



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

July 19, 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, July 25, 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, June 27, 2018
4. Public business items
5. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Update on Mary Park Boat Ramp
 - b) Old Middle School Site
6. New business
(Action on newly introduced motions, ordinances, resolutions or other matters)
 - a) Pickleball Courts at Mary Park
 - b) Conceptual Designs for Fox Run & Whispering Prairie Developments
 - c) Paperjack Park Reconfiguration
7. Park Land Trust & Inspection Reports
 - a) Park Land Trust Fund - \$183,430.65
 - b) Impact Fee Fund - \$25,826.97
 - c) Inspection Reports

Come Grow With Us!

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, JUNE 27, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:01 p.m. on Wednesday, June 27, 2018.

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

Others Present: Michelle Johnson, Todd Nielsen, Kristen Nielsen, Sarah Sweet, Matthew Cook, Darian Blattner, Nicole Hayes, Catarine Parsons, Donna Williams, and Mike Mroz

Members Absent: Mandi Erickson, and Frank Norton

Jon Hailey moved to adopt the agenda, seconded by Joe Ard, motion carried.

Jon Hailey moved to approve the minutes of the May 23, 2018, seconded by Christine Melby, motion carried.

Public Business Items

Mike Mroz is working on an open house at Monette Park to see what people want to see in the park. This will be on next month's agenda. The benches for Doughboy trail are in and the plaques are ordered.

Unfinished Business:

None

New Business

Explanation of City Ordinance 62.5 – Reservation of Park Spaces:

Mike Mroz explained there has been an outside association contacted the city to reserve field space at Freedom Park. Mike stated when he received the reservation form there was no overlapping for usage so he granted usage. Some of the sports associations disagreed with allowing some of the associations from out of town come in to use the facility. Nick Vivian, the city attorney has written a letter regarding the ordinance; Mike has sent this out to the members earlier. Comments were made there are smaller soccer groups that don't have large resources to have their own space. We are willing to help generate resources to help support the fields. It is nice to have fields in the backyard verses driving ½ hour out of town. There was concern on there is too much stuff going on at Freedom Park already. We need to provide for the people in the community and we have the facilities to meet those needs. We need to make sure booking outside associations do not interfere with those in the community. Craig Kittel will work with Nick Vivian on the ordinance. He believes soccer should have priority for all they have done at Freedom Park fields. There needs to be a fee structure and those who have donated would have a credit to work off towards the fees. Comment was made that St. Croix Press has their land for sale and when it is sold, it will bring more groups to Freedom Park. Brian Schroeder moved to explore Ordinance 62.5 and establish a fee schedule, seconded by Jon Hailey, motion carried.

Paperjack Park Slide:

Mike gave an update on the enclosed slide, there has been ongoing vandalism, at this time he has had the slide be removed from the park. There is plywood over the opening and we are getting estimates on open slides. The replacement will come out of operating budget.

Old Middle School Site:

In short term, we have been directed to put something in short term. Staff will do an open house at that site for ideas prior to the July meeting. Send any ideas to Mike Mroz. A reminder will be sent out to members.

Mary Park Fishing Pier:

The fishing pier was damaged over the winter. We received a quote for the repair, and then our insurance adjustor came and looked at it. The insurance is going to send us a check for \$8,200.00, now would be the time to make changes out there. Joe Ard moved to recommend including the fishing pier with the redesign work for the Mary Park boat ramp seconded by Christine Melby, motion carried.

Citizens Field Sod Replacement:

Craig Kittel stated the sod should be replaced every 4th or 5th year; there are volunteers to do the project. We will apply for a Twins grant for next year. Mandi Erickson moved to replace the infield turf at Citizens Field following the 2018 playing season with paying the difference from donations, seconded by Brian Schroeder, motion carried.

Hatfield Park Handicap Parking Request:

Joe Ard moved to put a handicap parking space, seconded by Craig Kittel, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$149,345.29

Impact Fees Fund – \$20,553.84

Inspection Reports:

Turned in. Jon asked if the roof at Northside shelter be checked. Northside needs more mulch.

Announcements:

Mike Mroz will talk to the Hatfield Association regarding the bathrooms needing upgrading attention.

