



October 17, 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, October 25, 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, September 27, 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) Park System Plan: Fox Run & Whispering Prairie Parkland
 - b) NRRP website development
7. New business
 - a) 125th Street Design and Bicycle/Pedestrian Accommodations
 - b) Doughboy Trail Benches

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

8. Inspection & Park Land Trust report
 - a) Inspection Reports

- a) **Inspection Reports**
- b) **Park Land Trust Fund - \$124,260.10**
- c) **Impact Fee Fund - \$5,532.45**

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, SEPTEMBER 27, 2017**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, September 27, 2017.

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

Others Present: Sarah Sweet, Ron Derrick, Noah Wiedenfeld, Mike Darrow, Jeremiah Wendt, and Michael Mroz

Brian Schroeder moved to adopt the agenda, seconded by Joe Ard, motion carried.

Jon Hailey moved to approve the minutes of the August 30, 2017 meeting, seconded by Frank Norton, motion carried.

Public Business Items

Craig Kittel updated the board on the park celebration event that was held at the Irv and Mary Sather Skate Park on September 16th.

Consent Agenda

5K Benefit:

Motion was made by Jon Hailey to approve the consent agenda, seconded by Brian Schroeder, motion carried.

Unfinished Business:

Fox Run & Whispering Prairie Meeting Recap:

Noah Wiedenfeld gave an overall review of turnout, comments, and highlighted what the residents in the area developments wanted

Whispering Prairie Large Amenities:

- Paved trails 7 stickers
- School age Playground 4 stickers
- Baseball Court 1 sticker

Whispering Prairie Smaller Amenities:

- Mowed Trails 7 stickers
- Benches 7 stickers
- Native Prairie 7 stickers
- Swing set 6 stickers
- Tree plantings 5 stickers
- Bicycle Rack 3 stickers
- Shade Structure 3 stickers
- Storywalk 2 stickers
- Imagination Play Structures 2 stickers
- Picnic Tables 2 stickers
- Disc Golf Course 1 sticker
- Open Green Space 1 sticker
- Outdoor Fire pit 1 sticker
- Sand Digger 1 sticker

Fox Run Large Amenities:

- School Age Playground 17 stickers
- Paved Trails 14 stickers
- Basketball Court 3 stickers
- Public Restrooms 3 stickers
- Picnic shelter 1 sticker
- Lighting 1 sticker
- Rope climbing structure 1 sticker

Fox Run Small Amenities:

- Swing Set 15 stickers
- Benches 13 stickers
- Rock climbing wall 13 stickers
- Sand Volleyball Court 11 stickers
- Mowed trails 10 stickers
- Tree Plantings 10 stickers
- Drinking Fountain 9 stickers
- Baseball Backstop 9 stickers
- Outdoor Fire Pit 7 stickers
- Disc Golf Course 6 stickers
- Shade trees 6 stickers
- Outdoor Grill 5 stickers
- Toddler Tunnel 4 stickers
- Climber 4 stickers
- Storywalk 3 stickers
- School Age Slide 2 stickers
- Native Prairie 2 stickers
- Sand Digger 2 stickers
- Percussion Play Instruments 2 stickers
- Picnic Tables 2 stickers
- Bicycle Rack 1 sticker
- Open Green Space 1 sticker
- Rockers 1 sticker
- Imagination Play Structures 1 sticker

These parks and amenities will be voted on and added to the park plan at the next park board meeting for these specific developments.

Freedom Park Turf Update:

Following last month's Park Board meeting City staff contacted a turf management consultant to examine our facility, take soil samples, and outline a turf management program. From the test results there is heavy clay and compacted soils. The recommendation is Broadleaf herbicide (1-2 times yr), Core Aerate (2-4 times yr), over seed every year until turf establishes, fertilize 4 times per year, top dress after soils loosen up (once per yr).

This Fall we could do the following items:

- a) Apply Speed Zone Herbicide
- b) Core Aerate
- c) Apply fertilizer and gypsum
- d) Over seed (\$2,800 at 200 lbs acre)

This fall herbicide will be applied after the fields are done being used. City staff has met with a company who can get the fields up to better playing standards. Quotes will be brought back to an upcoming meeting. There was discussion on if doing the items above will this deliver the expectations? The board decided to hold off on the over seed until we determine the best course of action.

