



156 East First Street
New Richmond, WI 54017
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www.newrichmondwi.gov

February 25, 2019

TO ALL PARK BOARD MEMBERS:

**Craig Kittel Brian Schroeder
Joe Ard Frank Norton
Mandi Erickson Jon Hailey**

This is to notify you of a Park Board Meeting on Wednesday, February 27, 2019, at 7:00 p.m. in Council Chambers 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**
 - a) January 23, 2019**
 - b) February 13, 2019**
- 4. Public business items**
- 5. Consent Agenda**
 - a) Project Updates**
- 6. Unfinished business**

(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)

 - a) Park Facility Reservation Policy**
 - b) Overview of Funds Available for Park Improvements**
 - c) Freedom Park Turf Management Services**

- d) Facility Improvements at Freedom Park, Hatfield Park, & Citizens Field**
- e) Mary Park Boat Ramp Bids**

7. New business

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

- a) Will's Playground Update**

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.

**PARK BOARD MEETING
WEDNESDAY, JANUARY 23, 2019**

Chair Craig Kittel called the Park Board meeting to order at 7:05 p.m. on Wednesday, January 23, 2019

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

Others Present: Darian Blattner, Brad Altena, Reid Tate, Jim Zajkowski, Courtney Ballina, Nick Vivian, City Attorney, Mike Darrow, and Noah Wiedenfeld

Members Absent: Christine Melby

Jon Hailey moved to adopt the agenda, seconded by Brian Schroeder, motion carried.

Joe Ard moved to approve the minutes of November 14, 2018, with the correction of the spelling of Max Haeny seconded by Brian Schroeder, motion carried.

Public Business Items

None

Consent Agenda:

Project Updates, Legacy Bench Donation – In Memory of Sheli Jirik, Citizens Field Advertising Update, 2018 Hatfield Campground Review, and Fundraising Request. The fundraising authorization request for a donation from Westfields Hospital & Clinic should be for a future disc golf course, rather than the skate park. The Park Board has not approved any location for disc golf at this time. Jim Zajkowski explained that Karen Smallidge has been fundraising for this project, as she was part of the Community Action Plan Committee that identified this as a project that would support the goals of the Comprehensive Plan.

Jon Hailey moved to approve the consent agenda with the change of the donation from Westfields Hospital & Clinic to be for disc golf (without a location), seconded by Joe Ard, motion carried.

Unfinished Business:

Mary Park Master Plan:

MSA Professional Services has been preparing a comprehensive long-range master plan for Mary Park. The first draft was shown at a public open house on January 23 from 5:30-6:30 p.m. at the Civic Center. City staff also met with members of the Will's Playground Committee to get some initial feedback. Craig stated we are looking for feedback from citizens on what they would like to see in this park. A question was asked about why a splash pad was included on the master plan. A splash pad has been included in the Comprehensive Outdoor Recreation Plan (Park Plan) for several years. MSA Professional Services developed the draft master plan by referencing the future amenities identified in the Park Plan for Mary Park.

Mary Park Boat Ramp Design:

In 2018, the City of New Richmond received a grant in the amount of \$37,602 towards the reconstruction of the boat ramp at Mary Park. The project was included in the 2019 Capital Improvement Plan. The Park Board issued a request for proposals for engineering services for the project, and selected MSA Professional Services. A public open house was held on January 23 from 5:30-6:30 p.m. at the Civic Center for the public to provide feedback on the preliminary designs prepared by MSA Professional Services. City staff sent personal invitations to four local outdoors organizations and Warner's Dock.

City staff discussed the preliminary designs with the Park Board and shared a summary of the feedback collected from the public open house. The table to the right shows the proposed timeline for the project.

