



156 East First Street
New Richmond, Wisconsin 54017
ph 715.246.4268 fx 715.246.7129
www.newrichmondwi.gov

March 22, 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, March 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) February 20, 2019
4. Public business items
5. Consent Agenda
 - a) Project Updates
 - b) Public Works Spotlight
6. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Freedom Park Master Plan
 - b) Facility Improvements at Freedom Park, Hatfield Park, & Citizens Field
 - c) Will's Playground Update

Come Grow With Us!

7. New business

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

- a) Park Board Meeting Time**
- b) Park Board Vacancy**
- c) Project Rankings for 2019**
- d) Park Tour – May Meeting**
- e) Robert’s Rules of Order Training**

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, FEBRUARY 27, 2019**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, February 27, 2019

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

Others Present: Darian Blattner, Melissa Chapman, Mike Darrow, and Noah Wiedenfeld

Members Absent: Joe Ard

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

Jon Hailey moved to approve the minutes of January 23, 2019, seconded by Mandi Erickson, motion carried.
Mandi Erickson moved to approve the minutes of February 13, 2019, seconded by Jon Hailey, motion carried.

Public Business Items

The question was asked when the bench was put in by the Veterans Memorial if there would be a path put in so it would be handicap accessible. City staff will do some research and provide an update at the next meeting.

Consent Agenda:

Project Updates:

Prescribed Burning

Applied Ecological Services has recommended a prescribed burning treatment for the Doar Prairie Restoration in the fall of 2019, in order to alternate between spring and fall treatments. They are working on preparing a proposal, which will be brought to the Park Board at a future meeting.

Freedom Park Master Plan

City staff are developing a request for proposals to distribute to firms, and will have this item on the March meeting agenda.

Park Board Vacancy

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

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

Unfinished Business:

Park Facility Reservation Policy:

Noah Wiedenfeld reviewed the progress from previous meetings. The following items were highlighted:

- “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
- Fees need to be reasonable and justifiable
- 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

There was discussion on the timeline for signing up for the fields. You can sign up prior to the deadline. Clarification will be added to state the following timeline for the athletic fields for category 4. Mandi Erickson asked about the timeline for the refund of the security deposit, is this a yearly fee or a seasonal fee? Noah stated it would be a yearly fee and it could roll over to the following year; this text could be added to the registration form. The New Richmond Youth Baseball Association should be listed as Club not Association. There was discussion on the fee charges for category 4, and if non-local groups should also have to pay a security deposit and show proof of liability insurance. Category 4 should be listed as 4A and 4B, organizations also need to be defined with a \$20/\$40 fee, and the cancellation fee will also reflect this change. The tournament fee of \$100 was discussed and what expenses or services that fee would go towards. There was discussion about how much advance notice should be given for termination of an event reservation and the unpredictable nature of weather.

Mandi Erickson moved to accept the policy as amended:

- Page 2 the cancellation be changed to \$40 not \$20,
- All organizations should provide organization information, security deposit, proof of liability insurance
- Adding Category 4A & 4B classification, with a \$20 and \$40 hourly fee
- New Richmond Youth Baseball Association changed to Club

Seconded by Jon Hailey, motion carried.

Overview of Funds Available for Park Improvements:

Mike shared that we will be updating the financial reports so that they are easier to understand and include previously approved projects which may not otherwise be reflected if there haven't been any expenditures. We would also show trends (e.g. park impact fees, campground revenue, etc.) from recent years.

Freedom Park Turf Management Services:

The proposal from Fitzgerald Lawn Care was in the packet; the pricing was the same as last year at \$9,561.00. It was also discussed that there are some low spots at Freedom Park that need fill. Brian Schroeder moved to accept the bid as presented by Fitzgerald Lawn Care for \$9,561.00, seconded by Frank Norton, motion carried.

