



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

May 17, 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, May 23, 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.***

**AGENDA:**

- 1. Roll call:**
- 2. Adoption of agenda**
- 3. Approval of minutes of the previous Park Board meeting, April 25, 2018**
- 4. Public business items**
- 5. Unfinished business**  
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
  - a) 2018 Park Projects**
  - b) 125<sup>th</sup> Street Trail Update**
  - c) Mary Park Boat Ramp**
- 6. New business**  
(Action on newly introduced motions, ordinances, resolutions or other matters)
  - a) Cherokee Park open house**
  - b) Officer elections**
- 7. Park Land Trust report**

**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. 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, APRIL 25, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:05 p.m. on Wednesday, April 25, 2018.

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

**Others Present:** Noah Wiedenfeld, and Steve West

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

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

**Public Business Items**

Nothing

**Consent Agenda**

Brian Schroeder moved to approve the consent agenda, Memorial Bench Application, and Adopt-A- Garden Application, seconded by Jon Hailey.

**Unfinished Business:**

**Park Plan Review:**

Noah Wiedenfeld explained the updates in the park plan, including current photos. There was discussion on water at the dog park. Consensus was people bring their own water for now. It was suggested to add a sheet to recognize Adopt-A-Garden volunteers and note the parks available. Motion was made by Brian Schroeder to accept the Park Plan update with the addition of adding the Adopt-A-Garden sheet, seconded by Jon Hailey, motion carried.

**Park Plan Project Rankings:**

See next page for project rankings.

Craig Kittel stated that the City's matching share for the boat launch should be budgeted for as part of the 2019 capital project budget. Some local businesses and organizations might also be interested in contributing funds towards the project. The Park Board reviewed the rankings. Jon Hailey moved for Paperjack playground as a large project and the following small projects:

- Create mowed trail – Fox Run
- Create mowed trail – Whispering Prairie
- Picnic tables – Cherokee Park
- Install grills or fire pits – Hatfield Park
- Tennis backboard – Mary Park
- Construct 3-4 hole disc golf course – Paperjack Park
- Baseball backstop – Fox Run

Seconded by Christine Melby, motion carried.

City staff will set up a community meeting at Cherokee Park to see what they want for facilities at the park allotting a \$13,000.00 budget. City staff will get cost estimates for Freedom Park on one 250-foot baseball diamond.

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

Noah updated the board on this project. The results from the community meeting was to put the trail on the north side. There was discussion on accessing the trail from the north.

**New Business**

**Mary Park Boat Launch:**

We received a matching grant of \$37,602.00 from Wisconsin DNR. The design will be done in 2018 and 2019 for construction. Mandi Erickson moved to approve the WI DNR grant for the Mary Park Boat Launch, seconded by Joe Ard, motion carried.

**Park Land Trust Report:**

**Park Land Trust Fund - \$129,638.20**

**Impact Fees Fund – \$16,228.47**

**Announcements:**

Arbor Day tree plantings were done at the south end of Cyclone Park.

Jon Hailey moved to adjourn the meeting, seconded by Mandi Erickson, motion carried.

The meeting of the Park Board adjourned at 9:11 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary

**City of New Richmond Parks & Trails System  
Project Rankings for 2018**

**LARGE PROJECTS**

<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>COST ESTIMATE</b>	<b>FUNDING</b>	<b>TOTAL POINTS</b>	<b>TOP 10 VOTES</b>
Reconstruct boat ramp	Mary Park	\$ 75,000.00	DNR grant 50%	25	6
Construct permanent restrooms	Freedom Park	\$ 120,000.00		24	3
Replace infant/toddler playground equipment	Paperjack Park	\$ 25,000.00		24	4
Construct a band shell	Glover Park	\$ 70,000.00		23	4
Construct accessible playground	Freedom Park	\$ 250,000.00		22	4
Baseball/Softball Fields	Freedom Park	\$ 2,000,000.00		21	3
Improve shoreline and fencing	Mary Park	\$ 10,000.00		21	4
Constructed a paved trail	Fox Run	\$ 120,000.00		18	2
Install second half of asphalt trail	Freedom Park	\$ 110,000.00		16	3
Construct a school age playground	Fox Run	\$ 200,000.00		13	3
Install a fishing pier or shoreline fishing	Hatfield Park	\$ 10,000.00		11	3
Construct splash pad	Mary Park	\$ 200,000.00		11	2
Construct an asphalt trail	Cyclone Park	\$ 50,000.00		10	1
Construct a school age playground	Whispering Prairie	\$ 30,000.00		10	1
Construct accessible boardwalks	Nature Center	\$ 20,000.00		9	2
Asphalt parking lot and road	Freedom Park	\$ 250,000.00		8	1
Replace infant/toddler playground equipment	North Side Park	\$ 25,000.00		8	1
Construct pavilion	Freedom Park	\$ 50,000.00		7	2
Widen the pathway across the dam	John Doar History Trail	\$ -		7	1
Construct a paved trail	Whispering Prairie	\$ 250,000.00		7	1
Trail connecting Doar Prairie to Nature Center	Nature Center/Doar Prairie	\$ 475,000.00	DNR grant 50%	6	1
Expand parking lot	Hatfield Park	\$ 150,000.00		5	1
Construct basketball court	Greaton Park	\$ 10,000.00		4	1
Establish a native prairie	Whispering Prairie	\$ 20,000.00		4	1
Replace bleachers	Citizens Field	\$ 15,000.00		1	1
Add lighting throughout the park	Mary Park	\$ -		1	1
Construct 9 or 18 hole frisbee golf course	Freedom Park	\$ 20,000.00			
Add water feature	Glover Park	\$ 75,000.00			
Construct trail around the park	Hatfield Park	\$ 80,000.00			
Pave campground roads	Hatfield Park	\$ 80,000.00			
Connect to Rail Bridge Trail and John Doar History Trail	Ma Rita Park	\$ -			
Replace shelter #2	Mary Park	\$ 30,000.00			
Add infant/todder play equipment	Mary Park	\$ 25,000.00			
Construct a paved trail with landscaping	Victoria Park	\$ 50,000.00			
Develop nature trail through wooded park area	Woodland Creek Park	\$ -			