DATE	ACTION
Jan. 23, 2019	Public Open House
Jan. 23, 2019	Park Board Authorization to Seek Competitive Bids for the Project
Jan. 30, 2019	Class 2 Notice Publication #1
Feb. 6, 2019	Class 2 Notice Publication #2
Feb. 14, 2019	Opening of Bids
Feb. 27, 2019	Park Board Recommendation
Mar. 11, 2019	City Council Awards Contract
June 3, 2019	Construction Begins

The Park Board reviewed the preliminary design for the Mary Park boat ramp and the feedback received at the public open house. Jeremiah Wendt explained both boat ramp placement options in detail. Motion was made by Joe Ard to accept design 1 (angled approach), and receive bids on both types of docks, seconded by Jon Hailey, motion carried.

Park Facility Reservation Process:

Noah Wiedenfeld explained that for the past few years, the Park Board has discussed ways to improve our park facility reservation practices and policies. City staff examined our current practices, met individually with each Park Board member, and researched how other municipalities in Wisconsin and Minnesota manage their park facilities. Some themes that were developed include:

- “Local” organizations should have priority for facilities
- There needs to be greater consistency with how facilities are managed
- Reservation times should have reasonable limits so that facilities are not monopolized
- Steps should be taken to prevent over-use of facilities, while also ensuring that regular maintenance activities can be performed
- The significance of financial contributions should be clarified
- There needs to be improved communication between users who wish to reserve facilities and City staff who are responsible for administrative functions
- Fees need to be reasonable and justifiable

There was lengthy discussion on how the reservation system was going to work. Feedback was provided that the limits on the number of hours that a field can be reserved, and the number of athletic fields that can be reserved, should be increased. Comment was made that the soccer group stayed off the fields last fall to build the fields up, and an outside group came in and used the fields. The proposed policy would allow City staff to better manage the condition of the fields by allowing staff to retire fields from play, and to decline reservation requests based on field conditions or for scheduled maintenance. Comment was made that many of the local teams are responsible for cleaning up and emptying trash after their events. Mandi Erickson asked when the groups could start scheduling for tournaments and knowing they would have the fields before opening it up to the outside groups. Local groups should submit their tournament dates to City staff. No practices or regular games will be scheduled yet, but the City recognizes the importance of getting tournament dates scheduled. Craig Kittel asked Noah Wiedenfeld to explain the criteria for a local organization. In the draft policy document, an affiliated organization must be a non-profit organization with a governing board of directors; a minimum of 80% of the organization’s members or players must reside within the boundaries of the New Richmond School District, or be a student at a public or private school located within New Richmond city limits; and must complete an annual application including a security deposit and proof of insurance.

Consensus was to set up a work session on Wednesday, February 13th and invite local organizations together to come up with suggestions for improving the draft policy. The Park Board will make some revisions and make a recommendation at their February 27th meeting. The policy will then proceed to the City Council for consideration at their March 11th meeting.

New Business

Prescribed Burning by Applied Ecological Services:

Applied Ecological Services worked closely on the Doar Prairie Restoration from 2008 to 2011. Their services included prescribed burning treatments and herbicide applications, and the installation of native seeds, trees, and other plants. It has been about 5 years since the last prescribed burning, so City staff will be contacting Applied Ecological Services for consultation and pricing information. We may also get their opinion regarding the Paperjack Greenway to see if they would recommend any maintenance activities, which would be further discussed with the Heritage Center.

City staff will gather more information from Applied Ecological Services and bring forward a recommendation to the Park Board at a future meeting.

Freedom Park Master Plan:

The current master plan for Freedom Park was developed by Rettler Corporation in 2006. Over the years, the park has developed amenities including six irrigated athletic fields, a paved multi-use trail, two picnic shelters, and a gravel road/parking lot.

The City Council has allocated \$150,000 in 2019 for improvements to Freedom Park. In addition, there are several other projects have been discussed recently, including the VFW building project, disc golf course, restrooms, storage for youth athletics, completion of the multi-use trail, baseball diamonds, etc. With all this in mind, it would be worthwhile for the Park Board to consider getting community feedback and updating the Freedom Park Master Plan as needed.

