed by the City of New Richmond Public Works
6. Recreational Suggestions for 2016 and beyond

Opening up the lines of communication and identifying who to contact, which organization does what, and placing consumer material in one location will alleviate confusion of both staff and users of recreation in the New Richmond Area.

Key points of contact

City of New Richmond

- Michael Mroz
Operations Manager
mmroz@newrichmondwi.gov
(715)-246-0450

Contact Michael for all recreation information including athletic field reservations, scheduling, and cancellations of athletic events.

- Marie Bannink
Community Development
mbannink@newrichmondwi.gov
(715)-246-4268

Contact Marie to Schedule campground reservations

New Richmond Public School District

- Casey Eckardt
Dean of Students/Athletic Director
ceckardt@newrichmond.k12.wi.us
(715)-243-7455
- Bob Parent
Supervisor of Building Grounds
RParent@newrichmond.k12.wi.us
(715)-243-7401
- Cheryl Emerson
Community Education Director
CEmerson@newrichmond.k12.wi.us
(715)243-7423

2016 POLICY FOR BALL FIELD RESERVATIONS

Procedures

City owned ball field reservations are accepted by the City of New Richmond Park & Recreation department via City reservation form. Reservation forms can be found on the city website at www.newrichmondwi.gov. Reservations must be made **at least 7 days** prior to use. Inquiries regarding available dates may be made by phone at (715)-243-0450. The City of New Richmond reserves the right to refuse ball field reservations for any activity it feels is not in the best interest of the City. No ball field shall be reserved to any person under the age of 18. Insurance waivers shall be supplied, if requested by the City.

Scheduling

All City programs and leagues will have priority of field use. Scheduling for all non-City sponsored programs will not be accepted prior to February 1st. After February 1st submit completed reservation form and accompanying schedule (if necessary) to the City of New Richmond.

POINT OF CONTACT FOR ALL RECREATION ACTIVITIES

In order to streamline processes and make information more readily accessible the city is proposing to have one point of contact for all City of New Richmond recreation activities. This number can be called for cancellations, class information, area events, general recreation questions, etc... The city contact for any and all inquiries is Michael Mroz and he can be reached at (715)-246-0450.

ACTIVITY GUIDE

The city has every intention of developing two different activity guides for the New Richmond Area that will available through the city website. There will be a spring/summer edition as well as a fall/winter guide. This guide will have basic information about the New Richmond recreation offerings and procedures including;

- Pavilion rentals
- Campground reservations
- City of New Richmond Park and trail maps
- Library Activities
- Fun Fest times & dates
- Athletic Organizations contact information
- Special Recreation offerings through the city
- Staff contact information
- Dog Park information
- FAQ

FACILITIES CALENDAR

Once all schedules are received from the area athletic organizations and fields are reserved for games, tournaments, and practices the city intends to make a master calendar which will be posted on our public works website. This calendar will allow for other organizations to see when there are available times to use our facilities as well as remind area organizations of their scheduled times. There will be an accompanying city contact number in order to reserve a city owned field.

Summary of current maintenance performed by the City of New Richmond Public Works

Current City of New Richmond Athletic Field Uses

Field	Users	Maintenance performed by City of New Richmond
1. Citizens Field	Millers Baseball Club U 14 Legion (2 teams) High School JV Youth Football assoc.	drag chalk mow garbage irrigation
2. Hatfield Park	Softball Association Youth baseball assoc. Youth softball assoc.	drag chalk mow garbage
3. Monette Park	Youth baseball assoc. Youth softball assoc.	mow garbage
4. Freedom Park	Soccer association Youth Football assoc.	mow line garbage irrigation
5. Starr Elementary *3 fields skating rink	Youth baseball assoc.	drag chalk Plow/make ice
6. Paperjack Elementary *2 fields	Youth softball assoc.	drag chalk

***** City of New Richmond currently schedules games, practices and tournaments for all of the aforementioned facilities.**

2016 Recreational Suggestions

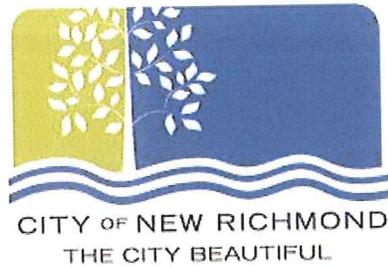
SPRING/SUMMER

- Develop an Adopt-A-Park program
- Arbor Day tree planting and seminar
- Trail Cleanup day
- Dog obedience classes @ the Dog Park
- Friday Night Flicks-Outdoor movie night at Glover Park
- Geocaching: Come explore our parks
- Freedom Park Disc Golf course
- Skateboard grand opening/demo day
- Cars n' Trucks and things that go!

