



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 23, 2018

TO ALL PARK BOARD MEMBERS:

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

This is to notify you of a Park Board Meeting on Wednesday, February 28, 2018, at 7:00 p.m. in ED Lab at the New Richmond Civic Center, 156 East First Street, New Richmond, Wisconsin.

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

AMENDED AGENDA:

1. Roll call:
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting, December 6, 2017
4. Public business items
5. Consent Agenda
6. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Adopt-A-Garden Program
 - b) 125th street design
7. New business
 - a) Doughboy Trail Legacy Benches
 - b) Hatfield Athletic Park Advertisement Policy
 - c) Freedom Park Open House
 - d) *Bid approval for Turf Management at Freedom Park*

Come Grow With Us!

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

8. Park Land Trust report

- a) Park Land Trust Fund - \$129,105.10
- b) Impact Fee Fund - \$16,228.47

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, DECEMBER 6, 2017**

Vis Chair Jon Hailey called the Park Board meeting to order at 7:04 p.m. on Wednesday, December 6, 2017.

Members Present: Jon Hailey, Brian Schroeder, Christine Melby, Mandi Erickson, and Frank Norton.

Members Absent: Craig Kittel and Joe Ard

Others Present: Dave Green, Ken House, Catarina Parsons, Scott Counter, Noah Wiedenfeld, Jeremiah Wendt, and Michael Mroz

Brian Schroeder moved to adopt the agenda, seconded by Mandi Erickson, motion carried.

Brian Schroeder moved to approve the minutes of the October 25, 2017 meeting, seconded by Christine Melby, motion carried.

Public Business Items

Nothing.

Consent Agenda

Nothing

Unfinished Business:

FWW Site Request in Freedom Park:

Ken House and Dave Green updated the board on the VFW building project in Freedom Park. The VFW is trying to get permission from the Pentagon to receive government aid to make this building happen. One of the requirements is the VFW needs to own the property before any aid can be received. They would like 5 acres in Freedom Park near the north shelter. A MOU needs to be drafted and signed before official ownership can take place. This would include a purchase of \$1.00 for 10 years. Motion was made by Frank Norton to sell 5 acres to the VFW in Freedom Park for the construction of the building, seconded by Christine Melby, motion carried 4 yes, 1 no.

Freedom Park Turf Management:

Michael Mroz updated the Park Board on the Athletic Turf at Freedom Park. City staff contacted turf management professionals to examine our athletic fields and determine different courses of action to remedy the problem of thin turf. The following is a list of corrective actions and an estimated cost associated with each recommendation.

1. **Strip, seed, and mulch *one* field** **\$34,000.00**
 - This process would involve stripping turf, hauling in nutrient rich soil/mulch, and reseeding. The field would be unusable for two years to allow for proper turf establishment.

2. **Aerate, seed, and top dress *one* field** **\$7,000.00**
 - Aeration breaks up the compacted soil while topdressing slowly modifies the soil profile to allow thicker turf establishment.

3. **Hydraulic Core Aeration** **\$1,500.00**
 - Process consists of pulling plugs of soil out of the lawn breaking up the compactions and allowing all the air, water, and nutrients to reach the root system.

4. 5-application program

\$10,000.00

- Combination of fertilizer and weed control management through the spring, summer, and fall months.

Motion was made by Brian Schroeder to proceed with the 5 application program, seconded by Mandi Erickson, motion carried.

LWI Adaptive Playground:

Brian Schroeder, a representative from a local LTI group made a request to utilize space at Freedom Park to install an adaptive playground. In order to move forward with their planning process and fundraising they needed an exact location of the playground. Multiple areas were discussed to put the playground but the board felt the area between the two shelter make the most sense due the it's proximity to parking, shelter, and the walking trail. This piece of land is currently occupied by the volleyball courts, which can be moved by city staff when the project is ready to break ground. Motion was made by Mandi Erickson to dedicate the volleyball land to LTI Project for adaptive playground at Freedom Park and amend the Park Plan to incorporate the playground, seconded by Frank Norton, motion carried.