Besides Freedom Park, there may be a need for planning services for other park projects as well (e.g. Fox Run Park, Monette Park, etc.) Rather than seeking proposals every time there is a need for a park master plan, it would be more efficient to have one firm designated as park planning consultant. This would be similar to how the City has handled engineering services. Motion was made by Mandi Erickson to get quotes for a park planning services, seconded by Brian Schroeder, motion carried.

Freedom Park Turf Management Services:

In 2018, the Park Board approved a contract with Fitzgerald Lawn Care for turf management services for Freedom Park. Payment was made from the annual parks operating budget. City staff have contacted Fitzgerald Lawn Care to provide a proposal for 2019. City staff will give an update at the next meeting.

Sport Fish Restoration Grant:

As was discussed previously with the Park Board, City staff intend to design a new fishing pier at Mary Park to replace the fishing dock that was damaged by ice in the spring of 2018. The Sport Fish Restoration Grant through the Wisconsin DNR would cover up to half the cost of the new fishing pier. If authorized, City staff would apply for grant funding by February 1 with assistance from MSA Professional Services, who is engineering the boat ramp reconstruction project and developing the master plan for Mary Park. Motion was made by Jon Hailey to authorize City staff to apply for the Sport Fish Restoration Grant, seconded by Joe Ard, motion carried.

Parks & Trails System Map:

Every two years, a revised parks and trails map is printed. Feedback is provided by City staff, the Park Board, and the Pathway Committee, which is incorporated into the final design. Printing costs are generously sponsored by Edward Jones Investments. Approximately 1,000 copies are printed and made available at the Heritage Center, Civic Center, Friday Memorial Library, New Richmond Area Chamber of Commerce, local hotels, etc.

GIS Analyst Kyle Wells has prepared an updated map, which was included in the agenda packet. The new maps will be printed in the spring of 2019. Craig asked if we should consider naming the County Road A Trail. The consensus from City staff was to wait until the full trail is constructed (tentatively scheduled for 2020-2021).

Nature Center Improvements:

Nature Center has a significant amount of invasive buckthorn. Buckthorn crowds out desirable native species, degrades wildlife habitat, serves as host to other pests, and spreads over time, as their berries contain seeds which can germinate for many years. Removal can be very time and labor intensive. Beyond occasional volunteer efforts to remove the invasive species, a multi-year buckthorn management plan has not been developed. In addition, several of the wooden boardwalks in Nature Center are showing their age and are in need of replacement. With the new canoe/kayak landing and the upcoming trail projects (CTH A and Nature Center Recreational Trail) the park may see increased use in the near future. In the 2017 NRRP survey responses, the community's natural areas were rated as being in the worst condition out of all recreation amenities.

There was discussion on the park not being used much in the summer time after heavy rainfall which can lead to mosquitoes, but the park seems to have an increasing amount of use in the winter months for snowshoeing and fat tire bikes. City staff will be gathering recommendations and cost estimates from ecological restoration companies as to how the buckthorn issue might be addressed. City staff will also prepare some cost estimates and options for replacement boardwalks. More information will be brought back to the Park Board at a future meeting for consideration.

Park Land Trust Report:

Park Land Trust Fund - \$177,695.33 as of 12/31/2018

Impact Fees Fund – \$28,049.25 as of 12/31/2018

Jon Hailey asked if the zero balance listed on the project sheet should be deleted from the sheet. Some of these zero balance items will be removed from the next report.

Announcements:

The dog park needs sand, as it is extremely slippery. Bag dispensers need to be filled at the dog park.

Noah announced Christine Melby resigned from the Park Board, as her family is building a house outside of city limits. We thank Christine for her three years of service to the community and to improving our parks and trails system. We will be accepting applications to fill the open position.

Joe Ard moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board adjourned at 9:15 p.m.