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

The following items have been recognized for the following parks

Freedom Park:

- Master Plan
- Storage Building
- Trail Completion
- Pave Parking Lot
- Signage
- Recycling/Trash/Dog Bags
- Bicycle Repair Station
- Restrooms
- Baseball/Softball Diamonds

Hatfield Park:

- Bathroom Upgrades and/or New Bathroom
- Shelter Roof
- Additional Shelter/Shade Structure
- Netting
- Roller
- Recycling/Trash/Dog Bags
- Metering System for Lighting

Citizens Field:

- New Sod
- Pitchers Mound & Home Plate
- Accessible Ramp
- Sound System
- Batting Cage
- Management Plan
- Recycling/Trash
- Bleachers

Mary Park Boat Ramp Bids:

We received three bids, which were significantly higher than the engineer's estimate of \$108,758.00.

Pember Companies - \$181,619.75

Janke General Contractors - \$157,579.50

Michels Foundations - \$257,707.50

MSA will be contacting the three contractors on why the bids were so high. Brian questioned if there was a deadline for using the grand funds. Noah stated they would go through the bids and the ramp design to see if there were opportunities to reduce costs or complete any of the work with City staff.

New Business

Will's Playground Update:

Brian Schroeder provided a short update. An account has been established through the New Richmond Area Community Foundation and the committee is beginning to prepare information for potential donors and grants.

Announcements:

Craig thanked everyone for being here.

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

The meeting of the Park Board adjourned at 8:35 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: March 21, 2019
SUBJECT: Project Updates

Whispering Prairie Park

City staff are currently working on the grading plan for the park. All of the playground equipment and the shade structure were purchased in late 2018. The plan is to send an informational mailing to the neighborhood this spring updating them about the project, as we have received some inquiries (see the attached letter). We intend to have professional staff from Minnesota Wisconsin Playground complete the playground installation this summer for a fee, rather than having the Public Works staff install the equipment.

Hatfield Park & Citizens Field Lease Agreements

City staff will be organizing a meeting with representatives from several of the local youth and adult athletic associations to review and update the lease agreements for Hatfield Park and Citizens Field. These agreements cover topics such as utilities and concession stands, among others. The proposed agreements would be brought to the Park Board in April for approval.

Quarterly Financial Reporting

Our first quarter financial report will be presented at the April Park Board meeting. This will look very different from our previous reports and will hopefully be easier to understand. The report will also include some trends (e.g. impact fees, campground revenue, farm lease revenue, etc.) to assist the Park Board in making financial decisions.



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March 20, 2019

Loretta
2226 Pioneer Trail
New Richmond, Wisconsin

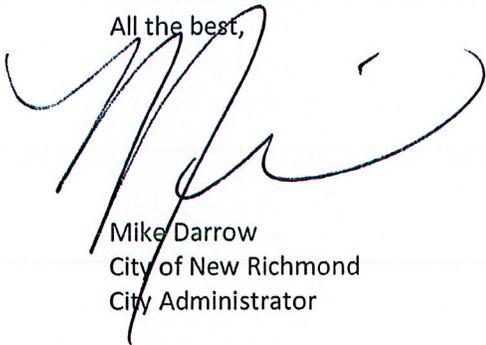
Dear Loretta,

Thank you so much for your letter! The time you took to not only write me a letter but also draw a cool picture made my day! Parks are really important in our growing community. Here are some fun facts that you could bring to your first grade class. The City of New Richmond has over 220 acres of parks and over 14 miles of trails. My personal favorite park is the New Richmond Dog Park. I have a dog named Brenner and I am sure it is his favorite park as well.

I am enclosing the photos of the park equipment that is set to go into your neighborhood. The good news is that we have received the equipment and we hope to have the park completed by mid-June of this year. To ensure that this project keeps moving, I will personally request that this item be placed on the park board agenda over the next three months for updates and timely completion.

I really appreciate the time that you took to get in touch. Please reach out if you have any additional questions.

All the best,

A handwritten signature in black ink, appearing to read "Mike Darrow", is written over the typed name and title.

Mike Darrow
City of New Richmond
City Administrator

Come Grow With Us!