New Business

2018 Campground Fees:

The stats from 2017 camping season were reviewed to indicate the occupancy levels throughout the season. Staff also obtained campground rates from surrounding facilities and found that the City of New Richmond was on the low end for full hook-up at \$22.00 per night. Staff suggested we raise the daily rates to \$25.00 per night and 30-day rate to \$680.00. The City would still be on the low end for daily rates compared to surrounding campgrounds, however the amenities that we have to offer are very basic. Motion was made by Frank Norton to raise our daily rates to \$25.00 and our 30-day rate to \$680.00, seconded by Christine Melby, motion carried.

River Planning Grant:

Noah Wiedenfeld presented background information on the \$10,000 River Planning Grant. The grant funds would be used to create a website and maps/brochures for the Willow River, help establish a citizen group that is trained in removing fallen trees and debris, and develop a comprehensive recreation management plan for the Willow River. The matching requirement for the grant would be fulfilled through hours of volunteer and in-kind labor, so there is no actual financial commitment necessary to receive the grant funding. Motion was made by Frank Norton to authorize city staff to submit the River Planning Grant Application, seconded by Mandi Erickson, motion carried.

Adopt-A-Park Program:

Staff presented an adopt-a-park program to the board to get their input on whether or not this would be a great way to get community involvement in the park system. Many communities have some type of Adopt-A-Park or Adopt-A-Garden Program. These programs engage private citizens, local businesses, and civic organizations in improving their communities, while also helping our Public Works Department with projects such as weeding and watering flower beds, adding mulch, etc. that can sometimes be difficult to keep up with due to other projects and limited resources. Park Board directed staff to move forward with establishing this type of program for 2018 by preparing some draft program materials and providing them at the next Park Board meeting.

Park Land Trust Report:

Park Land Trust Fund - \$127,690.59

Impact Fees Fund – \$7,057.45

Announcements:

None.

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

The meeting of the Park Board was adjourned at 8:41 p.m.

Minutes Submitted by

Marie Bannink

City Secretary



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www.newrichmondwi.gov

MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Management Analyst
DATE: February 20, 2018
SUBJECT: Adopt-A-Garden Program

BACKGROUND

At the previous meeting, the Park Board directed staff to move forward with establishing some type of adopt-a-garden program for 2018. This program would engage private citizens, local businesses, or civic organizations in beautifying our parks and trails system by assisting with maintenance of our flower gardens through weeding, mulching, and watering.

City staff have identified ten flower gardens in city parks that could be adopted. Draft informational materials and an application page are included with this memo for feedback.

RECOMMENDATION

The Park Board should review the Adopt-A-Garden informational materials and application page, discuss any changes that should be made, and consider a formal motion to approve the Adopt-A-Garden Program as presented.



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

City of New Richmond Adopt-A-Garden Program



Contact Information

Michael Mroz, Public Works Operations Manager
mmroz@newrichmondwi.gov or 715-246-4268

The City of New Richmond is beginning an Adopt-A-Garden Program in 2018. The program provides citizens an opportunity to volunteer in our city's parks system. Volunteer time spent mulching, weeding, watering, and planting flowers helps provide a more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate: individuals, families, churches, businesses, and civic groups can all help maintain and improve our flower beds. The flower gardens vary in size, so there are locations that are great for individuals or large groups. The Adopt-A-Garden Program is a great way to give back to the community and beautify our parks and trails system.

Program Expectations

- Adopt-A-Garden volunteers are expected to commit to maintaining their designated flower garden for one year, from May through September. This includes a spring and fall clean-up and regular weekly maintenance. The City will provide mulch, trash bags, and tools for the spring and fall clean-up dates. Weekly maintenance includes watering, weeding, and litter removal.
- For volunteer groups, designate a group supervisor who will be the primary contact person. The group supervisor will also ensure that volunteers sign a waiver of liability form before any work is done.
- Flower gardens are adopted on a first-come, first-serve basis. A list of all the adoptable flower gardens is included in this packet. The Public Works Department will do its best to match volunteers to the flower bed that they are most interested in.
- All volunteers under age 18 must be supervised by a responsible adult.
- The City of New Richmond will install a sign with the volunteer name(s) on it to be placed in their adopted flower bed as recognition for their time, effort, and dedication to keeping New Richmond's parks looking beautiful. Signs will be placed after groups have completed the spring clean-up.