Minutes Submitted by
Marie Bannink
City Secretary

**SPECIAL PARK BOARD MEETING
WEDNESDAY, FEBRUARY 13, 2019**

Chair Craig Kittel called the Park Board meeting to order at 6:05 p.m. on Wednesday, February 13, 2019

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

Others Present: Nick Vivian, Mike Darrow, Noah Wiedenfeld, Lori Brinkman, Justin Doriott, Brian Harrington, Ryan Stephens, Jim Zajkowski, Karen Smallidge, Darian Blattner, Michelle Helmer, Reid Tate, Bryan Knutson

Members Absent: Frank Norton and Joe Ard

Jon Hailey moved to adopt the agenda, seconded by Brian Schroeder, motion carried.

Park Facility Improvements

Noah Wiedenfeld gave some background information and history on the parks. Mike Darrow emphasized that the City needs to focus on making improvements at our local parks and then maintaining them on an on-going basis. Noah explained that there are additional funds available in 2019 for park improvements, including proceeds from the sale of the Parks Shop and an additional \$150,000 for Freedom Park, which was included in the 2019 Capital Improvement Plan. Noah explained that when reviewing the monthly financial reports, it's important to note that some funds are designated for specific projects. In some cases, funds have been approved for projects but have not actually been billed yet, and thus the expenses are not yet reflected in the financial report. The Park Board needs input from local citizens and organizations as to what improvements are recommended. There was much discussion on the three parks and possible improvements, including:

Freedom Park:

- Storage – football, off season for baseball, soccer with separate doors and bays
- Restrooms – depending on cost of water/sewer extension and VFW building project
- Baseball facility
- 18 hole disc golf project – 1 acre per hole
- Field lighting upgrades

Hatfield Park:

- Restrooms:
 - Porous flooring
 - ADA Compliance
 - Additional stalls
 - Better ventilation
 - Hand dryers
- Replace roof on shelter between Fields 1 and 2
- Netting – fields 1 & 2 near batting cage, and Field 3 (on left side, near the water)
- Roller for removing water from fields

Citizens Field:

- Home plate is sinking
- Netting – home plate
- Pitcher's mound is sinking – clay
- Replace infield sod
- 5 year plan for Maintenance
- Garbage and recycling facilities

- Second concession stand for youth teams
- Sound system
- Tarps are showing their age and should be replaced soon
- Irrigation water heads
- Bleachers – maybe not total replacement
- Lighting
- Remove old batting cage or restrict access – children are using it as a jungle gym which is not safe and is not good for the equipment
- Ramp to replace retaining wall for access to benches
- Seating for elderly and/or disabled persons

Mike Darrow stated the City will improve Public Works staffing on tournament weekends to help keep things stocked (toilet paper, paper towels, soap) and cleaned (garbage removal).

Park Facility Reservation Policy:

Noah gave background information on options for reservation process for the facility. Mike Mroz had started this process before he left. Noah explained city staff needs to know so the restrooms and field prep can be completed and ready for the next teams that are coming in.

City staff has identified a need for a formal Park Facility Reservation Policy so reservations, rules, and regulations can be clearly outlined and will be fair and consistent for all fields at City parks. The reservation policy will outline responsibilities for both the City and the users. Noah Wiedenfeld outlined the draft reservation policy. Reservations will be approved on a tiered structure (Tier 1 = City events, Tier 2 = School events, Tier 3 = Local Nonprofit groups, Tier 4 = Non-local and for-profit groups, with an hourly fee). There was much discussion on field prep and maintenance, reservation priority, field usage, reservation durations, the need for liability insurance, etc.

Noah went through a possible timeline of events, which was then discussed by the group. Based on feedback, the suggested timeline of events would be as follows:

- Jan/Feb – Meet with local sports groups
- April 1 – Deadline to submit field reservations for summer events (May 1 through August 1)
- August 1 – Deadline to submit field reservation requests for fall events (August 1 through October 31)
- November – Meet with local sports groups to discuss how things went and what may need to be improved for the following year.

