



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](http://www.newrichmondwi.gov)

January 26, 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, February 1, 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, December 7, 2016
4. Public business items
5. Consent Agenda
  - a) Memorial Bench – North Shore Drive – Komula
  - b) Temporary sign at Cyclone Park for NRPD Canine fundraising
  - c) Comprehensive Planning Process
6. Unfinished business  
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
  - a) Nature Center Canoe/Kayak Launch Update
7. New business
  - a) Future Parkland & Trail along Paperjack
  - b) Recreation Plan Final Recommendations
  - c) Splash Pad
  - d) Skate Park Signage

Come Grow With Us!

- e) Freedom Park Building
- f) Parkland in Fox Run & Whispering Prairie Developments
- g) Doughboy trail Extension
- h) Parkland Dedication from Doar Family

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

- 8. Inspection & Park Land Trust report
  - a) Park Land Trust Fund - \$149,714.69
  - b) Impact Fee Fund - \$3,676.72

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. 2<sup>nd</sup> 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, DECEMBER 7, 2016**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, December 7, 2016.

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

**Members Absent:** Jon Hailey

**Others Present:** Brian Harrington, Jeremiah Wendt, Noah Wiedenfeld, and Michael Mroz

Joe Ard moved to adopt the agenda with moving item D to A, seconded by Frank Norton, motion carried.

Joe Ard moved to approve the minutes of the September 28, 2016 meeting, seconded by Christine Melby, motion carried.

**Public Business Items**

None

**New Business**

**New Richmond Girls Fast Pitch Shed Request:**

The City of New Richmond has received a request from the New Richmond Fast Pitch Association to place an 8x12 shed in Hatfield Park. The portable shed would be used primarily for equipment storage for practices, games, and tournaments. Due to the portability, the City may request the shed be moved off property at any time. The proposed location will be near the playground on the northwest side of the parking lot next to the New Richmond Baseball Association shed. The style of the shed would be the similar to the other shed. Motion was made by Frank Norton to approve the New Richmond Girls Fast Pitch shed request, seconded by Mandi Erickson, motion carried.

**Sports Center Accessory Building:**

Earlier this spring the City of New Richmond was approached by the Hockey Association to build an accessory/storage building on the Northeast corner of the Sport Center building. All expenses would be paid for by the Hockey Association. The building would primarily be used for storage of additional hockey and/or facility equipment.

One stipulation that needs to be met in order to construct the building in the proposed location is the vacation of Fourth Street that runs along the north side of the Sports Center. The Hockey Association is in the process of meeting this requirement. In the meantime, the Association has submitted building plans to the City which will need formal approval from both the Park Board and DRC. There was discussion on who would own the building. City staff will contact the City attorney on this. Jeremiah Wendt commented the lease will also need to be amended.

Joe Ard moved to approve the accessory building at the Sports Center, contingent on the lease agreement and ownership of the building and upkeep of the building, seconded by Frank Norton, motion carried.

**Recreation Plan:**

The collaborative effort between the School District of New Richmond, City of New Richmond, The Centre, and the New Richmond Area Community Foundation is nearing the end. Dowell Management met with key stakeholders on October 26<sup>th</sup> to discuss finding and initial recommendations. The presentation was to inform the stakeholders of results from various platforms. These included interviews with sports organizations, local business people, and citizens. An online survey was also used to gather information concerning the present

recreational programs and amenities within the City as well as where community leaders should focus their attention over the foreseeable future.

The principles of the plan include the following:

- Four are equal partners in planning
- Implementation partners may be City, School District and The Centre
- Project is about the greater good for the community
- Providing quality recreation opportunities is an economic development tool
- Goal is to increase efficiency while providing the highest quality
- Opportunity for all to achieve their own institutional goals while also creating effective partnership to serve the community
- Success requires culture change to be sustainable
- Commitment to collectively provide recreation opportunities for people of all ages and abilities
- Planning focus is on programs and facilities offered within the City of New Richmond but that serve residents from throughout the area

Major conclusions of the survey include the following:

- Broad support for working jointly
- Program and facility management is priority, e.g. registration, duplication
- Recreation asset usage issues, e.g. capacity, scheduling and quality
- Uncertainty about roles of key partners
- Positive and negative perceptions of three partners Consensus on value and importance of walking/bike trails as part of recreation system
- Opportunity over time to make a case for additional investment in recreation
- Unmet demand for wide range of additional activities
- No differentiation in values/interests of city and non-city residents

There was discussion on centralized registration and working together. Concern on having a central website for all the organizations was discussed.