FALL/WINTER

- Lighted hike at Doar Prairie Restoration
- Skating under the stars: (family skating with hot chocolate, Christmas music, and bon fire?)
- Skate with the Tigers – community outreach event involving high school hockey teams
- Medallion hunt

Michael Mroz
City of New Richmond
Public Works Operations Manager
mmroz@newrichmondwi.gov
(715)-246-0450



MEMO

TO: New Richmond Area Community Foundation, School District of New Richmond,
City of New Richmond, New Richmond Area Centre

FROM: Michael Mroz, Public Works Operations Manager

DATE: February 1, 2016

RE: Recreation Plan Proposal

I. INTRODUCTION

The City of New Richmond recognizes the importance of recreation in the lives of both our residents as well as our visitors, whether young or old. Since there are many parts to meeting the recreational needs of our community, we are proposing that this process include a consultant to assist in meeting with key stakeholders (city, school, youth sports associations, New Richmond Area Community Foundation, Centre, etc.) in order to create an area-wide Recreation Master Plan. Each entity has a vested interest in the recreational opportunities in the city and we believe that a collaborated effort between these organizations will enhance the overall quality of recreation in the City of New Richmond. We estimate that this process would take three to four months and cost between \$5,000-\$10,000. Our recommendation is that a request for proposal (RFP) be developed and that the costs of this community-wide plan be split between the City of New Richmond, NRACF, and the School District of New Richmond.

The Recreation Master Plan will include research, public involvement, and the development of recommendations for **all** recreational aspects within the New Richmond area. Our goal is to include organizations that are stakeholders in the city's recreation opportunities. Instead of each entity working individually, we need to pool our resources together and utilize each other's strengths to offer a more complete recreation package to the community.

The objective is right in front of us. Create a Recreation Master Plan that all stakeholders can collaboratively work towards and ultimately offer better recreational opportunities to our students, residents, and visitors.

REQUEST FOR PROPOSAL

II. GOALS & OBJECTIVES

The City of New Richmond is soliciting professional consulting services to create a comprehensive Recreation Master Plan. This project is intended to serve as a guide for policy decisions; prioritizing and balancing demands and opportunities; and providing a framework for recreational opportunities, program development, program implementation, future land acquisitions, and other expenditures of publicly funded recreational activities. The plan will guide development of shared programming and identify new and expanded locations for providing services in partnership with the School District of New Richmond, New Richmond Area Centre, youth organizations, adult organizations and the New Richmond Area Community Foundation. All outcomes will align with a strong community-driven mission and vision that integrates New Richmond's strong pursuit of offering quality recreational opportunities to community members of all ages and abilities.

Specifically, the Recreation Master Plan should include:

- Determine recreational trends and conditions and identify current uses, possible new users, and future demands that will set the context for plan recommendations.
- Identification of new directions for recreation, based on the values and priorities determined from citizen engagement.
- Creation of an action plan, including suggested future asset investments and roles in annual capital investments and planning.
- Addressing creation of recreational opportunities to better engage all ages, including inclusive play and adaptive recreation (according to ADA standards) and expanding indoor recreational opportunities.
- Consideration of how to create stronger connection through development of corridors and beltways to physically connect parks.
- Consideration of how to develop better partnerships to strengthen offerings in the community.
- Strategies for stretching into new and innovative places through programming recommendations, facility upgrade recommendations, and ensuring that these recommendations will set New Richmond apart as a leader among cities delivering recreation and open spaces.