How to Sign Up

- Complete and sign the application form, and return it to the Civic Center (156 East First Street) or email it to Michael Mroz (mmroz@newrichmondwi.gov). City staff will review the application and match you to a flower bed available for adoption.
- Following approval, each volunteer must sign a liability form before any work is done. Volunteers under 18 must have their liability form signed by a parent or legal guardian. A copy of the liability form is available online (www.newrichmondwi.gov) for extra copies or last minute volunteers.
- Volunteers should schedule the spring and fall clean-up dates at least three days in advance with Michael Mroz to coordinate delivery of needed materials and supplies.

Safety Guidelines

- Wear work gloves, closed-toed shoes, and light colored clothing.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak, and other irritants. Avoid bites by wearing insect repellent.
- Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- Work during daylight hours and within the park's posted hours.
- Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized and trained to do so by the City of New Richmond Public Works Department.
- Postpone or stop clean-up immediately if rain, lightning, or strong winds are present.
- Leave dead animals on site and report them to the City of New Richmond.
- Do not bring pets, or leave pets in the car, while you volunteer in the park.

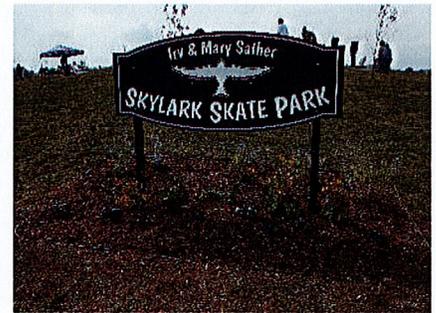
Flower Beds Available for Adoption



L.G. Peterson Park



Ted McCabe Park



Skate Park



Mary Park (3 gardens available)



Paperjack Park



Hatfield Park



Welcome Signs (2 gardens available)



City of New Richmond Adopt-A-Garden Program Application Form



Please complete and return to Michael Mroz at mmroz@newrichmondwi.gov or drop it off at the Civic Center (156 East First Street) M-F from 7:30 am to 4:30 pm

Contact Information

Volunteer Name(s): _____

Group/Business Name (If Applicable): _____

Group Supervisor/Primary Contact (If Applicable): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Preferred Flower Garden

Please write your top three choices from the list of adoptable flower gardens:

Choice 1: _____

Choice 2: _____

Choice 3: _____

Additional Information

Estimated Number of Volunteers Participating: _____

Name as it would appear on your recognition sign: _____

Statement of Agreement

I have read and agree to abide by the expectations and safety guidelines included with this form with the City of New Richmond Adopt-A-Garden Program. I understand that this is an application and the Public Works Department will contact me to finalize an agreement. In addition, I understand that the Public Works Department will make the final determination as to whether a group can participate and the final garden assignment. I understand that failure to uphold these guidelines and expectations will jeopardize my group's involvement in the Adopt-A-Garden Program in the future.

Applicant (Primary Contact) Signature

Date Signed



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MEMORANDUM

TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: February 20, 2018

SUBJECT: 125th Street Design and Bicycle/Pedestrian Accommodations

BACKGROUND

The City of New Richmond hosted a 125th Street open house on February 12th to obtain citizen feedback from the initial design proposals. The reconstruction of 125th Street, which is scheduled to be completed in 2018 will accommodate bicycle and pedestrians with the potential to connect to the rail bridge trail.

Staff will review citizen recommendations from the open house.

ACTION

No action needed at this time.



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz, Operations Manager
DATE: February 20, 2018
SUBJECT: Doughboy Trail Legacy Benches

BACKGROUND

The City of New Richmond has a Legacy Bench and Tree Program which provides a way for individuals to honor a friend, family member, or organization by placing a tree or bench in one of our parks or trails. The program identifies a preferred color scheme for benches in each park and along trails. One concept that has been discussed between City staff and Park Board is to have six benches along the Doughboy Trail, alternating between decorative benches and cut limestone. These would be the same design as the benches and limestone located around the John Doar History Trail, allowing for a smooth aesthetic transition when traveling from one trail to the other.

At the October 2017 Park Board meeting the board voted to accept the metal and limestone benches for the Doughboy Trail that match the John Doar History Trail benches. This is the only location throughout the park system that these memorial benches will be offered for installation.

The cost for these benches will be \$2,000 and only three of each will be sold. City staff has created a flier designated for this project which the board should review and suggest changes.

