



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

June 22, 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, June 27, 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, May 23, 2018
4. Public business items
5. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
6. New business
(Action on newly introduced motions, ordinances, resolutions or other matters)
 - a) Explanation of City Ordinance 62.5 – Reservation of Park Spaces*
 - b) Paperjack Park Slide
 - c) Old Middle School Site
 - d) Mary Park Fishing Pier
 - e) Citizens Field Sod Replacement
 - f) ~~Athletic Field Fee Schedule~~
 - g) Hatfield Park Handicap Parking Request

Come Grow With Us!

7. **Park Land Trust & Inspection Reports**
 - a) **Park Land Trust Fund - \$149,345.29**
 - b) **Impact Fee Fund - \$20,553.84**
 - c) **Inspection Reports**

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.

**denotes added agenda item*

**PARK BOARD MEETING
WEDNESDAY, MAY 23, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:03 p.m. on Wednesday, May 23, 2018.

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

Others Present: Noah Wiedenfeld, and Mike Mroz

Members Absent: Brian Schroeder and Christine Melby

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

Mandi Erickson moved to approve the minutes of the April 25, 2018 meeting with the following changes, under park plan project rankings, baseball backstop should be Cherokee Park not Fox Run also adding rain gutters to the shelter at the dog park for a source of water for the dogs, seconded by Jon Hailey, motion carried.

Public Business Items

Mandi Erickson stated the kids felt it was the best learning day they had with doing projects. Jon Hailey thanked those who were at Cherokee Park for the neighborhood input.

Unfinished Business:

2018 Park Projects:

Noah Wiedenfeld shared some different ideas for toddler play equipment to be located at Paperjack Park. Motion was made by Mandi Erickson to purchase Toddler Playground 2, the Discovery Cave, and a ropewalk from Gametime Playground, seconded by Jon Hailey, motion carried.

Park Design

Staff contacted several design companies to develop conceptual designs for Fox Run and Whispering Prairie. The designs will be based on the feedback staff received at the open house in the fall of 2017. The following companies submitted quotes for the initial design work.

- CRS Design – Verona - \$1,600.00
- CBS Squared, Inc – Chippewa Falls - \$3,953.00
- WSB & Associated – Minneapolis - \$6,000.00
- MSA – St. Paul - \$8,000.00
-

Joe Ard moved to accept the bid from CRD Design, seconded by Jon Hailey, motion carried.

125th Street Trail Update:

On May 14, 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 125th 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 labor and equipment from City staff. There was discussion on the striping to continue to Wisconsin Drive.

Mary Park Boat Launch:

The next steps are:

- Develop an RFP and submit to engineering firms for proposals
- 2018 finalize design & sources of funds
- 2019 Competitively bid out the project, award contract
- Construction

Mandi Erickson moved to develop an RFP for the Mary Park Boat Ramp design, seconded by Jon Hailey, motion carried.

New Business**Cherokee Park Open House:**

Some of the comments were this is an older neighborhood. Comments were the church has a large playground area and it is used so why build another playground 2 block away. Consensus was to reconstruct the old backstop. Cost estimates would be gathered by staff and presented at an upcoming Park Board meeting. Benches will also be looked at being placed by the ball area.

Officer Elections:

Joe Ard moved to nominate Craig Kittel for president, Jon Haley for vice president and Brian Schroeder for secretary, seconded by Mandi Erickson, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$135,861.79

Impact Fees Fund – \$16,283.84

Announcements:

- Craig and Jim will start selling the small signs for Citizens Field.
- We have received another Adopt-A-Garden application.
- The State Historical Society has contacted Noah on making the Doar Trail a historical trail.

Mandi Erickson moved to adjourn the meeting, seconded by Frank Norton, motion carried.

The meeting of the Park Board adjourned at 8:05 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



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MEMORANDUM

TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: June 26, 2018

SUBJECT: Explanation of City Ordinance 62.5 – Reservation of Park Spaces

BACKGROUND

A field reservation request from an outside-city organization was made in June 2018. City staff followed City Ordinance 62.5 and our standard field reservation application process, which allows visitors to the community to utilize park facilities as long as outlined conditions are met.

Looking to the future, if the Park Board feels that the City Ordinance(s) should be changed, the matter would need to be formally voted upon by the City Council following a formal recommendation from the Park Board. If a change is to be pursued, legal ramifications must be considered with guidance from the City Attorney, and opportunities should be made available for public feedback from various stakeholders and users of our public facilities, before any recommendation is made to the City Council for their consideration.

ACTION REQUESTED

No formal action is needed from the Park Board at this time. If the Park Board wishes to review this matter in greater detail, City staff and the City Attorney can provide additional information at an upcoming meeting and outline a public engagement plan.