III. CONSULTANT RESPONSIBILITIES

The final plan must incorporate elements from each of the following areas: inventory & analysis, current recreation opportunities, anticipated future needs and implementation practices, and a recommended action plan with increased efficiencies using combined resources.

Task Area 1: Inventory & Analysis

1. Assembly of data from city wide property, including school-city shared sites
2. Analysis of recreational access compared to national trends; identify gaps in services
3. Survey key stakeholders on issues of recreation access and implementation
4. Coordinate meetings
5. Summary of opportunities and challenges

Deliverables

- Summary maps and inventory data
- Key opportunity maps
- Issues, opportunities, and challenges report
- Summary of stakeholders meeting

Task Area 2: Current Recreation Opportunities & Implementation Practices

1. Assembly of **all** recreation opportunities both passive and active
2. Analyze current registration practices
3. Identify overlapping operations that can be consolidated between organizations
4. Determine best practice for registration and implementation
5. Determine the resources needed to implement recreation programming

Deliverables

- Summary of all recreation opportunities both active and passive including the school district, city, the New Richmond Area Centre, and sports associations
- Outline of current registration practices
- Recommendations for consolidation of recreation programming when necessary
- Recommended registration practices to increase efficiency and eliminate confusion

Task Area 3: Anticipated Future Needs

1. Host public open house meetings
2. Public neighborhood forum
3. Identify new directions in creating recreational opportunities to engage all ages
4. Identify and plan of new inclusive play and adaptive recreation strategies
5. Cost estimates based on identified community needs

Deliverables

- Presentation of results from public open house meeting
- Draft recommendations for new recreation opportunities
- Draft recommendations for adaptive recreation plans
- Presentation of emerging trends and relevancy to New Richmond

Task Area 4: Recommended Action Plan (*deliverables*)

1. Action strategies for the next 5-years
2. Identify key partnerships and collaborative opportunities
3. Implementation strategies
4. Implementation cost projections and estimated timelines
5. Preliminary and final design plans of recommendations
6. Coordinate final meeting and present findings

IV. PROPOSAL REQUIREMENTS

Proposals submitted shall include the following:

1. A summary of your firm's understanding of the project including your firm's scope of services necessary to perform and fulfill the objectives and detailed methods of how your firm plans to fulfill those objectives.
2. A description of your firm's experience in completing work of this type including two (2) specific examples and project references.
3. A description of your proposed work plan for completing this project including a proposed schedule.
4. Proposed consideration of supporting documentation (e.g. City of New Richmond Park System Plan, School District of New Richmond Strategic Plan, and the City of New Richmond Comprehensive Plan) when developing the Recreation Master Plan
5. An outline of your professional fees for completing the work as described. Provide an estimate of projected hours and costs for each task outlined above, as well as for any other tasks you feel are necessary to complete the project. Also include a projected timeline for specific target dates and final completion

V. QUESTION PERIOD

Any questions regarding the proposal may be submitted to the Operations Manager, Michael Mroz (mmroz@newrichmondwi.gov). Questions must be submitted by... Responses will be sent to all inquires no later than...

VI. SELECTION PROCESS

The selection committee will be made up of members from the New Richmond Area Community Foundation, School District New Richmond, The City of New Richmond, and the New Richmond Area Centre.

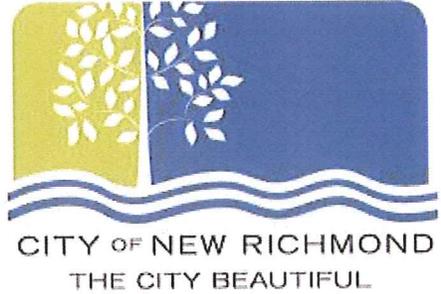
Selection will be based on evaluation of the following criteria:

1. Qualifications and Similar Project Experience, Including References
2. Effectiveness of Proposed Work Plan and Project Understanding
3. Innovative Engagement Strategy
4. Professional Fees
5. Clarity and Responsiveness of Proposal

The selection committee will review all proposals based upon the above stated criteria and expects to interview 2-3 consultant teams. Following the interview process, it is the intention of the City of New Richmond, School District of New Richmond, and the New Richmond Area Community Foundation to negotiate a contract with one consultant.