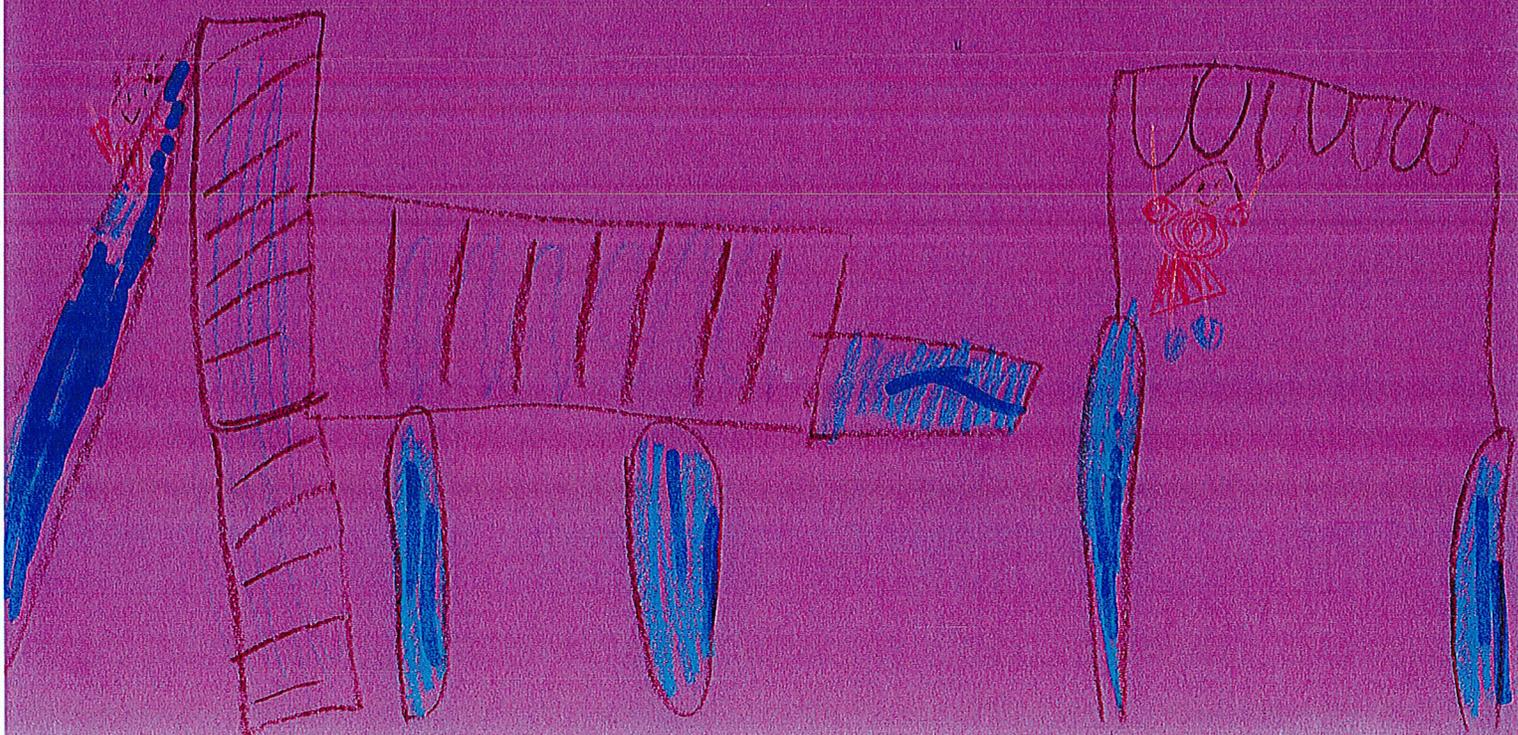
Dear city Administrator

My name is Loretta I am a
first grade student at St. Mary
School I live in the
Prairie Development.

Whispering pines

When we moved here we were told there
will be a park. When will you make a park.
My brother and me would like some where to
play. Please and thank you.
Note back. Sincerely,
Loretta.