There was also discussion on lighting fees and how they should be charged. Teams would prefer to be billed for actual usage. City staff will look into different metering options for the lights.

The policy timeline is as follows:

- Park Board – First Draft: January 23
- Park Board Work Session: February 13
- Additional Feedback from Stakeholders
- Park Board Recommendation: February 27
- City Council Final Action: March 11

The City of New Richmond Fundraising Policy was adopted in 2018. Four of the standards identified in the Fundraising Policy include:

- The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements are not acceptable; the use of a written donation agreement shall be considered the best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

Announcements:

There will be a Knowles Avenue Corridor Open House on Tuesday, February 19 from 5:30 – 7:00 p.m. at New Richmond 8 Theater. On Thursday, February 28, there will be a presentation of Robert's Rules of Order at 2:00 and 4:00 p.m. for Board and Commission members.

Jon Hailey moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board adjourned at 8:10 p.m.

Minutes Submitted by
Marie Bannink and Lori Brinkman



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Project Updates

Prescribed Burning

Applied Ecological Services has recommended a prescribed burning treatment for the Doar Prairie Restoration in the fall of 2019, so as to alternate between spring and fall treatments. They are working on preparing a proposal, which we anticipate bringing to the Park Board at the March meeting.

Freedom Park Master Plan

City staff are obtaining proposals from firms, and will have this item on the March meeting agenda for possible approval.

Park Board Vacancy

Due to the recent resignation of Christine Melby, there is a vacancy on the Park Board. City staff began advertising for this vacancy via Facebook and have received one application already. Please spread the word to anyone who you think might be interested in serving, and remember that that they must reside in City limits in order to be eligible. We plan to review applications and make a recommendation at the March meeting.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Park Facility Reservation Policy

BACKGROUND

For the past few years, the Park Board has discussed ways to improve our park facility reservation practices and policies. City staff examined our current practices, met individually with each Park Board member, and researched how other municipalities in Wisconsin and Minnesota manage their park facilities. Feedback was received on a variety of topics from local youth and adult athletic organizations in February at a special Park Board work session meeting.

RECOMMENDATION

The Park Board should review the draft park facility reservation policy included in the packet, discuss any revisions needed, and consider a formal recommendation to approve the park facility reservation policy. This would then proceed to the City Council for final action in March.



City of New Richmond Park Facility Reservation Policy

Objectives

The City of New Richmond manages 217 acres of passive and active parkland, and more than 17 miles of trails. Due to the variety of park facilities and the large number of individuals and organizations who request usage of park facilities throughout the year, it is deemed necessary to develop a comprehensive park facility reservation policy. The objectives of this facility use policy shall be to:

- Provide greater clarity, consistency, and communication when it comes to reservations
- Provide reasonable opportunities for the public to use park facilities for programs, events, and other recreation purposes
- Minimize wear and prevent overuse of some facilities
- Clarify the significance of previous and future financial contributions

Definitions

Park Facilities: Park facilities include public spaces, open areas, and built structures for public recreation purposes. This includes but is not limited to picnic shelters, campground, athletic fields, playgrounds, basketball courts, tennis courts, pickleball courts, trails, skateboard/BMX facilities, and ice skating rinks.

Tournament: Any singular event over a period of two or more days involving multiple games and multiple teams from outside New Richmond, and that requires the use of multiple athletic fields

Scheduling Process

- Reservation requests for all park facilities shall be made to the City of New Richmond. Athletic facility reservations will be considered on a priority basis with deadlines established annually according to activity season. Reservation requests for park shelters and campground sites may be made by going to www.newrichmondwi.gov and clicking on the "Recreation" tab, or calling (715)-246-4268 during normal business hours.
- To minimize field wear and maintenance, the following measures shall be instituted:
 - a. Athletic fields may be retired from play to allow rehabilitation/regrowth of turf at the discretion of City staff.
 - b. City staff may cancel or decline individual reservations based on current field conditions or maintenance purposes (e.g. scheduling aerating/fertilizing).
 - c. City staff have the right to retire an athletic field or terminate an event reservation without notice.
- Reservations may not be sublet to third parties.
- Scheduling of park facilities is a cooperative responsibility. Disputes between groups shall be resolved on their own if at all possible. Scheduling decisions of City staff are final.