Jon Hailey moved to adjourn the meeting, seconded by Joe Ard, 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: Noah Wiedenfeld, Management Analyst
DATE: July 17, 2018
SUBJECT: Mary Park Boat Ramp

BACKGROUND

In June, City staff issued a request for proposals (RFP) for engineering services for the reconstruction of the Mary Park boat ramp. Proposals are due on Friday, July 20th at 4:00 p.m.

At the Park Board meeting, City staff will present and discuss the proposals received.

ACTION REQUESTED

The Park Board should consider a formal recommendation of an engineering firm for the Mary Park boat ramp reconstruction. The recommendation would go to the City Council, who would vote to approve the contract for services at their regular meeting on August 13.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: July 18, 2018

SUBJECT: Old Middle School Site

BACKGROUND

Prior to any community engagement at the Old Middle School site, City of New Richmond staff contacted the School District to inform them of our intentions with the space. However, at this time, the Board of Education would like the property to remain as “green space” as originally planned and outlined in the agreement.

ACTION REQUESTED

No formal action is needed at this time. Merely an update to a previous agenda item



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: July 17, 2018

SUBJECT: Pickleball Courts at Mary Park

BACKGROUND

The New Richmond Pickleball Association recently held a tournament as part of Fun Fest. For the purposes of their tournament, City staff created temporary courts by applying tape to the existing tennis courts which could be removed following the conclusion of the tournament. A representative for the Pickleball Association has since inquired about creating permanent pickleball courts and having storage for equipment.

The Park Board should discuss and consider the following questions:

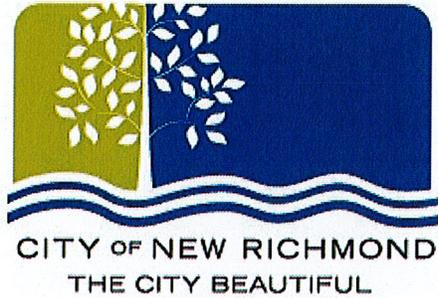
- Should permanent pickleball court lines be painted on the tennis courts at Mary Park?
- Should two permanent pickleball courts with nets and posts be set up at Mary Park?
- If pickleball courts remain temporary, should an outdoor equipment storage box be allowed at Mary Park for the storage of portable nets?

An aerial photo of the tennis courts at Mary Park is shown on the following page for reference.



ACTION REQUESTED

The Park Board should discuss the questions from the New Richmond Pickleball Association and consider making a formal recommendation.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: July 17, 2018

SUBJECT: Conceptual Designs for Parks in Fox Run & Whispering Prairie Developments

