



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

September 25, 2017

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, September 27, 2017, 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, August 30, 2017
4. Public business items
5. Consent Agenda
 - a) 5K Benefit
6. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Fox Run & Whispering Prairie Meeting Recap
 - b) *Freedom Park Turf Update*
7. New business
 - a) Fox Run & Whispering Prairie Neighborhood Meetings
 - b) Willow River Bluffs Park Dedication
 - c) Dog Park Fence
 - d) *Park Board Attendance Policy*

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

Come Grow With Us!

8. **Inspection & Park Land Trust report**
 - a) **Inspection Reports**
 - b) **Park Land Trust Fund - \$115,215.47**
 - c) **Impact Fee Fund - \$4,910.57**

9. **Announcements**
 - a) **Canoe Launch update**

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, AUGUST 30, 2017**

Chair Craig Kittel called the Park Board meeting to order at 7:01 p.m. on Wednesday, August 30, 2017.

Members Present: Craig Kittel, Frank Norton, Jon Hailey, Brian Schroeder, and Mandi Erickson

Members Absent: Joe Ard, and Christine Melby

Others Present: Deb Ramacher, Rachel Sauvola, Teresa DeYoung, Catarina Parsons, Sarah Sweet, Melissa Wittstock, Sandra Heinz, Noah Wiedenfeld, Mike Darrow, Jeremiah Wendt, and Michael Mroz

Craig Kittel moved to adopt the agenda, moving 7e to 7a, seconded by Mandi Erickson, motion carried.

Jon Hailey moved to approve the minutes of the June 28, 2017 meeting, seconded by Mandi Erickson, motion carried.

Public Business Items

Michael Mroz updated the committee on the hockey building. Due to the recent hail storm the company originally slated to perform the repair work has backed out therefore, Michael will contact other area roofing companies to obtain quotes and get the roofed repaired before winter.

Craig Kittel thanked everyone for their help with the Doar Project.

Unfinished Business:

Freedom Park Restrooms/turf issues:

Representatives from the Soccer Association attended to express their interest in collaborating with the City to install permanent restrooms at Freedom Park. They also wanted to follow up with the field turf conditions. Jeremiah Wendt stated the turf has not filled in as well as they thought it would due to poor soil conditions and that the City is working on ways to resolve the issue. Michael Mroz will contact a field turf consultant and get their recommendations before we proceed with any applications.

Craig Kittel gave an update on the VFW building and the plans include the restrooms. The request is at the Pentagon to get troops to come and do the project.

The Soccer Association would also like to put in a rebound wall. They are suggesting on the north end. They would like to have sponsors on one side and the association logo on the other. The association is asked to bring back a proposal for sponsorship on the wall.

New Business

SOAR Project Discussion:

Mike Darrow gave the background information on the SOAR project. The original plan was to place this facility on the airport land but we are still waiting for an answer from the FAA if this can happen. In the meantime, the north end of Freedom Park has been suggested as a possible location to house these facilities. Mike Darrow is asking the Park Board to consider the following:

- Does this fit into your policy plan?
- Does this fit into the master plan?
- Do you feel this is something of value to this area?
- What is the best interest of Freedom park?

Jon Hailey stated his concern is giving away land that was originally planned for more athletic fields. Mandi Erickson commented that we need the space to expand the recreational opportunities in the future. There would also be revenue loss on the farmland rental. There was discussion on other possible locations. Motion was made by Frank Norton to proceed with the SOAR idea project with the stipulation that the school comes back to the park board with a formal proposal before any work takes place, seconded by Brian Schroeder, motion carried.

Peace Gathering Request:

The background information was given on the Peace Gathering for Mary Park on September 17th from 7-8 p.m. They will have a couple of speakers including the school superintendent. Speakers would be 15 minutes each and they would sing a couple of songs. They would use 7" utility candles with cups. Michael Mroz will check with the Fire Chief on if there are any concerns. Motion was made by Mandi Erickson to permit the Peace Gathering at Mary Park on September 17th from 7-8 PM, seconded by Jon Hailey, motion carried.

Leadership Trust Initiative Project:

The project that is being championed by Brian Schroeder and Teresa De Young is to construct an adaptive playground within the City of New Richmond. The closest options for such facilities are River Falls, Stillwater, or Woodbury. The LTI group is proposing an all-inclusive playground with poured in place rubber surfacing that children in wheelchairs can motor around independently as well as music therapy amenities. The playground could be a destination place in New Richmond for children as well as grandparents from around the area. The equipment could be used by all children not just those with special needs. We are asking for the Park Boards blessing to continue researching this project. There was discussion on locations for this type of park. Teresa suggested placing this park on the Commons area by the library. Noah suggested Victoria Park by the hospital. Brian stated they are not set on any location they just want something great for the community. The cost for a playground like this for a community build is \$300,000 - \$500,000.00. The rubber surfacing is \$13-\$15.00 per square foot. The next step will be to propose to the New Richmond Recreation Partnership committee.