**City of New Richmond Parks & Trails System  
Project Rankings for 2018**

**SMALL PROJECTS**

DESCRIPTION	LOCATION	COST ESTIMATE	FUNDING	TOTAL POINTS	TOP 10 VOTES
Create mowed trail	Fox Run	\$ 5,000.00		29	4
Swing Set	Fox Run	\$ 10,000.00		27	4
Benches	Fox Run	\$ 3,000.00		26	4
Outdoor fire pit	Fox Run	\$ 1,000.00		21	3
Create mowed trail	Whispering Prairie	\$ 5,000.00		20	3
Outdoor grills	Fox Run	\$ 500.00		16	2
Benches	Whispering Prairie	\$ 3,000.00		15	3
Picnic tables	Cherokee Park	\$ 1,500.00		13	2
Add baseball backstop	Cherokee Park	\$ 10,000.00		13	2
Shoreline Improvement	Glover Park	\$ 1,000.00		12	3
Install grills or fire pits	Hatfield Park	\$ 500.00		12	2
Tennis Backboard	Mary Park	\$ 500.00		12	3
Construct 3-4 hole disc golf course	Paperjack Park	\$ 1,000.00		12	4
Baseball Backstop	Fox Run	\$ 7,500.00		11	2
Swing Set	Whispering Prairie	\$ 10,000.00		10	1
Construct shelter	Woodland Creek	\$ 10,000.00		8	1
Add pickleball court by basketball area	Woodland Creek Park	\$ 1,000.00		7	1
Horseshoe pits	Hatfield Park	\$ 100.00		5	1
Shade Structure	Fox Run	\$ 5,000.00		4	1
Tree Plantings	Fox Run	\$ 3,000.00		3	1
Add picnic tables	Monette Park	\$ 1,500.00		2	1
Tree Plantings	Whispering Prairie	\$ 3,000.00		2	1
Tennis Backboard	Woodland Creek	\$ 500.00		2	1
Climber	Fox Run	\$ 1,000.00		1	1
Tree Plantings	Woodland Creek	\$ 3,000.00		1	1
Rock Climbing Wall	Fox Run	\$ 7,500.00			
Sand Volleyball Court	Fox Run	\$ 2,500.00			
Drinking Fountain	Fox Run	\$ 4,000.00			
Disc Golf Course	Fox Run	\$ 2,000.00			
Toddler Tunnel	Fox Run	\$ 500.00			
Y-shaped walkway/benches	Glover Park	\$ 5,000.00			
Add baseball backstop	Greaton Park	\$ 10,000.00			
Add art sculpture	L.G. Peterson Park	\$ 3,000.00			
Replace ash trees and add flower beds	MaRita Park	\$ 1,000.00			
Benches	Nature Center	\$ 3,000.00			
Educational signage and wayfinding	Nature Center	\$ 1,000.00			



156 East First Street  
New Richmond, WI 54017  
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:** May 23, 2018

**SUBJECT:** 2018 Park Projects

---

### **BACKGROUND**

At the last meeting, the Park Board directed City staff to bring back some additional information about some particular improvements, including:

- Costs for conceptual designs for Fox Run and Whispering Prairie park land
- Examples and cost estimates for new toddler playground equipment for Paperjack Park
- Updated cost estimate for completing the trail at Freedom Park
- Updated cost estimate for one baseball/softball field at Freedom Park

City staff will present more detailed information about these items at the meeting.