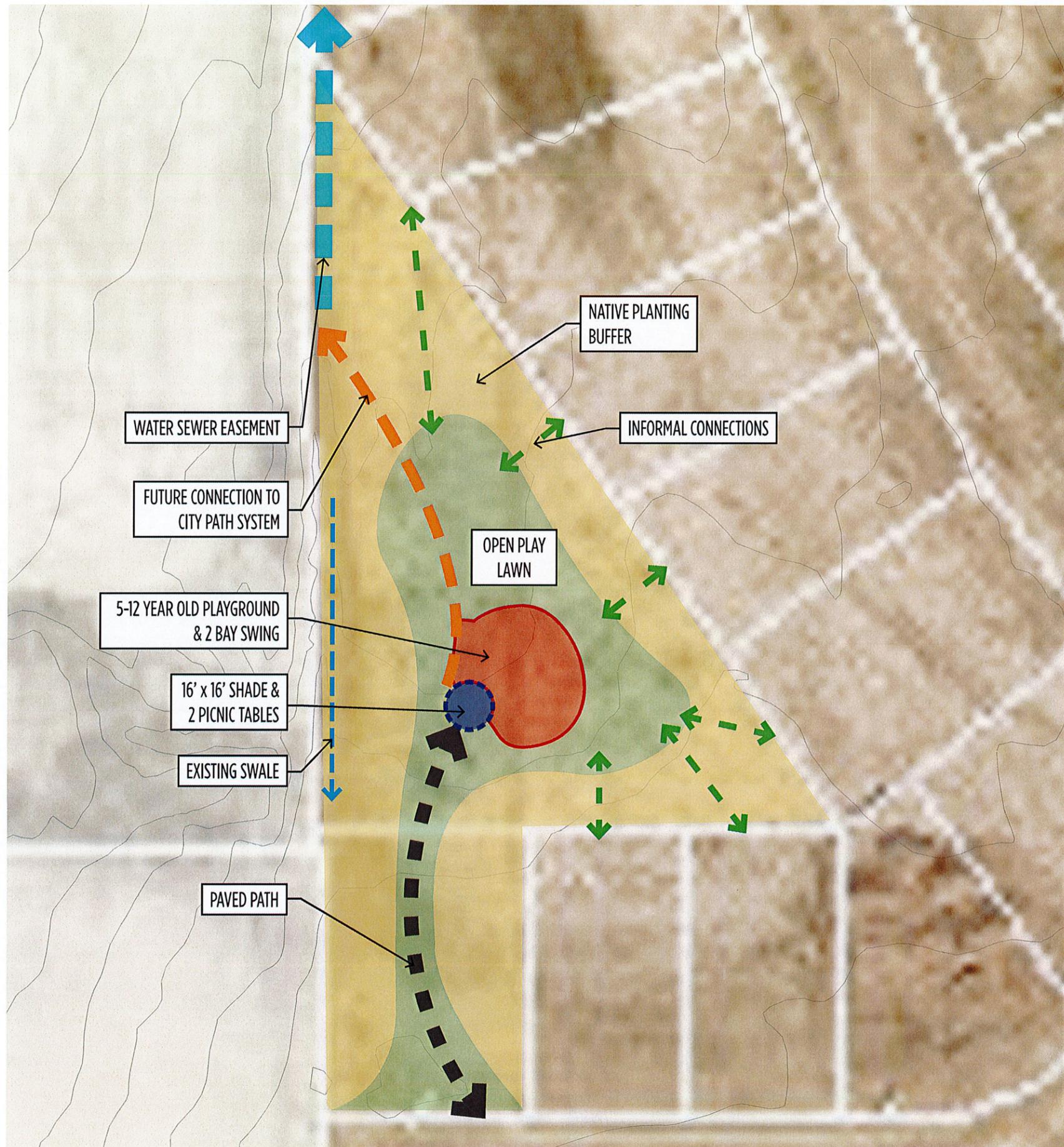
BACKGROUND

City staff are working with a landscape architect from CRS Design, LLC to develop master plans for future parks in the Fox Run and Whispering Prairie developments. The first phase of the project includes preparing conceptual bubble diagrams that allow for an understanding of initial design thoughts. City staff will show the conceptual bubble diagrams that have been prepared by CRS Design, LLC at the meeting to get feedback from the Park Board. Estimated costs for each site will also be presented.

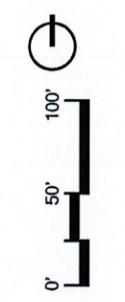
Phase Two includes creating graphic drawings that provide a more in-depth look at the design. The final product of Phase Two is a site plan with features drawn to scale, and cost estimates for each plan. These materials will be shown at the August Park Board meeting for final review and possible action.

ACTION REQUESTED

No formal action is needed at the July meeting. The Park Board should provide feedback on the conceptual bubble diagrams that will be shown at the meeting.



OPEN HOUSE INPUT			
LARGE AMENITIES		VOTES	
1. PAVED TRAILS		7	
2. SCHOOL AGE PLAYGROUND		4	
3. BASKETBALL COURT		1	
4. PICNIC SHELTER		0	
5. LIGHTING		0	
6. PUBLIC RESTROOMS		0	
7. ROPE CLIMBING STRUCTURE		0	
8. PRESCHOOL PLAYGROUND		0	
SMALL AMENITIES		VOTES	
1. MOWED TRAILS	7	13. OUTDOOR FIRE PIT	1
2. BENCHES	7	14. SAND DIGGER	1
3. NATIVE PRAIRIE	7	15. SAND VOLLEYBALL COURT	0
4. SWING SET	6	16. OUTDOOR GRILL	0
5. TREE PLANTINGS	5	17. DRINKING FOUNTAIN	0
6. BICYCLE RACK	3	18. ROCKERS	0
7. SHADE STRUCTURE	3	19. ROCK CLIMBING WALL	0
8. STORYWALK	2	20. SCHOOL AGE SLIDE	0
9. IMAGINATION PLAY STRUCTURES	2	21. TODDLER TUNNEL	0
10. PICNIC TABLES	2	22. CLIMBER	0
11. DISC GOLF COURSE	1	23. BASEBALL BACKSTOP	0
12. OPEN GREEN SPACE	1	24. PERCUSSION PLAY INSTRUMENTS	0