Mike Darrow asked if there was a way to phase in some of these things in parks we currently have so they are user friendly for everyone. There was discussion on changing over one of the play areas at Mary Park or Paperjack. Teresa had a concern of it turning into a us & them park. Brian stated they are willing to work with other entities to share the costs. Craig said he has talked to the school regarding a project like this being done at the Commons area and they thought it was a good site and could possible help with costs.

Hatfield Park Netting:

The City of New Richmond has been approached by the New Richmond Baseball Club (NRBC) to add netting to the backstops at Hatfield Park field number one and two to help eliminate foul balls from flying into the stands area. The entire project would be funded by the NRBC. The Public Works Department would complete the installation using existing light tower poles. Motion was made by Jon Hailey to approve the nets, seconded by Craig Kittel, motion carried.

Fox Run & Whispering Prairie Neighborhood Meetings:

These meetings would be general informal meetings with the purpose of gathering information on what residents want at these dedicated parklands. It was suggested to give each person 5 stickers (dots) and explain a trail will cost you 5 dots, a grill would cost you 1 dot, etc... Each dot will be given a value. Frank Norton stated it works to start broad and then narrow the list down. Jeremiah stated it is not necessary the members be in attendance. The neighborhood meeting will be held on September 20 from 5:30 – 7:00 p.m. The group can split up between the two sites.

Park Land Trust Report:

Park Land Trust Fund - \$151,779.40

Impact Fees Fund – \$4,910.57

Inspections Reports – Handed in to Mike

Northside park chips are low, and at Glover Park the mounds look overgrown.

Announcements:

Skylark Skate Park Celebration will be September 16th from 11:30 a.m. to 1:00 p.m. 3rd Lair will be there doing demo's and lessons.

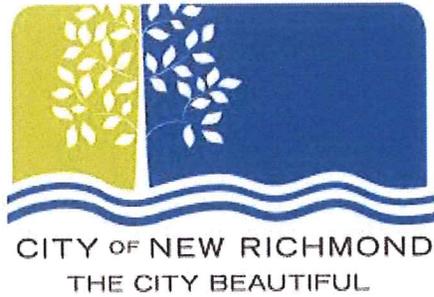
Frank Norton moved to adjourn the meeting, seconded by Jon Hailey, motion carried.

The meeting of the Park Board was adjourned at 9:00 p.m.

Minutes Submitted by

Marie Bannink

City Secretary



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: September 21, 2017

SUBJECT: 5K Benefit

BACKGROUND

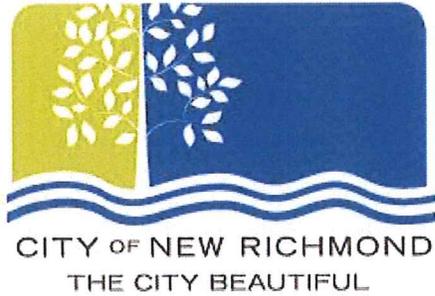
City staff was contacted by Grace Kromrey to hold a 5k benefit run for a close family friend at the Hatfield Athletic complex and adjoining trail system. The event is scheduled to take place on October 14 at 11:00 and the expected turn out is between 50-100 people. No traffic control or police presence has been requested nor is it needed for the size of this event.

STAFF RECOMMENDATIONS

Staff recommends approving the request.

ACTION REQUESTED

Following any discussion, formal approval is needed for the event to take place.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: September 21, 2017

SUBJECT: Fox Run & Whispering Prairie Meeting Recap

BACKGROUND

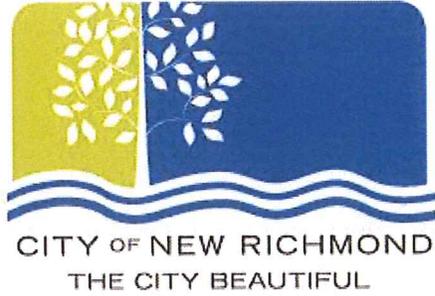
City staff held two concurrent public open houses on September 20 in the Fox Run and Whispering Prairie developments to get feedback on the types of active and passive recreation amenities that residents would like to see in the future. Both open houses were very well attended. At the September Park Board meeting, City staff will show the responses from the visual preference survey.

STAFF RECOMMENDATION

Based on the survey responses and input from the Park Board, City staff will begin to develop an addition to the Park System Plan which will list future amenities for the two respective parks, just as the Park System Plan identifies desired improvements for existing parks. City staff will also prepare some more detailed cost estimates for the top-ranking amenities, which can help the Park Board at a future meeting to identify and prioritize projects for 2018.

ACTION REQUESTED

No formal action is necessary at this time.



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz; Operations Manager
DATE: September 25, 2017
SUBJECT: Freedom Park Turf Update

BACKGROUND

Following last month's Park Board meeting City staff contacted a turf management consultant to examine our facility, take soil samples, and outline a turf management program. City staff will update the board on the recommendations and approximate costs.

ACTION REQUESTED

No action needed at this time.



