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

December 1, 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, December 6, 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.

AGENDA:

1. **Roll call:**

2. **Adoption of agenda**

3. **Approval of minutes of the previous Park Board meeting, October 25, 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) **Freedom Park Turf Management**
   b) **LTI adaptive playground**

7. **New business**
   a) **2018 Campground Fees**
   b) **River Planning Grant**
   c) **Adopt-A-Park Program**

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

8. **Park Land Trust report**

a) Park Land Trust Fund - $127,609.59
b) Impact Fee Fund - $7,057.45

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, OCTOBER 25, 2017

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, October 25, 2017.

Members Present: Craig Kittel, Jon Hailey, Brian Schroeder, Christine Melby, and Mandi Erickson. Late arrival Joe Ard

Members Absent: Frank Norton

Others Present: Noah Wiedenfeld, Jeremiah Wendt, and Michael Mroz

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

Brian Schroeder moved to approve the minutes of the September 27, 2017 meeting, seconded by Mandi Erickson, motion carried.

Public Business Items
Nothing.

Consent Agenda
Nothing

Unfinished Business:
Park System Plan: Fox Run & Whispering Prairie Parkland:
The following items will be added to the park plan. These items were most requested from the open house. Motion was made by Jon Hailey to add the following into Fox Run & Whispering Prairie large amenities:

- Paved trails
- School age Playground
- Mowed Trails
- Benches
- Native Prairie
- Swing set
- Tree plantings
- School Age Playground
- Paved Trails
- Swing Set
- Benches
- Rock climbing wall
- Sand Volleyball Court
- Mowed trails
- Tree Plantings
- Drinking Fountain
- Baseball Backstop
- Outdoor Fire Pit
- Disc Golf Course
- Shade trees
- Outdoor Grill
- Toddler Tunnel
- Climber

- Shelters and Picnic tables

seconded by Brian Schroeder, motion carried. There was discussion on the location where these items would be located in the development. In addition, these need to be added into Park Plan.

NRRP Website Development:
Michael Mroz updated the Park Board on the New Richmond Recreation Partnership website. He highlighted key features and demonstrated how the site will work. The official target launch is January 1, 2018.

New Business
125th Street Design and Bicycle/Pedestrian Accommodations:
During the planning phase of this project a key topic of discussion has been how do we accommodate bikes and pedestrians on this street? There are wetlands in the area, which limits the type of pedestrian accommodations. Staff recommendations are to construct 4' paved bike lanes on both sides of 125th Street, along with street lighting and use the funds that would have been use to build an off-street trail at a different location. The proposed location to construct off-street trail is parallel to CTH A. The trail along 125th Street would serve 13 parcels that currently don't have connected trail access. The trail along CTH A trail would serve over 200 parcels that currently don't have connected trail access.

Jon Hailey moved to accept the design as presented to improve 125th pedestrian walking, adding trails along County Road A and prioritize County Road A to Woodland Creek, seconded by Mandi Erickson, motion carried.

Doughboy Trail Benches:
Noah presented different options for benches along the Doughboy Trail. The question was proposed to the board as to whether or not we want a different style of Memorial Bench in this area to match the John Doar History Trail amenities. Christine Melby moved to accept the metal and limestone benches for the Doughboy Trail, offer them as memorial benches only for this location, seconded by Brian Schroeder, motion carried 5 yes, 1 no.

Park Land Trust Report:
Park Land Trust Fund - $124,260.10

Impact Fees Fund – $5,532.45

Inspections Reports – Handed in to Mike

Announcements:
Farmland leases will be rebid in January.

The board was updated on the canoe/kayak landing.

Freedom Park turf will be aerated and fertilized. Michael is in the process on obtaining quotes for a commercial lawn care company to provide professional turf services for 2018, which will be brought back to the board in December.

Jeremiah updated the board on the Sports Center roof damage from this past summer's hailstorm. There will be a new roof put on the Sports Center due to the storm. The shelters and restrooms also had damage and staff will need to determine if we want to replace them. Brian asked about the water collection at the Sports Center if this is being looked at. This is on staff's list of projects.

Craig Kittle stated the rec supplies budget for 2018 will stay at $40,000 for repairing things. Park funds need to be used for building things not fixing things. Craig will be meeting with the VFW tomorrow; bridges are now on their list of items they can do.

Brian updated the group on an adaptive playground concept they are working on through LTI. Brian asked if there is a place in the City the Park Board would prefer to see this playground installed. We need a location so we can start fundraising, Brian stated. Hatfield, Freedom, and Victoria Park were suggested. It was also suggested to contact the school to see if there was property it could be put on. This will be on the next month's agenda.