New Business

Willow River Bluffs Park Dedication:

The City of New Richmond recently contacted the new developers of the Willow River Bluffs subdivision (Derrick Companies and Creative Homes) to indicate their desire to possibly exchange park impact fees for the construction of a new trail that will be vital in the County Road A connection. Staff brought this proposal to the Park Board to receive input and guidance. There was discussion on the could be done in the area. Jeremiah stated he would like to see these trails connect with existing trails in Woodland Creek and Willow Wind. Jon Hailey moved for the developer to construct a trail and the costs will offset parkland fees, Phase I to be completed by June 30, 2018, seconded by Joe Ard, motion carried.

Dog Park Fence:

Due to the condition of the current boundary fence at the Dog Park the City of New Richmond has received multiple complaints of dogs escaping the area. Staff has patched these areas throughout the years with snow fence and scraps of chain link fence to try to eliminate the escapees. Needless to say, the overall condition of the large area fence is in poor condition and in need of replacement.

Therefore, staff obtained a quote from Cyclone Fence to install a new border fence around the large area. The quote came back at \$5.00 per linear foot for woven wire and \$8.00 a linear foot for residential chain link. The woven wire is the same material used around the small dog park area. Motion was made by Brian Schroeder to replace the fence with woven wire with dog park line and park land dedication fund and this be repaid with future dog park fees, seconded by Joe Ard, motion carried.

Park Board Attendance Policy:

Craig Kittel commented he would like to have everyone here. The city has no policy stating attendance policy. There was discussion on options for a policy. City Council would have to implement a universal policy for the boards & commissions. There was discussion on changing the meeting day, it is hard for Joe Ard to get here on the last or second to the last day of the month. This will be evaluated at the December meeting and look at the dates for 2018.

Park Land Trust Report:

Park Land Trust Fund - \$115,2015.47

Impact Fees Fund – \$4,910.57

Inspections Reports – Handed in to Mike

Announcements:

Canoe Launch update:

Noah gave the update on the canoe launch.

Jeremiah asked if we wanted to do something different at the Doughboy Trail for benches. We can discuss this at the next meeting.

Christine Melby asked if anyone had given any thought about putting magical spots to visit on the city website. Brian Schroeder stated they visited the John Doar trail and the placards are hard to read at night. Learning Service day is in May and they will start putting projects together in January.

The Boards & Commissions dinner is October 26th at 5:00 p.m.

Mandi Erickson moved to adjourn the meeting, seconded by Craig Kittel, motion carried.

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

Minutes Submitted by
Marie Bannink
City Secretary



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

MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: October 20, 2017

SUBJECT: Park System Plan: Fox Run & Whispering Prairie Parkland

BACKGROUND

Two concurrent public open houses were held on September 20th in the Fox Run and Whispering Prairie developments to get feedback on the types of active and passive recreation amenities that residents would like to see in the future. City staff have tabulated the responses from the visual preference survey, and recommend formally adding the top-ranked amenities to the Park System Plan. Over the winter months, the Park Board can discuss prioritizing projects in 2018, including the timeline and initial budget for these two future parks.

RECOMMENDATION

City staff recommend a formal motion to add the items listed below to the Park System Plan. Please note that these items are listed in order beginning with the items that received the most "votes" at the open house meetings. All items listed received four or more votes.

Fox Run Parkland

School age playground, paved trails, swing set, benches, rock climbing wall, sand volleyball court, mowed grass trails, tree plantings, drinking fountain, baseball backstop, outdoor fire pit, disc golf course, shade structure, outdoor grill, toddler tunnel, climber

Whispering Prairie Parkland

Paved trails, school age playground, mowed grass trails, benches, native prairie, swing set, tree plantings



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MEMORANDUM

TO: Park Board Members
FROM: Michael Mroz; Operations Manager
DATE: October 20, 2017
SUBJECT: NRRP website

Staff will provide an update on the progress made to the New Richmond Recreation Partnership (NRRP) website. Official launch is slated for the January 2018.

ACTION REQUESTED

No action required at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: October 20, 2017

SUBJECT: 125th Street Design and Bicycle/Pedestrian Accommodations

BACKGROUND

The City of New Richmond and the Town of Richmond are working together to design and reconstruct 125th Street, which is tentatively scheduled to be completed in 2018. A public open house meeting held on September 28 provided residents who live in that neighborhood an opportunity to discuss preliminary design concepts and issues that they would like addressed.