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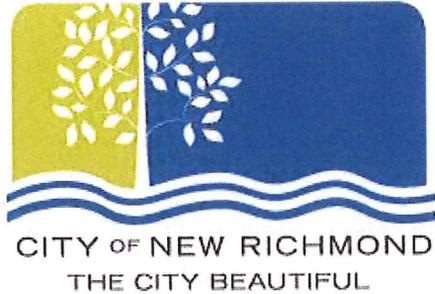
MEMORANDUM

TO: Park Board Members
FROM: Jeremiah Wendt
DATE: September 21, 2017
SUBJECT: Willow River Bluffs Parkland Dedication

BACKGROUND

The City of New Richmond has recently been contacted by the new developers of the Willow River Bluffs subdivision (Derrick Companies and Creative Homes) to indicate their desire to final plat this area, and begin construction of new homes in the coming months. As part of this process, the Park Board will need to consider options for park dedication, park improvements, or collection of Park Impact Fees.

Staff will give background into these options in general, and as they relate specifically to this development. Additionally, staff will make recommendations for short and long term park/trail development in this area.



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz; Operations Manager
DATE: September 21, 2017
SUBJECT: Dog Park Fence

BACKGROUND

Due to the condition of the current boundary fence at the Dog Park the City of New Richmond has received multiple complaints of dogs escaping the area. Staff has patched these areas throughout the years with snow fence and scraps of chain link fence to try to eliminate the escapees. Needless to say, the overall condition of the large area fence is in poor condition and in need of replacement.

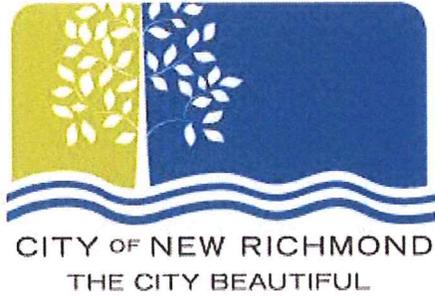
Therefore, staff obtained a quote from Cyclone Fence to install a new border fence around the large area. The quote came back at \$5.00 per linear foot for woven wire and \$8.00 a linear foot for residential chain link. The woven wire is the same material used around the small dog park area.

STAFF RECOMMENDATIONS

Staff recommends hiring Cyclone fence to install 2,450 feet of 4' woven wire fence at \$5.00 per foot around the entire large dog park area. The total amount comes to \$12,250.00. Currently the Dog Park trust fund line item has \$9,448.47. The remaining balance would be paid from Park Land Dedication Funds with the stipulation that future dog park revenue would reimburse the account.

ACTION REQUESTED

A motion to approve a new border fence around the large dog park area.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: September 21, 2017

SUBJECT: Canoe Launch Update

Update

Staff will provide an update to the Park Board on the progress made to the Nature Center Canoe Launch.

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>8/1/2017</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>8/31/2017</u>
Park Land Dedication Funds	46,969.14	2,871.24	-	49,840.38
Hatfield Campgrounds	46,156.54	8,034.12	(1,338.79)	52,851.87
Freedom Park	(2,410.72)	-	(167.45)	(2,578.17)
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Tree Planting	668.75	-	-	668.75
Dog Park	9,333.47	115.00	-	9,448.47
Doar Restoration Funds	-	-	-	-
NR Decals	(398.69)	-	-	(398.69)
Rich River Trails/Greaton Park	113.20	-	-	113.20
Donations - Citizens Field	-	-	-	-
Donations - Legacy Bench - Komula	159.00	-	-	159.00
Donations - Legacy Bench - Levy	159.00	-	(15.00)	144.00
Donations - Legacy Bench - Spoo	800.00	-	-	800.00
Donations - Legacy Bench - Anderson	800.00	-	-	800.00
Donations - Legacy Bench/Tree - Wolff	1,200.00	-	-	1,200.00
Donations - Legacy Tree - Wolf	400.00	-	-	400.00
Donations - Benches @ Skate Park	750.00	-	-	750.00
Donations - Canoe/Kayak Launch	1,500.00	-	-	1,500.00
Donations - Trees for Parks/Trails	1,500.00	-	-	1,500.00
Urban Forestry Grant Expenses	(4,864.64)	-	-	(4,864.64)
Mary Park Boat Launch	886.05	-	-	886.05
WT Doar Trust Funds	46,153.43	-	(46,357.53)	(204.10)
Donations - Doar Trail Celebration	2,000.00	750.00	(455.52)	2,294.48
Totals	\$ 151,779.40	11,770.36	(48,334.29)	\$ 115,215.47
				115,215.47

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>8/1/2017</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>8/31/2017</u>
Impact Fees - Parks	4,479.38	-	-	4,479.38
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
Totals	\$ 4,910.57	-	-	\$ 4,910.57
				4,910.57

Total Park Funds	120,126.04
Restricted Park Funds	65,806.28
Net Available Funds*	54,319.76

* - 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	
		-	4,400.00	
		-	4,400.00	@ 8/31/17

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)	@ 8/31/17

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		\$ -	@ 8/31/17

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	@ 8/31/17

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments

		Spent to date	Balance	
Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$ -	@ 8/31/17