Please send me a





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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 21, 2019

SUBJECT: Staff Spotlight

Background

Beginning at the March meeting, I will be highlighting one Public Works staff member each month. This information will be brief (e.g. a photo, background information, years of service, etc.) and is designed to help you get to know some of our staff who you might encounter out in the community. Please be sure to say "hello" when you see them and introduce yourself!



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: March 21, 2019
SUBJECT: Freedom Park Master Plan

Background

City staff have prepared a request for proposals (RFP) to be distributed to local firms for master planning services for Freedom Park. Below are some excerpts from the RFP.

Scope of Services

The consultant who is chosen for this project will be asked to provide the following services to the City of New Richmond:

- 1. Meet with City staff at the site to review current conditions*
- 2. Inventory site, review community recreation survey responses and existing Freedom Park master plan.*
- 3. Work with Park Board and City staff to solicit feedback from stakeholders (e.g. public meetings, focus groups, etc.)*
- 4. Prepare conceptual plans for review and presentation, including precedent images*
- 5. Prepare final renderings and cost estimates*
- 6. Generate phasing plan for implementation of the master plan*

Other Issues to be Addressed

With this being a relatively undeveloped park, there are also several "below-ground" issues that should be addressed and incorporated into the park master plan as much as possible, including:

- 1. Suitability of existing soil conditions for proposed uses*

2. *Need for extension of city water and sewer infrastructure*
3. *Stormwater management*
4. *Data-driven trends at a local, regional, and national level*

Deliverables

1. *Freedom Park Master Plan with implementation schedule*
2. *Final detailed conceptual drawings and renderings*
3. *Conceptual cost estimates*

Action Requested

No formal action is needed at this time. City staff will provide copies of the received proposals at the April Park Board meeting. If a contract is approved, the tentative timeline would be to have public engagement opportunities beginning in May and continuing throughout the summer. We would tentatively plan to receive final deliverables in August.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 21, 2019

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

Background

The Park Board has received feedback from local stakeholders about possible facility improvements at Freedom Park, Hatfield Park, and Citizens Field. Below is a summary matrix.

Freedom Park		
Project	Timeline	Sources of Funds
Master Plan Update	Award Contract: April Public Engagement: May-July Deliverables: August	Impact Fees
Storage Building 64' x 24' with 4 separate bays	Contract: April Construction: Summer	Capital Improvement Plan \$150K
Trail: Design & Staking	May	Impact Fees (Previously Approved)
Park Signage	Approve Design: April Installation: May	General Operating
Recycling and Trash Receptacles, Dog Waste Bags	Installation: April	General Operating
Bicycle Repair Station	Installation: April	Park Land Trust Fund
Small Restroom	Contract: April/May Construction: Summer	Capital Improvement Plan \$150K

Hatfield Park		
Project	Timeline	Sources of Funds
Bathroom Remodeling	Contract: April Construction: May	Park Land Trust Fund
Netting	Purchase: April Installation: May/June	Park Land Trust Fund
Replace Shelter Roof	Contract: April Construction: May	Hail Insurance Claim or Park Land Trust Fund
Recycling and Trash Receptacles, Dog Waste Bags	Installation: April	General Operating
Electric Meter	April	General Operating

Citizens Field		
Project	Timeline	Sources of Funds
Rebuild Pitcher's Mound & Home Plate	May	Park Land Trust Fund
Replace Sod	September/October	Park Land Trust Fund & General Operating (Previously Approved)
Recycling & Trash Receptacles	Installation: April	General Operating
Electric Meter	April	General Operating
Facilities Plan (with phases and costs)	Contract: April Public Engagement: May – July Deliverables: August	Park Land Trust Fund

Recommendation

In order to keep moving forward with some of the identified projects, City staff recommend that the Park Board consider the following formal motions:

1. Authorize City staff to seek competitive bids for the Freedom Park shelter and restrooms.
2. Authorize City staff to purchase a bicycle repair station for Freedom Park for a not-to-exceed amount of \$2,000. Funds would come from Park Land Trust Fund.
3. Authorize City staff to spend up to \$12,000 on bathroom remodeling at Hatfield Park. Funds would come from the Park Land Trust Fund.
4. Authorize City staff to spend up to \$3,500 on netting for Hatfield Park. Funds would come from the Park Land Trust Fund.
5. Authorize City staff to spend up to \$3,000 on rebuilding the pitcher's mound and home plate at Citizens Field. Funds would come from the Park Land Trust Fund.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 21, 2019

SUBJECT: Will's Playground Update

Background

A written report from the Will's Playground committee will be presented at the Park Board meeting. This group will continue to provide regular updates to the Park Board about the status and progress of the project as it moves forward.

Action Requested

No formal action is requested at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 21, 2019

SUBJECT: Park Board Meeting Time

Background

For several years, the Park Board started their meetings at 6:15 p.m. A couple of years ago, the decision was made to move the meeting start time back to 7:00 p.m.

The Park Board should discuss moving the Park Board meetings to an earlier starting time – possibly to 5:30 or 6:00 p.m. (if work and family schedules allow).



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: March 21, 2019
SUBJECT: Park Board Vacancy

Background

There is currently one vacancy on the Park Board following the resignation of Christine Melby. Three applications have been received to date from community members who are interested in serving on the Park Board.

As a reminder, below are the current term expirations for the existing Park Board members:

Craig Kittel:	April 2019 (City Council alderperson)
Vacant Position:	April 2020
Frank Norton:	None (School District representative)
Mandi Erickson:	April 2021
Joe Ard:	April 2021
Brian Schroeder:	April 2019
Jon Hailey:	April 2020

Recommendation

City staff recommend that the Park Board make a formal recommendation to fill the vacant position at the April meeting, and in the meantime, continue to accept additional nominations. Please note that the nominee who fills Christine Melby's position will complete her term, which expires in April of 2020.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 21, 2019

SUBJECT: Project Rankings for 2019

Background

Each spring, the Park Board sets priorities for park improvements. City staff will provide a list of possible projects from the Comprehensive Outdoor Recreation Plan for consideration. Projects will be organized according to location and estimated cost. Given the \$150,000 allocation from the City Council for Freedom Park which needs to be spent in 2019, there will be a separate ranking specifically for possible Freedom Park projects.

Action Requested

City staff will distribute the project list prior to the Park Board meeting, so that we may begin conversations about priorities for 2019. In April, following the presentation of the financial report by City staff, the Park Board will be asked to formally recommend any additional projects of interest for 2019.



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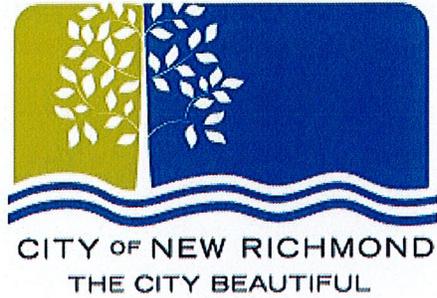
SUBJECT: Park Tour – May Meeting

Background

The Park Board typically has a park tour each spring before one of the monthly meetings. The Park Board will travel to 2-3 parks of interest, and then return to the Civic Center for the regular meeting. The regular May meeting is tentatively scheduled for Wednesday, May 29th.

Action Requested

The Park Board should determine which parks they wish to tour this spring, as well as a meeting date and time (May meeting, or another month).



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 21, 2019

SUBJECT: Robert's Rules of Order Training

Background

Two training sessions about Robert's Rules of Order were recently presented for boards and commissions by City Attorney Nick Vivian. City Clerk Tanya Batchelor recently emailed a link to the presentation, a copy of the PowerPoint, parliamentary procedure tips, and public hearing procedures.

Action Requested

Park Board members who did not attend one of the training sessions should review the Robert's Rules of Order training presentation and materials sent by the City Clerk.