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

The meeting of the Park Board was adjourned at 8:39 p.m.

Minutes Submitted by
Marie Bannink
City Secretary

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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: November 29, 2017

SUBJECT: Freedom Park Turf

BACKGROUND

Athletic Turf establishment at Freedom Park has been an ongoing struggle for city staff. Even with the irrigation system, turf has a hard time establishing itself due to the soil conditions. Because of the way the fields were capped, there is heavy compaction and an insufficient amount of top soil to generate quality turf without mechanical remediation.

Therefore, city staff contacted turf management professionals to examine our athletic fields and determine different courses of action to remedy the problem. 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.

STAFF RECOMMENDATIONS

After meeting with the various consultants, they were all confident that an aggressive chemical treatment program along with core aeration in the spring and fall months would get the desired outcomes. If funding were available, topdressing and over seeding would further assist turf development.

Staff recommends the City bid out for contract core aeration in the spring and fall along with a 5-application program to include:

1. Pre-Emergent crabgrass control (april)
2. Application of slow release fertilizer (may)
3. Second application of slow release fertilizer (late june)
4. Weed control (august)
5. Fall fertilizer (September)

If money is available in the parks operating budget, staff suggest over seeding all fields in the fall as soon as activities end, which can be completed in house.

ACTION

Park Board should discuss the level of treatment desired and make a motion to direct staff to start the bid process for selected treatments.

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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: November 28, 2017

SUBJECT: Freedom Park – LTI adaptive playground

BACKGROUND

Following discussion at the previous Park Board meeting, members of the LTI group met staff at Freedom Park to identify areas that an adaptive playground and accompanying restroom facility could be installed.

Two possible areas were identified as a viable location. This first is in between the shelters where the volleyball courts currently are. This locations has benefits that include nearby parking and trail system, the shelters, and proximity to the stubbed water and sewer lines. If chosen, the volleyball courts can be relocated to another location in the park.

The second location that was identified was east of field #5. Plenty of flat space to construct a playground however there are no other amenities in close proximity. Parking and access would have to be constructed first before moving forward with the proposed playground.

Staff Recommendation

Staff recommends allowing the LTI group to construct their playground facility and accompanying restroom on the site between the two Freedom Park Shelters. Parking, shelters, proximity to the trail and water are all benefits to this location.

ACTION

Following discussion, a motion to grant the LTI group permission to utilize space at Freedom Park is needed for them to proceed with their project.

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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: November 29, 2017

SUBJECT: Campground Fees

BACKGROUND

In 2015, due to updating all sites with full hook-up, the Park Board voted to increase daily rates to $22.00 per night and $600.00 for a thirty-day stay. Since then, the campground has been very successful especially between the Memorial and Labor Day weekends. The following is a breakdown of data from the 2017 season.

Total Season numbers

2,944 possible occupancies	1,895 total nights occupied	64% occupancy

Off-Peak Season (April 15-May 24 & Sept 5-Oct 16)

1,296 possible occupancies	614 total nights occupied	47% occupancy

Peak Season (May 25-Sept 4)

1,648 possible occupancies	1,280 total nights occupied	78% occupancy

Furthermore, during the peak season the campground was completely full 15 nights out of a possible 103.

CURRENT RATES

When we examine area campground rates we are able to determine that we are on the low end at $22.00 per night for a full hook-up site with 30/50 AMP capabilities. The following are comparable sites at nearby campgrounds.

Campground	Rates (per night)
Willow River State Park	$44.65 (includes day pass reservation fee)
Apple River Family Campground	$50.00
Glen Hills	$38.00 (includes day pass and reservation fee)
Hoffman Park (River Falls)	$15.00

STAFF RECOMMENDATIONS

Armed with the above information staff is suggesting we raise our daily rates to $25.00 and our 30 day rate to $680.00. The new rates would bring us closer to surrounding campgrounds without pushing us out of the market as a value campground. The change would also keep pace with inflation and provide resources to improve the campground to the condition people have come to expect.

ACTION REQUESTED

Following discussion, the board should consider approving an increase to campground fees, which will increase revenue and allow campground updates to occur.

