

**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 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 cancelation 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