New Richmond Public Works Department
156 East First Street
New Richmond, WI 54017
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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 Public Works Department – 156 East First Street, New Richmond, WI 54017

or email to:

mmroz@newrichmondwi.gov

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. Hatfield Park and Citizen's field are exempt from the alcohol ordinance. 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 REMOVING TRASH FROM THE SITE AND PLACING INTO RECEPTACLES. THIS INCLUDES 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 Public Works 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 or can be directly mailed. 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

Scheduling of games, practices, and tournaments 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. Games and tournaments will have priority over practices on the schedule. **LIMIT of THREE (3) PRACTICES PER WEEK; PER TEAM.** The New Richmond Adult Softball Association has scheduling priority at Hatfield Park. Similarly, the New Richmond Millers have scheduling priority at Citizens Field.

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. UNECESSARY 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



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: June 22, 2018

SUBJECT: Paperjack Park Slide

BACKGROUND

City staff has removed the enclosed slide at Paperjack Park due to ongoing vandalism. The City was alerted to vandalism, which was taken care of the same day, only to have it reappear the following day. This has been a normal occurrence in this particular slide and staff has decided to remove the existing slide and replace it with an open face slide to deter any further graffiti. Replacement costs will come from the Parks operating budget.

ACTION REQUESTED

No action needed at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 22, 2018

SUBJECT: Old Middle School Site

BACKGROUND

The City of New Richmond intends to host a public open house meeting later this summer to get input from the neighborhood surrounding the old middle school site about temporary, short-term uses for the property until the future library is constructed. The property is currently open green space and is being mowed and maintained by the Public Works Department. In the interim, the property could be a good location for some community recreation programs or events such as an outdoor movie, yoga or group exercise class, ice skating rink, etc.

ACTION REQUESTED

No formal action is needed at this time. Park Board members are encouraged to brainstorm possible ideas and share them with City staff to include with the public open house meeting.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 22, 2018

SUBJECT: Mary Park Fishing Pier

BACKGROUND

The fishing pier at Mary Park was damaged in by ice this past spring. The damaged gangway was removed and the dock is now usable. City staff have been working with a representative from EZ Dock and the insurance claims adjuster. Looking ahead at permanent long-term solutions, City staff recommend that we include the fishing pier with the redesign work for the boat ramp, and hold off on making any further improvements to the fishing pier.



The request for proposals (RFP) for engineering services for the boat ramp has been published and distributed to area firms, with a July 20 submission deadline. Proposals will be reviewed by the Park Board at the next monthly meeting. The goal is to have the engineering and design work completed in 2018, so that the City of New Richmond can advertise for bids and secure a construction contractor in the spring of 2019.

ACTION REQUESTED

The Park Board should consider a formal recommendation to include the fishing pier with the redesign work for the Mary Park boat ramp, and hold off on making any further improvements to the fishing pier.



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz; Operations Manager
DATE: June 22, 2018
SUBJECT: Citizens Field sod replacement

BACKGROUND

The City has received a request to replace the infield turf at Citizens field. The infield has been settling in areas causing a rough playing surface and the ball will not run true. The sod costs for \$2,889.25. All labor including excavation and installation will be performed by the City of New Richmond.

RECOMMENDATION

Staff recommends the expenses be paid for from multiple accounts. They are as follows:

- Parks Operating Budget- Citizens Field line item. \$1,500.00
- Parks Operating Budget- Recreation Repairs/Supplies. \$1,500.00

ACTION REQUESTED

City staff requests authorization from the Park Board to replace the infield turf at Citizens Field following the 2018 playing season.



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz; Operations Manager
DATE: June 22, 2018
SUBJECT: Hatfield Park Handicap Parking Request

BACKGROUND

City staff has received a request to install a handicap-parking stall near the Skylark Skatepark trail. Staff would paint the parking stall and install a sign.

ACTION REQUESTED

Park Board should consider approving the handicap space at the proposed location.



PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>4/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>4/30/2018</u>
Park Land Dedication Funds	67,886.23	12,365.15	-	80,251.38
Hatfield Campgrounds	63,841.63	788.61	(45.96)	64,584.28
Freedom Park	5,714.48	-	(42.30)	5,672.18
Tree Planting	668.75	-	-	668.75
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Dog Park	(1,029.23)	418.00	-	(611.23)
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	986.53	-	-	986.53
WT Doar Trust Funds	(329.88)	-	-	(329.88)
Donations - Doar Trail Celebration	833.91	-	-	833.91
Totals	\$ 135,861.79	13,571.76	(88.26) \$	149,345.29
				149,345.29

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>4/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>4/30/2018</u>
Impact Fees - Parks	15,852.65	4,270.00	-	20,122.65
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
Totals	\$ 16,283.84	4,270.00	-	\$ 20,553.84
				20,553.84

Total Park Funds	169,899.13
Restricted Park Funds	69,525.10
<u>Net Available Funds</u>	<u>100,374.03</u>

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 @ 4/30/18

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) @ 4/30/18

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		\$ - @ 4/30/18

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 @ 4/30/18

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments

		Spent to date	Balance
Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$ - @ 4/30/18