The above entities reserve the right to reject any late or incomplete submission, and all proposals at our discretion.

Michael Mroz
City of New Richmond
Public Works Operations Manager
mmroz@newrichmondwi.gov
(715)-246-0450



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Park Board Members
FROM: Michael Mroz, Operations Manager
DATE: February 10, 2016
RE: 2016 Recreation Opportunities

Background

As part of the 2016 recreation plan, the city has developed a list of ideas for recreational opportunities throughout the entire year. The City is trying to offer unique events that are easy to implement and bring the community together. Those ideas are as follows:

SPRING/SUMMER

- Develop an Adopt-A-Park program
- Arbor Day tree planting and seminar
- Trail Cleanup day
- Dog obedience classes @ the Dog Park
- Friday Night Flicks-Outdoor movie night at Glover Park
- Geocaching: Come explore our parks
- Paperjack Disc Golf course
- Skateboard grand opening/demo day
- Cars n' Trucks and things that go!

FALL/WINTER

- Lighted hike at Doar Prairie Restoration
- Skating under the stars: (family skating with hot chocolate, music, and bon fire?)
- Skate with the Tigers – community outreach event involving high school hockey teams
- Medallion hunt-(March; Mike Darrow taking the lead!)

If any Park Board member is interested in helping serve a cup of hot chocolate or loves to plant trees, we invite you to become more active in the community and help administer some of these events. If you have any to add feel free to comment.



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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www.newrichmondwi.gov

TO: Park Board

FROM: Mike Darrow, City Administrator
Jeremiah Wendt, Public Works Director

DATE: February 12, 2016

RE: New Richmond Park Board First Annual Medallion Hunt

As a way to kick off the 2016 park and recreation season, the idea of a community-wide medallion hunt has been suggested. The intent of the medallion hunt is to have community members discover (or rediscover) parks, trails and open spaces throughout the vast New Richmond park system as well as engage the community in a family-friendly event. (It might be a good way to get people to discover our park plan as well).

Our hope is to have approximately \$1,000 worth of cash and prizes for the lucky winner. Thus far, the following has been contributed:

- \$200 cash prize donation from First National Bank of New Richmond
- \$567 solar panel donation from City Administrator Mike Darrow (donation would require that the finder be a NR Utility customer or contribute the solar panel to a New Richmond not-for-profit)

**Note these prizes would need formal approval from the City Council.

Staff would provide daily clues on Facebook, Twitter and in the New Richmond News during the spring break week of March 21st - March 25th, 2016. The community winner, or team that finds the prize, would be celebrated at the next Park Board meeting on March 30th.

Come Grow With Us!

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>1/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>12/31/2016</u>
Park Land Dedication Funds	20,031.34	2,626.86	-	22,658.20
Hatfield Campgrounds	13,098.77	771.55	(52.12)	13,818.20
Freedom Park	22,563.02	-	(1,338.37)	21,224.65
Dog Park	4,502.60	375.00	-	4,877.60
Doar Restoration Funds	-	-	-	-
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Citizens Field - Scoreboard	212.25	-	(212.25)	(0.00)
Citizens Field - Bathrooms	1,457.46	-	(1,457.46)	-
Skate Park	18,000.00	25,000.00	-	43,000.00
Mary Park Boat Launch	111.84	-	-	111.84
Earley Property Development	1,094.45	-	-	1,094.45
Totals	\$ 91,071.73	28,773.41	(3,060.20)	\$ 116,784.94 116,784.94

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>1/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>12/31/2016</u>
Impact Fees - Parks	17,080.94	1,445.66	-	18,526.60
Freedom Park - Development	(844.82)	-	-	(844.82)
Skate Park	-	-	-	-
Mill Pond Dam - Ramp	1,445.66	-	(1,445.66)	-
Totals	\$ 17,681.78	1,445.66	(1,445.66)	\$ 17,681.78 17,681.78

Total Park Funds	134,466.72
Restricted Park Funds	93,281.92
<u>Net Available Funds*</u>	<u>41,184.80</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