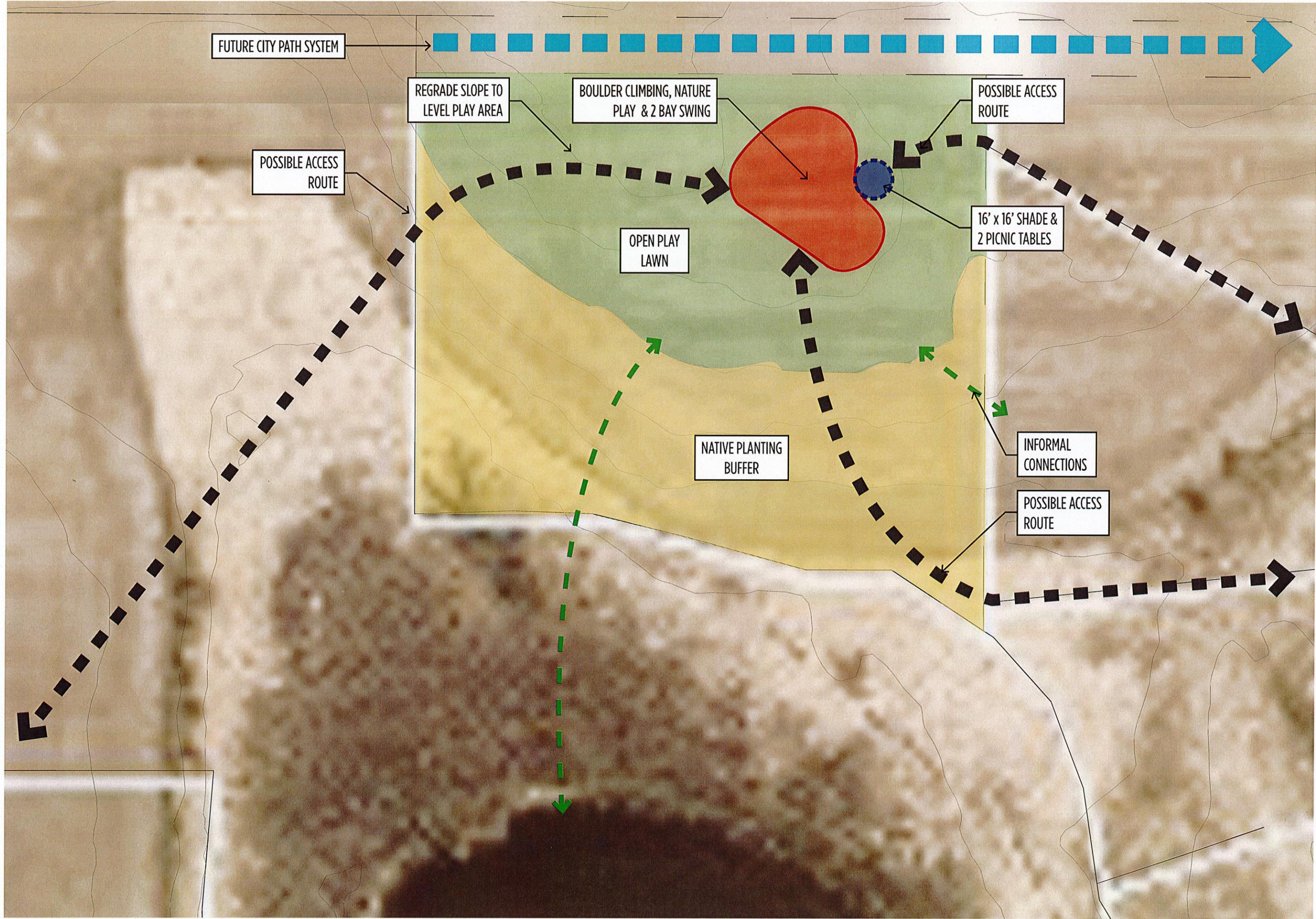


BUDGETARY COST ESTIMATE SUMMARY

Whispering Prairie
July 18, 2018
Budgetary Estimate



Site Prep		
By Owner		\$0.00
Site Prep Total		\$0.00
Playground		
5 - 12 Year Old Play Structure		\$28,536.26
2 Bay (4 Seats) Swing Set		\$4,197.00
Playground Total		\$32,733.26
Concrete Path & Seating Area		
1,193 sf @ \$6,00 sf		\$7,158.00
Concrete Total		\$7,158.00
Site Furnishings		
2 Picnic Tables		\$2,304.00
16' x 16' Shade Structure		\$4,900.00
Site Furnishing Total		\$7,204.00
Feature Total		\$47,095.26
Contingency	10%	\$4,709.53
Freight Estimate		\$2,500.00
Project Subtotal		\$54,304.79
* All costs are estimates and may change as the project progresses.		
* Costs are to furnish product only and assume City installation.		