### **ACTION REQUESTED**

The Park Board should consider a formal motion to select a firm for the conceptual designs for Fox Run and Whispering Prairie park land, so that if desired, improvements could begin to be made in the late summer or early fall of 2018. The Park Board should also consider a formal motion regarding which toddler playground amenities should be installed at Paperjack Park. Any further action regarding the trail and baseball/softball fields at Freedom Park shall be determined by the Park Board as part of the continuing discussion from the previous meeting about project priorities for 2018 and beyond.



156 East First Street  
New Richmond, WI 54017  
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:** May 23, 2018

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

---

### **BACKGROUND**

On May 14<sup>th</sup>, the City Council voted to award the construction contract for the 2018 Street and Utility Improvements to Haas Sons, Inc. from Thorp, Wisconsin. As part of the bidding process, contractors submitted an alternate bid for the proposed nature trail along the Paperjack Creek between 125<sup>th</sup> Street and the Rail Bridge Trail. The alternate bids received for this project were much higher than expected, ranging from a low of \$127,688 to a high of \$181,420. Due to the higher than expected costs, the nature trail will not be included with the 2018 Street and Utility Improvements. However, there is a possibility that the nature trail could still be constructed in the future using force account (in-kind) labor and equipment from City staff.

### **ACTION REQUESTED**

City staff will provide a brief overview of the project and discuss next steps. No formal action by the Park Board is needed at this time.



156 East First Street  
New Richmond, WI 54017  
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:** May 23, 2018

**SUBJECT:** Mary Park Boat Ramp

---

### **BACKGROUND**

At the last meeting, the Park Board voted to officially accept the DNR grant to be used towards reconstructing the boat ramp at Mary Park. The tentative timeline for the project is to design the ramp in 2018, with construction occurring in the summer of 2019.

### **ACTION REQUESTED**

The Park Board should consider a formal motion to authorize City staff to receive competitive bids for the engineering and design for the boat launch at Mary Park. Bid information would be brought back to the Park Board in June or July, at which time the Park Board could make a recommendation to award the project contract to one of the firms.



156 East First Street  
New Richmond, WI 54017  
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:** May 23, 2018

**SUBJECT:** Cherokee Park Open House

---

### **BACKGROUND**

An open house will be held on May 23 from 5-6 p.m. to get feedback from the Cherokee Park neighborhood about what type of recreation amenities they might like to have at Cherokee Park. The format for the open house will be very similar to the open houses held in the fall of 2017 in the Fox Run and Whispering Prairie residential developments. The open house will be held in Cherokee Park. Staff will have a small tent and table set up, along with visual preference boards and free root beer floats. Input received from the open house will be shared with the Park Board later that evening at the meeting.

### **ACTION REQUESTED**

The Park Board could discuss and consider moving forward with some recreation amenities for Cherokee Park, depending on the feedback received at the open house.



156 East First Street  
New Richmond, WI 54017  
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:** May 17, 2018

**SUBJECT:** Election of Officers

---

### **BACKGROUND**

In May of each year, the Park Board is to elect members to fulfill the following positions:

- a.) President
- b.) Vice President
- c.) Secretary

### **ACTION REQUESTED**

A formal motion is needed to accept officer nominations.

**PARK LAND TRUST FUND #800**

	Beginning Balance			Ending Balance
	<u>3/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>3/31/2018</u>
Park Land Dedication Funds	64,543.13	3,343.10	-	67,886.23
Hatfield Campgrounds	61,286.71	2,600.94	(46.02)	63,841.63
Freedom Park	5,757.35	-	(42.87)	5,714.48
Tree Planting	668.75	-	-	668.75
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Dog Park	(1,369.23)	340.00	-	(1,029.23)
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	28.44	-	986.53
WT Doar Trust Funds	(329.88)	-	-	(329.88)
Donations - Doar Trail Celebration	833.91	-	-	833.91
<b>Totals</b>	\$ 129,638.20	6,312.48	(88.89)	\$ <b>135,861.79</b>
				135,861.79

**IMPACT FEES FUND #210**

	Beginning Balance			Ending Balance
	<u>3/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>3/31/2018</u>
Impact Fees - Parks	15,797.28	55.37	-	15,852.65
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
<b>Totals</b>	\$ 16,228.47	55.37	-	\$ <b>16,283.84</b>
				16,283.84

<b>Total Park Funds</b>	<b>152,145.63</b>
<b>Restricted Park Funds</b>	<b>68,406.75</b>
<b><u>Net Available Funds</u></b>	<b><u>83,738.88</u></b>

**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	@ 3/31/18

**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)	@ 3/31/18

**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		\$ -	@ 3/31/18

**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	@ 3/31/18

**Recreation Plan Funding**

3/29/17 - Park Board Meeting

**Commitments**

Spent to date

Balance

Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$ -	@ 3/31/18
-----------------------------------	----------	------------	------	-----------