ACTION REQUESTED

The Park Board should discuss and suggest any changes to the Doughboy Trail Legacy Bench flier. In order to proceed with the program and make benches available for purchase, a motion to approve the document is necessary.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: February 20, 2018

SUBJECT: Hatfield Athletic Park Advertisement Policy

BACKGROUND

The New Richmond Softball Association recently approached the City of New Richmond with a proposal to sell advertisement signage which will be hung on the outfield fence from April 1 to September 31. To be consistent, since this program would be similar to Citizens Field, the New Richmond Softball Association would utilize the same agreement as the one currently used for Citizens Field. The New Richmond Softball Association would be selling the signage on behalf of the City of New Richmond.

Generated funds would be deposited into the Hatfield Park line item in the Park Land Trust Fund. These monies will be used solely for the development of Hatfield Park. Representatives from the Softball Association would be able to request those funds from the Park Board for facility improvements in the future.

The signs, which are in the shape of baseballs and have the businesses name and contact information are sold in one, two, or three year increments.

ACTION

Following discussion of the proposed program, the Park Board would need to approve the Hatfield Advertisement Agreement and give authority to the New Richmond Softball Association to sell/hang signage at a City Park in order to proceed with the proposal.

**Sign and return with check*

**HATFIELD ATHLETIC COMPLEX
ADVERTISEMENT AGREEMENT**

THIS ADVERTISEMENT AGREEMENT (“Agreement”) is entered into this ___ day of _____, 2018, by and between the City of New Richmond (“City”) and _____ (“Donor”).

RECITALS

- A. The City is the owner of parkland property throughout the City’s corporate jurisdiction including the Hatfield Athletic Complex.
- B. The City intends to continually improve the Hatfield Athletic Complex which will serve to benefit the residents of the community.
- C. The City has solicited donations to pay for certain field upgrades and improvements.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, City and Donor agree as follows:

- D. In lieu of payment, services rendered to the operation of the facility may qualify for advertisement signage as long as services rendered are no less than the following contribution levels. Submission of invoices must accompany this agreement prior to displaying advertisement.

AGREEMENT

- 1. **CONTRIBUTION.** Donor hereby agrees to contribute and donate to the City, the sum of \$ _____ which shall be used for the future improvement of Hatfield Athletic Complex. The contribution may be utilized by the City in its sole and absolute discretion.
- 2. **RETURN.** Donor shall receive the right to post advertisement signage, supplied by the New Richmond Softball Association, on the outfield fences at Hatfield Athletic Complex for the duration of one, two, or three years, depending upon the amount of the contribution.

Contribution Levels

Existing signage:

<i>1 year of advertisement</i>	<i>\$300.00</i>
<i>2 years of advertisement</i>	<i>\$500.00</i>
<i>3 years of advertisement</i>	<i>\$700.00</i>

New Signage:

<i>2 years of advertisement</i>	<i>\$500.00</i>
<i>3 years of advertisement</i>	<i>\$700.00</i>

Advertisement signage will be constructed of 10mm Coroplast corrugated plastic. Six foot in diameter, the baseball signs will only contain a Company logo, name, and contact information. The signs will be displayed from April 1 to September 31.

3. **SEVERABILITY.** The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and the Agreement may be enforced with that provision severed or as modified by the Court.
4. **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of City and Donor.
5. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with the statutes and common laws of the State of Wisconsin.
6. **COUNTERPARTS.** This Agreement may be executed in counterparts, all of which taken together shall be deemed one original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF NEW RICHMOND

DONOR

By: Michael Mroz
Its: Operations Manager



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: February 20, 2018

SUBJECT: Freedom Park Open House

BACKGROUND

Over the past several months' community members have been meeting to develop the City of New Richmond Comprehensive Action Plan which is a document to guide decisions over the next 5 years. Core areas include everything from economic development and land use to housing and parks.

One such project that has been identified in both the Park Plan and the CAP planning process is an 18-hole disc golf course. The original plan for Freedom Park has the course located on the far northern edge of the property. Before the City takes any steps in constructing this amenity, staff would like to get feedback from the community on the viability of the project, while also addressing the original plans for Freedom Park.

Staff is proposing we host and open house to review the original Freedom Park design. Have our priorities changed? What about access, parking, and locations of other facilities. How will the installation of a disc golf course effect the overall layout of the park?

These are just some of the questions staff would like input on from the community and would like Park Board input regarding other questions that should be asked. The open house would be scheduled for April up at Freedom Park.

ACTION

No action needed at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: February 23, 2018

SUBJECT: Freedom Park Turf Management Bid Approval

BACKGROUND

In December 2017, the Park Board approved the solicitation of bids for turf management at Freedom Park for the 2018 season. On February 22 at 2:00, bids were opened with the low bid being submitted by Fitzgerald Lawn Care for \$9,561.00. Payment will be made from the Parks operating budget.

ACTION

Park Board should move to accept the bid of \$9,561.00 from Fitzgerald Lawn care for turf management at Freedom Park for the 2018 season.

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>12/1/2017</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>12/31/2017</u>
Park Land Dedication Funds	65,111.52	1,803.65	-	66,915.17
Hatfield Campgrounds	59,169.64		(46.22)	59,123.42
Freedom Park	5,871.33	-	(70.83)	5,800.50
Tree Planting	668.75			668.75
Nature Center/Doar Prairie Trail	(95.13)			(95.13)
Dog Park	(2,302.77)	148.54	-	(2,154.23)
NR Decals	(343.69)			(343.69)
Rich River Trails/Greaton Park	113.20			113.20
Donations - Citizens Field	500.00		(500.00)	-
Donations - Legacy Bench - Komula	144.00		(144.00)	-
Donations - Legacy Bench - Levy	144.00		(144.00)	-
Donations - Legacy Bench - Spoo	159.00		(159.00)	-
Donations - Legacy Bench - Anderson	159.00		(159.00)	-
Donations - Legacy Bench/Tree - Wolff	93.00		(93.00)	-
Donations - Legacy Tree - Wolf	112.00		(112.00)	-
Donations - Benches @ Skate Park	750.00			750.00
Donations - Canoe/Kayak Launch	(1,069.59)	4,897.99	(2,558.00)	1,270.40
Donations - Trees for Parks/Trails	1,500.00			1,500.00
Urban Forestry Grant Expenses	(5,214.64)		(690.77)	(5,905.41)
Mary Park Boat Launch	958.09			958.09
WT Doar Trust Funds	(329.88)			(329.88)
Donations - Doar Trail Celebration	833.91			833.91
Totals	\$ 126,931.74	6,850.18	(4,676.82)	\$ 129,105.10
				129,105.10

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>12/1/2017</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>12/31/2017</u>
Impact Fees - Parks	6,626.26	9,171.02	-	15,797.28
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
Totals	\$ 7,057.45	9,171.02	-	\$ 16,228.47
				16,228.47

Total Park Funds	145,333.57
Restricted Park Funds	62,621.12
Net Available Funds*	82,712.45

* - 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 2018 is \$2,772.57

Projects approved by Park Board

Citizens Field - Bathrooms

3/27/13 - Park Board Meeting \$ 8,000 Loan to Friends of Citizens Field

Erica Kufus moved to borrow \$8,000.00 to Citizens Field from the Park Fund to redo the bathrooms, to be paid back five years from the time the money is borrowed, seconded by James Jackson, motion carried.

Bathroom project completed in July 2015 - loan due by 7/31/2020

Balance

Advertising Sign Space Revenue	Mar-May	(3,600.00)	4,400.00
	Nov	(500.00)	3,900.00
		-	3,900.00 @ 12/31/17

Nature Center/Doar Prairie Trail

12/7/16 - Park Board Meeting

Commitments

Spent to date

Balance

Park Trust Fund - Hatfield Campground	\$ 10,000	(11,845.13)	\$ (1,845.13)
Add'l - Doar Land Appraisal for grant	\$ 1,750		\$ 1,750.00
	\$ 11,750		\$ (95.13) @ 12/31/17

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments

Spent to date

Balance

Park Impact Fees	\$ 2,500	(2,500.00)	\$ -
Donations	\$ 127,627	(127,627.49)	\$ -
	\$ 130,127		\$ - @ 12/31/17

Freedom Park - Tree Planting / Transplanting

5/25/16 - Park Board Meeting

Commitments

Spent to date

Balance

Park Impact Fees	\$ 2,000	(1,568.81)	\$ 431.19
Park Trust Fund - Hatfield Campground	\$ 2,000	(1,331.25)	\$ 668.75
	\$ 4,000		\$ 1,099.94 @ 12/31/17

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments

Spent to date

Balance

Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$ - @ 12/31/17
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