

**PARK BOARD MEETING  
WEDNESDAY, MARCH 27, 2019**

Chair Craig Kittel called the Park Board meeting to order at 7:05 p.m. on Wednesday, March 27, 2019

**Members Present:** Craig Kittel, Jon Hailey, Mandi Erickson, and Joe Ard

**Others Present:** Courtney Ballina, and Noah Wiedenfeld

**Members Absent:** Frank Norton, and Brian Schroeder

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

Joe Ard moved to approve the minutes of February 20, 2019, seconded by Jon Hailey, motion carried.

**Public Business Items**

Noah Wiedenfeld read the minutes from 2008 when the bench at Victoria Park was approved. There is no mention of a trail to this bench. Mandi Erickson will follow through with the person who had questioned the trail. Noah updated the board on the field reservations. Local groups have been submitting their requested dates. City staff are updating the online calendar accordingly.

**Consent Agenda:**

**Project Updates:**

Noah briefly updated the Park Board on the various projects noted on the Project Update memo, which was included in the agenda packet. These project included the Whispering Prairie Park, lease agreements for Hatfield Park and Citizens Field, and quarterly financial reporting.

**Public Works Spotlight:**

A different Public Works employee will be highlighted at each Park Board meeting. This month's spotlight was on Mike Powers, who has served with the City of New Richmond since 2011.

**Picnic Table Donation:**

The New Richmond Millers would like to donate a picnic table at Citizens Field in memory of Vernon Conrad. The table would be accessible (six-foot frame with eight-foot top) and is valued at \$870 plus shipping. City staff would work with the Millers to determine the best location. A plaque with a small photo and text will be attached. They would like to do dedication at Fun Fest.

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

**Unfinished Business:**

**Freedom Park Master Plan:**

City staff has prepared a request for proposals (RFP) to be distributed to local firms for master planning services for Freedom Park. Excerpts from the RFP were included in the packets. Copies of the received proposals will be available 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.

Joe Ard stated there is flooding on the trail; City staff will look at this.

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

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

<b>Freedom Park</b>		
<b>Project</b>	<b>Timeline</b>	<b>Sources of Funds</b>
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 \$2,000
Recycling and Trash Receptacles, Dog Waste Bags	Installation: April	General Operating \$2,000
Bicycle Repair Station	Installation: April	Park Land Trust Fund \$2,000
Small Restroom	Contract: April/May Construction: Summer	Capital Improvement Plan \$150K

There was discussion on if there was a company or school that had a cinderblock apprenticeship program that would be willing to help with the restroom construction. It was questioned if the bicycle repair station was needed now; the consensus was to wait on the bicycle repair station. Motion was made by Joe Ard to approve getting bids for the storage shed and restroom, seconded by Jon Hailey, motion carried.

<b>Hatfield Park</b>		
<b>Project</b>	<b>Timeline</b>	<b>Sources of Funds</b>
Bathroom Remodeling	Contract: April Construction: May	Park Land Trust Fund \$15,000
Netting	Purchase: April Installation: May/June	Park Land Trust Fund \$3,500
Replace Shelter Roof	Contract: April Construction: May	Hail Insurance Claim or Park Land Trust Fund \$2,500
Recycling and Trash Receptacles, Dog Waste Bags	Installation: April	General Operating \$2,000
Electric Meter	April	General Operating \$300

There was discussion on the possibility of a storm shelter at Hatfield by the campground that could include permanent showers and restrooms. Noah explained the options for the restroom upgrades. Motion was made by Mandi Erickson to proceed with the restrooms, adding auto soap dispenser, good garbage products for sanitary products, Dyson dryers, spending up to \$15,000 and \$3,500 for netting, seconded by Joe Ard, motion carried.

<b>Citizens Field</b>		
<b>Project</b>	<b>Timeline</b>	<b>Sources of Funds</b>
Rebuild Pitcher's Mound & Home Plate	May	Park Land Trust Fund \$3,000
Replace Sod	September/October	Park Land Trust Fund & General Operating (Previously Approved) \$4,000
Recycling & Trash Receptacles	Installation: April	General Operating \$2,000
Electric Meter	April	General Operating \$300
Facilities Plan (with phases and costs)	Contract: April Public Engagement: May – July Deliverables: August	Park Land Trust Fund

There was discussion on the bleachers and the area where we have done the wall work. The consensus was to continue to pursue improving the bleachers and the sound system in 2019, in addition to the other projects discussed. Motion was made by Mandi Erickson to approve \$3,000 to rebuild the pitcher's mound and home plate, and spend \$2,000 on netting, seconded by Jon Hailey, motion carried.

**Will's Playground Update:**

No update.

**Mary Park Boat Ramp:**

Bids for the Mary Park boat ramp reconstruction project came in significantly higher than estimated. The engineer's original estimate was \$108,758 and the low bid from Janke General Contractors was \$157,579.50. The bids were opened on February 22, and the City has 60 days to accept or reject the bids. Noah stated we can go back and request additional grant funds, but this will also increase the City's portion. There are some minor items we can remove from the bid to help reduce the cost. There is a short window of time for construction to occur since the Willow River is classified downstream as a trout water. Jon Hailey moved to work with the low bidder to extend the time and negotiate pricing, or otherwise reject the bids, seconded by Mandi Erickson, motion carried.

**New Business**

**Park Board Meeting Time:**

Noah reviewed what the meeting times were and asked if we wanted to change it earlier. Meetings previously started at 6:15 p.m. but were moved back to 7:00 p.m. a couple of years ago. Consensus was to keep the meetings as they are now.

**Park Board Vacancy:**

We currently have three applicants. Park Board members were reminded to encourage anyone who resides in City limits and would be interested to submit an application. Applications will be reviewed in April.

**Project Rankings for 2019:**

Parks and funding will be sent out including Freedom Park and other parks. Rankings will be as last year, 1-10 for large items and for small items. There will also be a section for projects already in process.

**Park Tour – May Meeting:**

The May meeting will be May 29<sup>th</sup> touring from 5:30 and the meeting at 7:00 p.m. at Lakeside shelter at Hatfield.

**Roberts Rules of Order Training:**

The City Clerk has sent out copies of the training to all boards & commission members.

**Announcements:**

Noah said they are looking for ideas for the 120<sup>th</sup> anniversary of the cyclone. There has been discussion on having lights by each of the trees in Cyclone Park and putting ribbons on each tree with a name. Noah shared a voicemail received in regarding the ice rink at Cherokee Park thanking the city for the rink.

Craig Kittel received a call regarding land donated from Dan Casey to the City. Craig is thinking of contacting Rachel Sauvola at the school and have her work with Bill Kupulla in planting this area into garden.

Joe Ard moved to adjourn the meeting, seconded by Jon Hailey, motion carried.

The meeting of the Park Board adjourned at 8:45 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary