



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](http://www.newrichmondwi.gov)

April 18, 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, April 25, 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, March 28, 2017
4. Public business items
5. Consent Agenda
  - a. Memorial Bench Applications
    - a. Schaffer
    - b. Wentz
  - b. Adopt-A-Garden Application
6. Unfinished business  
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
  - a) Park Plan Review
  - b) Park Plan project rankings
  - c) 125<sup>th</sup> Street Trail Update
7. New business
  - a) Mary Park Boat Launch

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

Come Grow With Us!

**8. Park Land Trust report**

- a) Park Land Trust Fund - \$129,638.20
- 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. 2<sup>nd</sup> 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, MARCH 28, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, March 28, 2018.

**Members Present:** Craig Kittel, Jon Hailey, Joe Ard, Mandi Erickson, and Frank Norton.

**Members Absent:** Brian Schroeder, and Christine Melby

**Others Present:** Dave Mehls, Noah Wiedenfeld, and Michael Mroz

Jon Hailey moved to adopt the agenda, seconded by Mandi Erickson, motion carried.

Jon Hailey moved to approve the minutes of the February 28, 2018 meeting, seconded by Joe Ard, motion carried.

**Public Business Items**

Nothing

**Consent Agenda**

Jon Hailey moved to approve the consent agenda, Memorial Bench Application, Adopt-A- Garden Application and New Richmond Earth Day Project, seconded by Joe Ard.

**Unfinished Business:**

**New Richmond Softball Association Financials:**

Dave Mehls gave an overview of 2017 financials. Teams are down about 30 teams since 2013. Dave explained they try to put funds into improvements each year. Paid positions are softball director, treasurer, and concession manager. There will be fencing replaced and concrete pads under some of the picnic tables. There was discussion on netting over 1 & 2. There was discussion on getting a representative from all the teams to meet to discuss what is needed for improvements.

**New Business**

**Park Plan Review:**

On an annual basis the Park Board reviews the Park System Plan to identify amenities that may need to be added to a Park which will help aid future development decisions. The annual review is also an opportunity for the Park Board to observe progress and eliminate those amenities that may not fit the needs of an individual park anymore.

The following is a list of amenities that the board choose to add or eliminate from the Park Plan.

- Citizens Field – add & upgrade lights
- Cyclone Park – make sure there are 117 trees
- Doar Prairie – control burn
- Dog Park – asphalt parking lot, add rain trough, fencing done last year
- Glover Park – concrete slabs for picnic tables, band shell, water feature
- Hatfield – repaving & expanding parking lot, fishing pier, walking trail around park
- Campgrounds – adding Wifi, fire pits (communal pits) , grills, paving the roads
- Hemmingway Park – fishing pier
- Marita Park – add tot lot

- Peterson Park – add artwork
- Monette Park – lighting (solar), picnic tables
- Mary Park – Boat landing, benches, grills, bike racks, shore line restoration, tennis courts/pickle ball
- Nature Center – walking bridges, buckthorn removal, connection to Doar Prairie, electric at shelter
- Northside Park – Boarder around equipment, infant/toddler area
- Paperjack – 3-4 hole disc golf course, miniature could do more holes
- Paperjack Greenway – Walking trails, wood fence needs repair, control burn
- Paperjack Nature Way – trails
- Sports Center – roof repair, more defined parking
- Ted McCabe Park – site for art sculpture or small fountain
- Victoria Park – benches, signs about veterans memorial replaced, skating rink in winter, discussion on moving the trash containers to one on each end of the trail
- Woodland Creek Park – Construct shelter, trail through wooded area, basketball court

There was also a Freedom Park Open house prior to the March Park Board meeting to discuss changes to the original design done in 2005. Attendees were given the opportunity to ask questions about current development and prioritize upcoming projects from the following list:

- Permanent restrooms & shelter
- Pave current parking lots and road
- 1 250' baseball/softball field without lights
- Complete walking trail and Frisbee golf course
- Playground and beach
- Bleachers and concession stand for existing fields
- Construct parking lot east of fields 5 & 6 – extend road to the north

Tabulations and comments will be compiled and presented at an upcoming Park Board meeting.

**Park Plan Project Rankings:**

Table until April meeting.

**Tail Names:**

There are some trails in the City that do not have names. Direction is requested from the Park Board so that City staff may proceed with ordering signage and updating the trails map. Below are the unnamed trails that have been identified, with proposed names from City staff.

Location/Description	Proposed Name(s)
North Fourth Street	Northside Trail
115 <sup>th</sup> Street (near Doar Prairie Restoration)	Hilltop Trail
Deere Drive (near Bernards, Johnson Motors)	Deere Trail
W 8 <sup>th</sup> Street, Quail Run, W Edge Place (Willowind Development)	Willow Trail Quail Trail W Edge Trail

Joe Ard moved to accept the names as presented, seconded by Jon Hailey, motion carried.

**Park Land Trust Report:**

**Park Land Trust Fund - \$131,339.00**

**Impact Fees Fund – \$16,228.47**

**Announcements:**

We have received confirmation from the Wisconsin Waterways committee that the City is in the running to receive a grant to aid the reconstruction of the Mary Park boat launch. Staff give a presentation and to the committee on April 10<sup>th</sup> for further consideration.

Joe Ard moved to adjourn the meeting, seconded by Frank Norton, motion carried.

The meeting of the Park Board adjourned at 8:52 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary

Order Form  
Doughboy Trail  
Legacy Bench Program

Name of donor or group:

*Friends and Family of Kandy Schaeffer*

Address:

*1606 60th Ave*

*Amery, WI 54001*

Daytime Phone:

*715-684-9548*

Evening Phone:

Type of Memorial Bench:

Limestone

Metal

Plaque Information (please print clearly):

*Kandy Schaeffer  
1948-2013  
New Richmond Educator 1970-  
2003  
Dearlly loved by Family and  
Friends*

Cost: \$2,000 each

Total:

*\$ 2,000.00*

Please return this form to:

Jeremiah Wendt, Public Works Director  
156 E. First Street  
New Richmond, WI 54017

Applications will be submitted to the Park Board for approval.



The City of New Richmond  
Doughboy Trail  
Legacy Bench Program



Order Form  
Doughboy Trail  
Legacy Bench Program

Name of donor or group:

ARD/WENTZ Family

Address:

105 S Montana Ave  
New Richmond, WI

Daytime Phone:

715 497-2663

Evening Phone:

715 497-2663

Type of Memorial Bench:

Limestone  
 Metal

Plaque Information (please print clearly):

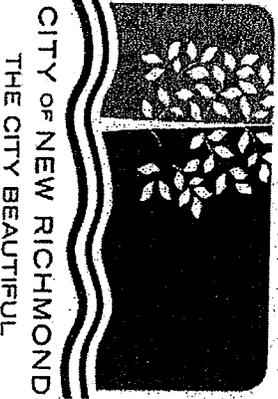
Cost: \$2,000 each

Total:

Please return this form to:

Jeremich Wendt, Public Works Director  
156 E. First Street  
New Richmond, WI 54017

Applications will be submitted to the Park Board for approval.



The City of New Richmond



stjude.org

In Memory - Esther Scott Wentz  
lifelong New Richmond Resident  
Dedicated her life to Community  
Teacher - Civil Servant - Mother





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



Please complete and return to Michael Mroz at [mmroz@newrichmondwi.gov](mailto: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): Shawn Doyle

Group/Business Name (If Applicable): New Richmond Rotary

Group Supervisor/Primary Contact (If Applicable): Shawn Doyle

Mailing Address: 1273 202nd Ave

Phone Number: 612-616-1453 Email Address: doyle0148@live.com

### Preferred Flower Garden

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

Choice 1: Welcome sign 1

Choice 2: Welcome sign 2

Choice 3: Ted McCabe Park

### Additional Information

Estimated Number of Volunteers Participating: \_\_\_\_\_

Name as it would appear on your recognition sign: New Richmond Rotary Club

### 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

Shawn Doyle

Date Signed

4/16/18



# 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): Stephanie Lynch, Allison Carnico  
 Group/Business Name (If Applicable): New Richmond Stroller Club  
 Group Supervisor/Primary Contact (If Applicable): Stephanie Lynch  
 Mailing Address: 1425 14th Ave New Richmond WI  
 Phone Number: 715 309 9986 Email Address: Stephanie.Lynch@Ecology.com

## Preferred Flower Garden

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

Choice 1: Mary Park  
 Choice 2: Paperpeck  
 Choice 3: Skate Park

## Additional Information

Estimated Number of Volunteers Participating: 10-15  
 Name as it would appear on your recognition sign: New Richmond Stroller Club

## 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  
Stephanie Lynch

Date Signed  
4/10/18



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** April 20, 2018

**SUBJECT:** Park Plan Review

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### **BACKGROUND**

Staff will review the changes made to the Park Plan following the suggestions made by the Park Board at the March meeting.

### **ACTION REQUESTED**

City staff recommends a formal motion to accept the changes made to the Park Plan.



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** April 19, 2018  
**SUBJECT:** Park Plan Project Rankings

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### **BACKGROUND**

City staff will present the final tabulations from the 2018 Project Rankings that were completed by each Park Board member.

The rankings help aid discussion as to the projects the board wishes to complete during the upcoming 2018 construction season.

IF, a board member has not completed their rankings, please do so by Tuesday, April 24. They can be dropped off at City Hall or emailed to [mmroz@newrichmondwi.gov](mailto:mmroz@newrichmondwi.gov)

### **ACTION REQUESTED**

City staff recommends a formal motion to approve projects the board chooses to complete in 2018.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Jeremiah Wendt, Director of Public Works

**DATE:** April 18, 2018

**SUBJECT:** 125<sup>th</sup> Street Trail Update

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### **BACKGROUND**

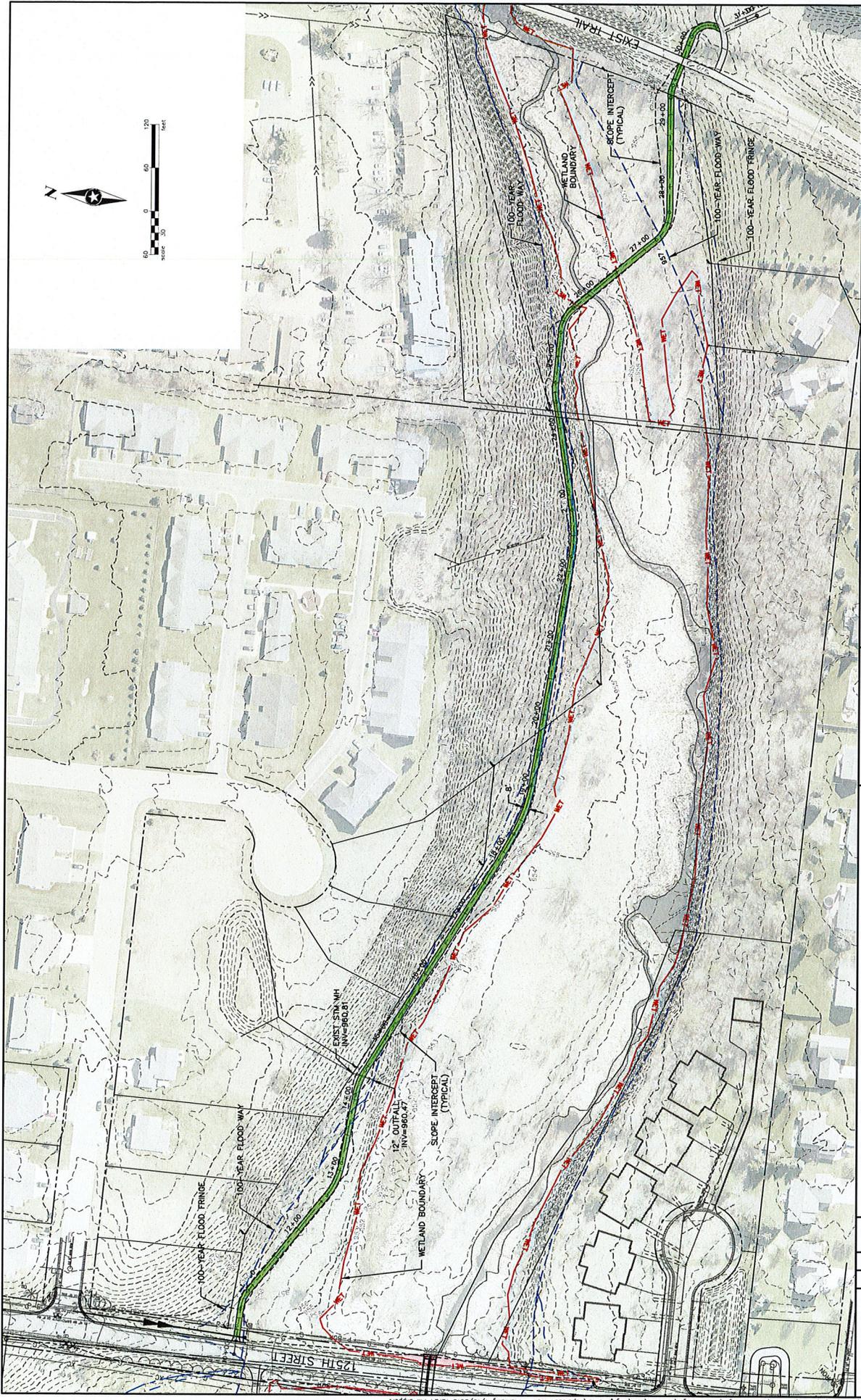
Following discussion from the last Park Board meeting, the board moved to obtain alternate bids for a proposed walking trail that would connect 125<sup>th</sup> to the Rail Bridge trail as part of the reconstruction package. The trail was proposed to be constructed on the north side of the creek. This is feasible for most of the proposed trail alignment, but becomes difficult due to grade, easements required, and constructability due to slope on the western end of the trail. With this in mind, staff found an alternate route that runs primarily on the north side of the creek, but crosses near the west end to the south side, which would eliminate the need to regrade the Rail Bridge Trail northern slope as well as reduce the number of special access easements to one.

Staff elected to perform a hydraulic analysis of the waterway to see if it would be possible to cross the creek at the narrowest point (see attached design). By building a crossing, the trail will stay over 200 feet away from the nearest residence as well as make meeting ADA slope requirements easier with connection to the Rail Bridge trail occurring on the south side of the creek. The trail would also align with the current WITC trail.

The bid deadline for the 125<sup>th</sup> Street reconstruction is May 7<sup>th</sup>. Alternate bids for the trail construction will be brought back to Park Board at the May meeting for final discussion.

### **ACTION**

No action needed at this time.



NO.	BY	DATE	REVISIONS

DRAWN BY: SJA  
 DESIGNER: BER  
 CHECKED BY: DFS  
 DESIGN TEAM: \_\_\_\_\_  
 NO. BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_


  
 PHONE: 715.246.8906  
 158 HIGH STREET  
 NEW RICHMOND, WI 54017  
 www.sehinc.com

**125TH STREET AND UTILITY IMPROVEMENTS**  
**NEW RICHMOND, WISCONSIN**

PLAN  
 PAPERJACK CREEK NATURE TRAIL

FILE NO.  
 NEWB-143833  
 DATE  
 04-18-2018

\\hch\Projects\0\Y\Newb\143833\m-dsn\51-drawings\10-Civ\cadd\p9\shirts\Paperjack Trail - Plan.dwg 4/19/2018 12:24 PM sjsppr



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Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** April 19, 2018

**SUBJECT:** Mary Park Boat Launch

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### **BACKGROUND**

The City of New Richmond has been awarded a grant from the Wisconsin DNR in the amount of \$37,602 towards the reconstruction of the boat launch at Mary Park. This grant would cover half of the estimated project cost. The project would include installing a 12' x 50' precast concrete ramp at a lower angle to the shoreline, allowing for entry to the water at a lower slope, as well as a 6' x 36' pier to assist in launching and landing craft. The proposed project timeline would include developing a detailed project design and determining the sources of funds for the project in 2018, with construction occurring for an estimated three weeks during the summer of 2019.

The City of New Richmond has thirty days to complete the grant agreement to officially accept the funding.

### **ACTION REQUESTED**

City staff recommend a formal motion to accept the grant for the Mary Park boat launch.

## PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>2/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>2/28/2018</u>
Park Land Dedication Funds	66,824.19	491.51	(2,772.57)	64,543.13
Hatfield Campgrounds	61,048.30	284.35	(45.94)	61,286.71
Freedom Park	5,800.50		(43.15)	5,757.35
Tree Planting	668.75			668.75
Nature Center/Doar Prairie Trail	(95.13)			(95.13)
Dog Park	(1,754.23)	385.00		(1,369.23)
NR Decals	(343.69)			(343.69)
Rich River Trails/Greaton Park	113.20			113.20
Donations - Citizens Field	-			-
Donations - Legacy Bench	-			-
Donations - Legacy Tree	-			-
Donations - Benches @ Skate Park	750.00			750.00
Donations - Canoe/Kayak Launch	1,270.40			1,270.40
Donations - Trees for Parks/Trails	1,500.00			1,500.00
Urban Forestry Grant Expenses	(5,905.41)			(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
<b>Totals</b>	<b>\$ 131,339.00</b>	<b>1,160.86</b>	<b>(2,861.66)</b>	<b>\$ 129,638.20</b>
				129,638.20

## IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>2/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>2/28/2018</u>
Impact Fees - Parks	15,797.28	-	-	15,797.28
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
<b>Totals</b>	<b>\$ 16,228.47</b>	<b>-</b>	<b>-</b>	<b>\$ 16,228.47</b>
				16,228.47

<b>Total Park Funds</b>	<b>145,866.67</b>
<b>Restricted Park Funds</b>	<b>65,526.26</b>
<b>Net Available Funds*</b>	<b>80,340.41</b>

\* - 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 is \$0

**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 2017	(3,600.00)	4,400.00	
	Nov-17	(500.00)	3,900.00	
		-	3,900.00	@ 2/28/18

**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)	@ 2/28/18

**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		\$ -	@ 2/28/18

**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	@ 2/28/18

**Recreation Plan Funding**

3/29/17 - Park Board Meeting

**Commitments**

Spent to date

Balance

Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$ -	@ 2/28/18
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