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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: November 29, 2017

SUBJECT: River Planning Grant

BACKGROUND

In the past year, there has been an effort to improve the navigability of the Willow River and promote canoeing and kayaking. The Wisconsin Conservation Corps removed several fallen trees and debris in the fall of 2016, focusing primarily on the area from the mill pond to Boardman. City staff began the construction of a canoe/kayak launch at the Nature Center in the fall of 2017. Public feedback at numerous meetings this past year for both the North Side Redevelopment and the Comprehensive Plan has been very supportive of the idea of better showcasing the Willow River, as several other communities have done by using water as a driver for outdoor recreation, economic development, and an overall high quality of living that is attractive for people of all ages.

Rivers are ever changing, and require continued maintenance and upkeep to ensure that they remain navigable. Since the Willow River is not controlled by any one municipality or township, efforts to create the Willow River Water Trail will require volunteer and citizen support. There are currently more than 80 citizen-based river and watershed groups in Wisconsin. Common activities include organizing annual river clean-up events, providing educational programs, and promoting outdoor recreational activities.

With the Park Board's recommendation, City staff would apply for a DNR Surface Water – River Planning Grant in the amount of $10,000. Nonprofit organizations, foundations, and school districts are not eligible to receive this particular funding. 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.

RECOMMENDATION

The Park Board should consider a formal motion to authorize City staff to submit the DNR Surface Water – River Planning Grant application.

AUTHORIZING RESOLUTION
WISCONSIN DNR RIVER PLANNING GRANT

WHEREAS, the City of New Richmond is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of the Willow River Water Trail Initiative; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, a grant agreement is requested to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the City of New Richmond will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available.

TASK	TITLE OF AUTHORIZED REPRESENTATIVE(S)	EMAIL ADDRESS AND PHONE NUMBER OF AUTHORIZED REPRESENTATIVE(S)
Sign and submit grant application	Director of Public Works	jwendt@newrichmondwi.gov 715-246-4268
Enter into a grant agreement with the DNR	OR	
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate	Management Analyst	nwiedenfeld@newrichmondwi.gov 715-246-4268
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement		
Sign and submit any other necessary documentation		

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on ____ day of December, 2017.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting held on _____ day of December, 2017.

_____ _____

Authorized Signature **Date Certified**

_____

Title

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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: November 29, 2017

SUBJECT: Adopt-A-Park Program

BACKGROUND

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.

RECOMMENDATION

The Park Board should discuss whether they think this type of program would be a welcome addition to our parks and trails system. If there are ideas and direction from the Park Board to move forward with establishing this type of program in 2018, City staff will prepare some draft program materials and provide them for the next Park Board meeting.

PARK LAND TRUST FUND #800

	Beginning Balance 10/1/2017	Revenue	Expenditures	Ending Balance 10/31/2017
Park Land Dedication Funds	54,852.48	4,291.87	-	59,144.35
Hatfield Campgrounds	57,625.26	3,570.78	(1,346.32)	59,849.72
Freedom Park	(2,782.65)	-	(175.67)	(2,958.32)
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Tree Planting	668.75	-	-	668.75
Dog Park	9,826.97	180.25	(14.99)	9,992.23
NR Decals	(343.69)	-	-	(343.69)
Rich River Trails/Greaton Park	113.20	-	-	113.20
Donations - Citizens Field	-	-	-	-
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	800.00	-	(641.00)	159.00
Donations - Legacy Bench/Tree - Wolff	408.50	-	(300.50)	108.00
Donations - Legacy Tree - Wolf	333.50	-	(206.50)	127.00
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	914.49	43.60	-	958.09
WT Doar Trust Funds	(279.88)	-	-	(279.88)
Donations - Doar Trail Celebration	2,885.94	-	(2,052.03)	833.91
Totals	$ 124,260.10	8,086.50	(4,737.01)	**$ 127,609.59**
				127,609.59

IMPACT FEES FUND #210

	Beginning Balance 10/1/2017	Revenue	Expenditures	Ending Balance 10/31/2017
Impact Fees - Parks	5,101.26	1,525.00	-	6,626.26
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
Totals	$ 5,532.45	1,525.00	-	**$ 7,057.45**
				7,057.45

Total Park Funds	***134,667.04***
Restricted Park Funds	***68,896.43***
Net Available Funds*	**65,770.61**

* - 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	@ 10/31/17

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)	
Addt'l - Doar Land Appraisal for grant	$ 1,750		$ 1,750.00	
	$ 11,750		$ (95.13)	@ 10/31/17

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		$ -	@ 10/31/17

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	@ 10/31/17

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments		Spent to date	Balance	
Freedom Park Lease Revenue - 2017	$ 8,000	(8,000.00)	$ -	@ 10/31/17