At the Park Board meeting, City staff will give an overview of the 125th Street project and will seek input from the Park Board as it relates to bicycle and pedestrian accommodations along 125th Street, as well as the connectivity of this neighborhood with our overall city bicycle and pedestrian system, including but not limited to CTH A, West 8th Street, and the Rail Bridge Trail.



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MEMORANDUM

TO: Park Board Members

FROM: Jeremiah Wendt, Director of Public Works

DATE: October 20, 2017

SUBJECT: Doughboy Trail Benches

BACKGROUND

The City of New Richmond has a Legacy Bench and Tree Program which provides a way for individuals to honor a friend, family member, or organization by placing a tree or bench in one of our parks or trails. The program identifies a preferred color scheme for benches in each park and along trails. There has been interest in adding permanent benches of some type along the Doughboy Trail since it opened; however, any formal decision in regards to the design or color of the benches was to be postponed until after the John Doar History Trail was constructed.

One concept that has been discussed between City staff and Bill Buell, who originally donated the property and trail easement necessary for the Doughboy Trail, is to have six benches along the trail, alternating between decorative benches and cut limestone. These would be similar in design to the benches and limestone located around the John Doar History Trail, allowing for a smooth aesthetic transition when traveling from one trail to the other. Legacy benches of this style would cost more than our traditional blue or black park benches – likely around \$2,000 each instead of the usual \$800. Another alternative would be to continue with our traditional blue or black benches found in and along many of our existing parks and trails.

Example photos of the benches are included with this memo.

ACTION REQUESTED

The Park Board should discuss and make a formal recommendation in regards to the legacy bench design and color for the Doughboy Trail.



PARK LAND TRUST FUND #800

	Beginning Balance	Revenue	Expenditures	Ending Balance
	<u>9/1/2017</u>			<u>9/30/2017</u>
Park Land Dedication Funds	49,840.38	5,140.44	(128.34)	54,852.48
Hatfield Campgrounds	52,851.87	6,116.59	(1,343.20)	57,625.26
Freedom Park	(2,578.17)	-	(204.48)	(2,782.65)
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Tree Planting	668.75	-	-	668.75
Dog Park	9,448.47	378.50	-	9,826.97
Doar Restoration Funds	-	-	-	-
NR Decals	(398.69)	55.00	-	(343.69)
Rich River Trails/Greaton Park	113.20	-	-	113.20
Donations - Citizens Field	-	-	-	-
Donations - Legacy Bench - Komula	159.00	-	(15.00)	144.00
Donations - Legacy Bench - Levy	144.00	-	-	144.00
Donations - Legacy Bench - Spoo	800.00	-	(641.00)	159.00
Donations - Legacy Bench - Anderson	800.00	-	-	800.00
Donations - Legacy Bench/Tree - Wolff	1,200.00	-	(791.50)	408.50
Donations - Legacy Tree - Wolf	400.00	-	(66.50)	333.50
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	886.05	28.44	-	914.49
WT Doar Trust Funds	(204.10)	-	(75.78)	(279.88)
Donations - Doar Trail Celebration	2,294.48	3,000.00	(2,408.54)	2,885.94
Totals	\$ 115,215.47	14,718.97	(5,674.34)	\$ 124,260.10

124,260.10

Includes outstanding transfer to bank for September

9,029.19

IMPACT FEES FUND #210

	Beginning Balance	Revenue	Expenditures	Ending Balance
	<u>9/1/2017</u>			<u>9/30/2017</u>
Impact Fees - Parks	4,479.38	621.88	-	5,101.26
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	431.19	-	-	431.19
Totals	\$ 4,910.57	621.88	-	\$ 5,532.45

5,532.45

Total Park Funds	129,792.55
Restricted Park Funds	69,838.81
Net Available Funds*	59,953.74

* - 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	@ 9/30/17

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)	
Add'l - Doar Land Appraisal for grant	\$ 1,750		\$ 1,750.00	
	\$ 11,750		\$ (95.13)	@ 9/30/17

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		\$ -	@ 9/30/17

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	@ 9/30/17

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments

Spent to date

Balance

Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$ -	@ 9/30/17
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