- Individuals wishing to use the public park amenities under the jurisdiction of the City of New Richmond may do so at their leisure on a first-come, first-serve basis, providing the amenities have not been previously reserved by another party.
- Tournaments shall be subject to a large event fee of \$100.

Cancellation and No-Use Policy

Reservation of athletic fields is intended to allow exclusive use during a period of time. In the event that a user wishes to cancel a reservation, a 48-hour cancellation notice is required. If it is determined that an athletic field is reserved but not utilized, a non-use charge shall be administered at the Category 4 hourly rate. Users shall be given one notice per calendar year for failure to either utilize a reserved athletic field and/or not provide a 48-hour cancellation notice. Only three cancellations are allowed per calendar year per user; a \$20 non-use charge will be administered each time thereafter. The City of New Richmond reserves the right to cancel or deny reservations. Cancellations or non-use of an athletic facility due to inclement weather will not be noticed as a non-use penalty.

Priority Classifications

The following categories are established to determine athletic field reservation priorities and a corresponding schedule of fees, which shall be approved annually by the Park Board and City Council.

Category 1: City of New Richmond (e.g. Library summer reading program, National Night Out, movies in the park, etc.)

Category 2: Curriculum-related, school-sponsored co-curriculars, school athletics, and activities sponsored by the School District of New Richmond, including Community Education student and adult activities

Category 3: Affiliated civic organizations and youth or adult athletic organizations

Category 4: Non-affiliated organizations, for-profit businesses and organizations

Affiliated Organization Status

To be recognized as an affiliated organization, the organization shall meet the following criteria:

- A. A non-profit organization with a governing board of directors
- B. A minimum of 80% of the organization’s members or players must reside within the boundaries of the New Richmond School District, or be a student at a public or private school located within New Richmond city limits.
- C. Must fully complete/update an annual application requesting affiliated organization status, including a refundable security deposit of \$100 and proof of liability insurance.

ATHLETIC FIELDS

Field Location	Categories 1-2	Category 3	Category 4
Citizens Field (1)	No Fee	Affiliation Application	\$20/hour per field
Hatfield Park Fields (3)	No Fee	Affiliation Application	\$20/hour per field
Freedom Park Fields (6)	No Fee	Affiliation Application	\$20/hour per field

Citizens Field: Practices are limited to 2 hours per day per organization. Games are limited to 4 hours per day per organization. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by City staff and may require a tournament fee. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Millers, and New Richmond Post #80 Baseball.

Hatfield Park: Reservations are limited to 4 hours per field per day. Any requests beyond these time limits are subject to approval by City staff and may require a tournament fee. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Youth Baseball Association, New Richmond Girls Fastpitch, and New Richmond Softball Association.

Freedom Park: Weekday reservations are limited to 3 hours per day and 3 fields per organization. On weekends (Saturday and Sunday) reservations are limited to 5 hours per day and 4 fields per organization. Any requests beyond these time limits are subject to approval by City staff and may require a tournament fee.

The following timeline shall be followed in regards to athletic field reservations:

APRIL 1	Deadline for Categories 1-3 to submit reservation requests for April 1 through July 31. Athletic fields may be reserved after April 1 on a first-come, first-served basis.
AUGUST 1	Deadline for Categories 1-3 to submit reservation requests for Aug. 1 through Oct. 31. Athletic fields may be reserved after Aug. 1 on a first-come, first-served basis.

