

**SPECIAL PARK BOARD MEETING
WEDNESDAY, FEBRUARY 13, 2019**

Chair Craig Kittel called the Park Board meeting to order at 6:05 p.m. on Wednesday, February 13, 2019

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

Others Present: Nick Vivian, Mike Darrow, Noah Wiedenfeld, Lori Brinkman, Justin Doriott, Brian Harrington, Ryan Stephens, Jim Zajkowski, Karen Smallidge, Darian Blattner, Michelle Helmer, Reid Tate, and Bryan Knutson

Members Absent: Frank Norton and Joe Ard

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

Park Facility Improvements

Noah Wiedenfeld gave some background information and history on the parks. Mike Darrow emphasized that the City needs to focus on making improvements at our local parks and then maintaining them on an on-going basis. Noah explained that there are additional funds available in 2019 for park improvements, including proceeds from the sale of the Parks Shop and an additional \$150,000 for Freedom Park, which was included in the 2019 Capital Improvement Plan. Noah explained that when reviewing the monthly financial reports, it's important to note that some funds are designated for specific projects. In some cases, funds have been approved for projects but have not actually been billed yet, and thus the expenses are not yet reflected in the financial report. The Park Board needs input from local citizens and organizations as to what improvements are recommended. There was much discussion on the three parks and possible improvements, including:

Freedom Park:

- Storage – football, off season for baseball, soccer with separate doors and bays
- Restrooms – depending on cost of water/sewer extension and VFW building project
- Baseball facility
- 18 hole disc golf project – 1 acre per hole
- Field lighting upgrades

Hatfield Park:

- Restrooms:
 - Porous flooring
 - ADA Compliance
 - Additional stalls
 - Better ventilation
 - Hand dryers
- Replace roof on shelter between Fields 1 and 2
- Netting – fields 1 & 2 near batting cage, and Field 3 (on left side, near the water)
- Roller for removing water from fields

Citizens Field:

- Home plate is sinking
- Netting – home plate
- Pitcher's mound is sinking – clay
- Replace infield sod
- 5 year plan for Maintenance
- Garbage and recycling facilities

- Second concession stand for youth teams
- Sound system
- Tarps are showing their age and should be replaced soon
- Irrigation water heads
- Bleachers – maybe not total replacement
- Lighting
- Remove old batting cage or restrict access – children are using it as a jungle gym which is not safe and is not good for the equipment
- Ramp to replace retaining wall for access to benches
- Seating for elderly and/or disabled persons

Mike Darrow stated the City will improve Public Works staffing on tournament weekends to help keep things stocked (toilet paper, paper towels, soap) and cleaned (garbage removal).

Park Facility Reservation Policy:

Noah gave background information on options for reservation process for the facility. Mike Mroz had started this process before he left. Noah explained city staff needs to know so the restrooms and field prep can be completed and ready for the next teams that are coming in.

City staff has identified a need for a formal Park Facility Reservation Policy so reservations, rules, and regulations can be clearly outlined and will be fair and consistent for all fields at City parks. The reservation policy will outline responsibilities for both the City and the users. Noah Wiedenfeld outlined the draft reservation policy. Reservations will be approved on a tiered structure (Tier 1 = City events, Tier 2 = School events, Tier 3 = Local Nonprofit groups, Tier 4 = Non-local and for-profit groups, with an hourly fee). There was much discussion on field prep and maintenance, reservation priority, field usage, reservation durations, the need for liability insurance, etc.

Noah went through a possible timeline of events, which was then discussed by the group. Based on feedback, the suggested timeline of events would be as follows:

- Jan/Feb – Meet with local sports groups
- April 1 – Deadline to submit field reservations for summer events (May 1 through August 1)
- August 1 – Deadline to submit field reservation requests for fall events (August 1 through October 31)
- November – Meet with local sports groups to discuss how things went and what may need to be improved for the following year.

There was also discussion on lighting fees and how they should be charged. Teams would prefer to be billed for actual usage. City staff will look into different metering options for the lights.

The policy timeline is as follows:

- Park Board – First Draft: January 23
- Park Board Work Session: February 13
- Additional Feedback from Stakeholders
- Park Board Recommendation: February 27
- City Council Final Action: March 11

The City of New Richmond Fundraising Policy was adopted in 2018. Four of the standards identified in the Fundraising Policy include:

- The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements are not acceptable; the use of a written donation agreement shall be considered the best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

Announcements:

There will be a Knowles Avenue Corridor Open House on Tuesday, February 19 from 5:30 – 7:00 p.m. at New Richmond 8 Theater. On Thursday, February 28, there will be a presentation of Robert's Rules of Order at 2:00 and 4:00 p.m. for Board and Commission members.

Jon Hailey moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board adjourned at 8:10 p.m.

Minutes Submitted by
Marie Bannink and Lori Brinkman