BOULDER CLIMBING EXAMPLE 1



BOULDER CLIMBING EXAMPLE 2



BOULDER CLIMBING EXAMPLE 3



NATURE PLAY



NATURE PLAY

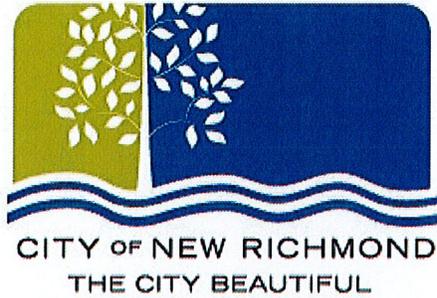
	LARGE AMENITIES		SMALL AMENITIES			
		VOTES		VOTES		VOTES
OPEN HOUSE INPUT	1. SCHOOL AGE PLAYGROUND	17	1. SWING SET	15	9. OUTDOOR FIRE PIT	7
	2. PAVED TRAILS	14	2. BENCHES	13	10. DISC GOLF COURSE	6
	3. BASKETBALL COURT	3	3. ROCK CLIMBING WALL	13	11. SHADE STRUCTURE	6
	4. PUBLIC RESTROOMS	3	4. SAND VOLLEYBALL COURT	11	12. OUTDOOR GRILL	5
	5. PICNIC SHELTER	1	5. MOWED TRAILS	10	13. TODDLER TUNNEL	4
	6. LIGHTING	1	6. TREE PLANTINGS	10	14. CLIMBER	4
	7. ROPE CLIMBING STRUCTURE	1	7. DRINKING FOUNTAIN	9	15. STORYWALK	3
	8. PRESCHOOL PLAYGROUND	0	8. BASEBALL BACKSTOP	9	16. SCHOOL AGE SLIDE	2
				17. NATIVE PRAIRIE	2	
				18. SAND DIGGER	2	
				19. PERCUSSION PLAY INSTRUMENTS	2	
				20. PICNIC TABLES	2	
				21. BICYCLE RACK	1	
				22. OPEN GREEN SPACE	1	
				23. ROCKERS	1	
				24. IMAGINATION PLAY STRUCTURES	1	

BUDGETARY COST ESTIMATE SUMMARY



Fox Run
July 19, 2018
Budgetary Estimate

Site Prep		
By Owner		\$0.00
Site Prep Total		\$0.00
Playground		
Boulder Climbing & Nature Play		\$30,511.00
2 Bay (4 Seats) Swing Set		\$4,197.00
Playground Total		\$43,708.00
Concrete Path & Seating Area		
0 sf @ \$6,00 sf		\$0.00
Concrete Total		\$0.00
Site Furnishings		
2 Picnic Tables		\$2,304.00
16' x 16' Shade Structure		\$4,900.00
Site Furnishing Total		\$7,204.00
Feature Total		\$50,912.00
Contingency	10%	\$5,091.20
Freight Estimate		\$2,500.00
Project Subtotal		\$58,503.20
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* Costs are to furnish product only and assume City installation.		



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz; Operations Manager

DATE: July 17, 2018

SUBJECT: Paperjack Park Reconfiguration

BACKGROUND

With the recent decision by the Park Board to replace the toddler equipment at Paperjack Park, City staff is recommending we reconfigure the park to save on maintenance costs and eliminate unsafe/unused equipment. The following is a list of recommendations to consider;

1. Remove the old swing set in the large play area and replace with the set that matches the playground. This is currently in the play area to the west of the shelter.
2. Place the new equipment in the play area to the west of the shelter to create a new toddler play area.
3. Remove the merry-go-round from the toddler play area.
4. Remove the small play area all together and plant grass thus reducing the continual need for trimming and mulch.

Furthermore, over the course of the last month staff has received several phone calls of wasps building nests in the climbing walls at both Mary and Paperjack Park. Public Works staff would eliminate the problem only to have another call come in a few days later. This has been an annual occurrence with these two pieces of equipment therefore, staff made the decision to remove both walls to eliminate the hazard. The Discovery Cave that Park Board voted to purchase has the same types of holds that was removed and staff would like the board to reconsider their decision and choose a different piece of equipment to replace the cave. The total expense for the cave was \$3,792.00. The board should consider a balance beam course for that area utilizing the balance stepper that is already in place. Each balance beam costs \$705.



ACTION REQUESTED

The Park Board should consider formal motions on the recommendations made by staff as we look to reconfigure Paperjack Park.

Remove swing



**Remove old swing set
move new swing set**



Remove toddler set

**New
Toddler Set**



The Discover Cave is a fun freestanding event for children ages 2-5. Children can climb up and over the outside of the cave, or crawl in and through it. Inside there are tactile elements molded into the sides of the cave for discovery and exploration. Available with Natural Rock hand grips (#5053) or Primary Color hand grips (#5052).

Features and Benefits:

- Promotes climbing play in preschool children
- Molded-in tactile animals and other elements for added discovery
- Durable plastic construction withstands the elements and is perfect for outdoor preschool play environments

Model: 5052
Use Zone: 20' 9in X 19' 1in
Fall Height: 4'
Age Group: 2 to 5 Years

Limited Lifetime Warranty on uprights, hardware and connections. Visit gametime.com/warranty for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.

City of New Richmond - KidTime and Discover Cave

City of New Richmond
Attn: Noah Wiedenfeld
156 East First Street
New Richmond, WI 54017
Phone: 715-246-4268
nwiedenfeld@newrichmondwi.gov

Ship To Zip: 54017

Quantity	Part #	Description	Unit Price	Amount
1	178749	GameTime - Owner's Kit	\$53.00	\$53.00
1	20002	GameTime - Toddler 2	\$6,143.00	\$6,143.00
1	23031	GameTime - On-Ground Pkg For 20002	\$796.00	\$796.00
1	5052	GameTime - Discover Cave W/Primary Grips	\$3,792.00	\$3,792.00
			SubTotal:	\$10,784.00
			Freight:	\$1,678.32
			Total Amount:	\$12,462.32

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MPW will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Freight charges: Prepaid & added

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Project Name: _____

Attn: _____

Attn: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____



PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>6/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>6/30/2018</u>
Park Land Dedication Funds	85,721.76	962.50	-	86,684.26
Hatfield Campgrounds	74,707.94	4,765.85	(657.30)	78,816.49
Freedom Park	5,556.27	-	(87.36)	5,468.91
Tree Planting	668.75	-	-	668.75
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Dog Park	(551.23)	391.85	-	(159.38)
NR Decals	(343.69)	30.00	-	(313.69)
Rich River Trails/Greaton Park	113.20	-	-	113.20
Donations - Citizens Field	-	-	-	-
Donations - Hatfield Park	-	1,200.00	-	1,200.00
Donations - Memorial Bench - Warner	-	800.00	-	800.00
Donations - Memorial Tree - Pape	-	400.00	-	400.00
Donations - Legacy Bench - Schaffer	2,000.00	-	-	2,000.00
Donations - Legacy Bench - Wentz	2,000.00	-	-	2,000.00
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	(6,905.41)	-	-	(6,905.41)
Mary Park Boat Launch	1,155.24	72.98	-	1,228.22
Surface Water Grant - Willow River	-	7,500.00	-	7,500.00
WT Doar Trust Funds / Celebration	504.03	-	-	504.03
Totals	\$ 168,052.13	16,123.18	(744.66) \$	183,430.65
				183,430.65

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>6/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>6/30/2018</u>
Impact Fees - Parks	22,257.65	3,138.13	-	25,395.78
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
Totals	\$ 22,688.84	3,138.13	-	\$ 25,826.97
				25,826.97

Total Park Funds	209,257.62
Restricted Park Funds	97,177.58
<u>Net Available Funds</u>	<u>112,080.04</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	@ 6/30/18

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)	@ 6/30/18

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			\$ -	@ 6/30/18

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	@ 6/30/18

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments

			Spent to date	Balance	
Freedom Park Lease Revenue - 2017	\$ 8,000		(8,000.00)	\$ -	@ 6/30/18