PARK SHELTERS

Shelter Location	Reservation Fee – All Users	Notes
Freedom Park (2)	\$35 per day	
Greaton Park (1)	\$35 per day	No electricity
Hatfield Park (3)	\$35 per day	
Mary Park Shelter 1	\$45 per weekday, \$60 on weekends	Band shell
Mary Park Shelters 2-3	\$35 per day	Shelter 2 has a fireplace
Nature Center	\$35 per day	No electricity
Paperjack Park (1)	\$35 per day	

Park shelters are available to the public on a first-come, first-served basis unless otherwise reserved. The renter is responsible for removing any decorations and placing all trash in proper receptacles. Fires are permitted only in designated fireplaces or personal grills. No glass of any kind is allowed in the parks. Pets shall not be permitted to run at large. Alcoholic beverages are permitted in the shelter when you have paid for a shelter reservation. Vehicles may not drive or park on trails or grass. Renters interested in using amplified music should check with the City Clerk’s Office to determine if any permit is necessary.

Other Facilities

Description	Notes/Fees
Dog Park	\$15 per year and valid dog license
Mary Park Boat Ramp	\$3 per day for City residents, \$4 per day for non-residents; or annual fee of \$30 for City residents and \$40 for non-residents
Hatfield Park Campground	\$25 per night or \$680 per month
Sports Center	Lease agreement with New Richmond Hockey Association
Golf Course	Lease agreement with New Richmond Golf Club
New Richmond Area Centre	Lease agreement with New Richmond Area Centre
Playgrounds	Available on a first-come, first-served basis.
Tennis Courts, Pickleball Courts, Basketball Courts, Skate Park, Ice Skating Rinks, Playgrounds	Available on a first-come, first-served basis. May be reserved for special events (e.g. Fun Fest Tennis Tournament) subject to approval by City staff.
Trails	Events such as 5K run/walks, bicycle races, etc. require a permit.

Financial Contributions

City of New Richmond staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the New Richmond community for many years.

The City of New Richmond Fundraising Policy was adopted in 2018. Four standards identified include:

- The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements are not acceptable; the use of a written donation agreement shall be considered the best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

Beyond formal lease agreements for particular facilities, users shall not receive any type of priority or special benefit based on past or future financial contributions when it comes to City of New Richmond park facilities.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Overview of Funds Available for Park Improvements

BACKGROUND

City staff will provide an update on the current funds available for park improvements in 2019.

ACTION REQUESTED

No formal action is needed at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Freedom Park Turf Management Services

BACKGROUND

In 2018, the Park Board accepted a bid from Fitzgerald Lawn Care for turf management services for Freedom Park. In January, City staff contacted Fitzgerald Lawn Care to provide a proposal for 2019. The total price would be the same as in 2018, totaling \$9,561. A copy of the recommended plan, including aeration and fertilizer applications, is included with this memo.

RECOMMENDATION

The Park Board should consider a formal motion to approve a contract with Fitzgerald Lawn Care for turf management at Freedom Park for 2019. City staff will discuss sources of funds.

PO Box 191
New Richmond, WI 54017



715-246-3958
651-439-4272

Since 1999 Fitzgerald Lawn Care Inc.'s focus has been on taking care of your lawn care needs. With our expertise, you can be confident you are receiving the highest quality services, delivered with the most refined processes in the industry. In order to provide the best practices in the area we employ team specialists who ensure we use the latest methods and technology. As our client, you receive the finest services in the area, regardless of your location.

Turf Management Plan Freedom Park 2019

A. Hydraulic Core Aeration

1. Spring (April 1-15) and fall (Oct 22-Nov 9) core aeration is to be completed with a hydraulic core aerator at a minimum plug depth of 2.5 inches. There shall be a minimum of eight plugs per sq. foot. Contractor must schedule aeration date(s) with the operations manager two weeks prior to completing work. Spring Hydraulic Core Aeration: \$1,495 per aeration total of \$2,990

B. Application #1 – (April 1-15): Pelletized Gypsum immediately following core aeration. The contractor will apply pelletized gypsum via a broadcast spreader at a rate of 25 lbs. per 2000 sq. ft. to all 6 fields. Application #1: \$895

C. Application #2 - (May 7-25), full-release liquid fertilizer with pre-emergent herbicide. The Contractor shall apply Emerald Isle 19-1-6 at a rate of 3 oz. per 1,000 sq. ft. In addition, the liquid fertilizer mixture shall contain Prodiamine 65 at a mixture rate of .5 oz. per 1,000 sq. ft. \$1,419

D. Application #3 - (May 30-June 22), slow release granular fertilizer with pre-emergent Fitzgerald Lawn Care Inc. Would like to take the Barricade out as it's not needed would replace with post emergent herbicide. The contractor shall apply ProScape 16-0-8 ~~with Barricade .43% weed control~~ at a rate of 2 lbs. per 1000 sq. ft. \$1,419

E. Application #4 - (Aug 13-31.), slow-release granular fertilizer with post emergent. The contractor shall apply ProScape 19-0-6 fertilizer with post emergent weed control \$1,419

F. Application #5 – (Oct 22-Nov 9), fall fertilizer for winterization. The contractor shall apply a 24-2-12 or similar ratio granular fertilizer at a rate of 1.5 lbs. per 1000 sq. ft. \$1,419

Fall Hydraulic Core Aeration: \$1,495

Total \$9,561 same price as 2018

PO Box 191
New Richmond, WI 54017



715-246-3958
651-439-4272

Competitors can use similar products but it really comes down to experienced staff to get products down correctly.

Termination either party may terminate this contract at any time for any reason by giving at least thirty (30) days' notice in writing to the contractor. If the contract is terminated, the contractor will be paid a payment for the work completed as of the date of termination.

Our mission at Fitzgerald Lawn Care, Inc. is to provide the highest quality services possible. If you ever have a question or should a problem arise between scheduled visits, please do not hesitate to give us a call. (715)246-3958 or (651)439-4272.

Fitzgerald Lawn Care, Inc. will provide full insurance coverage during the contract period. Payments not received by contractor within 30 days of statement will be charged 1 1/2 % per month. Contractor is entitled to collect all legal fees associated with past due balances.

Again, many thanks and we look forward to seeing you soon.

Many Thanks,

Dan

Fitzgerald Lawn Care Inc.

Acceptance of terms and conditions from above _____ date _____



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

MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Facility Improvements at Freedom Park, Hatfield Park, & Citizens Field

BACKGROUND

At the February work session meeting, the Park Board and local youth and adult athletic organizations provided feedback regarding future facility improvements at Freedom Park, Hatfield Park, and Citizens Field. City staff have compiled these upgrades into a matrix that also includes some ballpark cost estimates, and will provide this at the meeting for further feedback.

ACTION REQUESTED

No formal action is needed at this time. City staff will obtain quotes for facility improvements over the upcoming weeks, and bring these to the Park Board in March for possible approval.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Mary Park Boat Ramp Bids

BACKGROUND

Bids for the Mary Park Boat Ramp project are due on February 22, 2019 at 2:00 p.m. City staff will tabulate the bids received and present to the Park Board at the meeting.

ACTION REQUESTED

City staff will provide a recommendation for the Park Board's consideration, based on the bids received on Friday afternoon.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 22, 2019

SUBJECT: Will's Playground Update

BACKGROUND

As you might recall, a formal memorandum of understanding (MOU) was previously approved by the City Council in late 2018 for the Will's Playground project, which will be located at Mary Park. The Will's Playground Committee asked to be on the Park Board agenda this month to provide an update and discuss next steps with the project.

ACTION REQUESTED

No formal action is needed at this time.