Phase I of the partnership is as follows:

### **Establish New Richmond Recreation Commission/Partnership/Cooperative**

#### **Vision:**

Build a culture of collaboration that includes mutual accountability and guiding principles of efficiency and quality.

Building trust with the community is the foundation for future support.

Provides the infrastructure for decision-making and coordination among the partners

Governance and legal to be determined (housed at Foundation? Separate non-profit?)

### **New Richmond Recreation**

- Managed by the partners through quarterly meetings
- One part time contract FTE to begin with (not part of any one partner's organization – neutral)
- Over time may expand its scope in response to community need

#### **Financed by:**

- Partners
- User fees (for example, youth sports leagues pay fee for service based on # of participants)
- New funding mechanisms (economic development lens = greater public support for investment; sport tourism=use of hospitality tax; sponsorships/partnerships; building community support; events and fees related to programming, etc.)

### **Initial Activities**

- Develop joint use agreements between partners for fields, equipment, facilities that provides clarity, sets expectations and can be communicated to stakeholders

- Develop joint purchasing program to leverage buying power
- Complete program and facility assessment and gap analysis
- Conduct Phase II program and facility capacity building planning

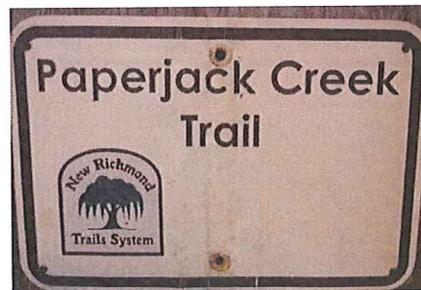
### **Candlelight Hike at Doar Prairie Restoration:**

City staff are interested in organizing a candlelight hike in January at the Doar Prairie Restoration. This scenic park has about 0.7 miles of paved trails, making it a good size for such an event. There would be a marginal cost for supplies (about \$100 for paper bags and candles) and City staff would get volunteers from NRHS or some of the local civic organizations to help fill the bags and light the candles. Hot chocolate and other refreshments could also be provided. The event would likely be on a Friday or Saturday evening from about 5:30-7:00 pm, with the exact date and hours yet to be determined. Similar to the medallion hunt and outdoor movie night held in 2016, this would be a nice community event to showcase our parks and trails system that requires marginal cost or staff time. It was suggested to partner with the Rotary and do a food drive. Suggestions were made to have bonfire/fire pits and wagon rides. Frank Norton moved to proceed with the Candlelight Hike at Doar Prairie Restoration, seconded by Joe Ard, motion carried.

### **Trail Signage:**

Earlier this summer, City staff received a \$1,500 grant from Richmond Area Community Foundation for new signage for system. Many of our trails have no signage at all, while other signs could use a facelift after years of exposure to sunlight, etc. Attractive and consistent signage can help with and branding our parks and trails system.

*The existing design is shown in the photo to the right.*



the New our trails existing rain, snow, promoting

### **DESIGN**

As part of their coursework, graphic design students at New Richmond High School have prepared some design options for the Park Board to consider at the December meeting.

### **Nature Center to Doar Prairie Restoration Trail:**

Both the Park Board and Pathways committee have identified the connection of the Nature Center to the Doar Prairie Restoration as an integral part to the City of New Richmond's trail system. With the passing of Mr. John Doar, the City has received trust funds to help construct the John Doar Civil Rights Trail along the mill pond. Any available funds after the completion of the Civil Rights Trail project could be put towards the construction of a trail that would link the Nature Center to the Doar Prairie Restoration. Connecting the two nature areas would meet the stipulations of the trust fund.

A design proposal is to connect the Nature Center and the Doar Prairie Restoration trail via an underpass on each side of the Willow River. This would allow us to extend our cross country ski facilities to the Nature Center (maybe even moving the trailhead to that location). The proposed underpass connection would also need to be designed in conjunction with the proposed canoe landing at the Nature Center as the trail and landing will be connected.

Staff is recommending we use a portion of the WT Doar Trust Funds in the amount of \$10,000 to perform preliminary surveying and design to discover project costs, proposed route, conceptual design and projected timelines of completion.

Joe Ard moved to take money from the Campground Revenue fund, not to exceed \$10,000.00, to pay for the design to connect the Nature Center and the Doar Prairie Park Restoration via underpass on each side of the Willow River, seconded by Christine Melby, motion carried.

**2017 Projects:**

The City of New Richmond adopted the Park System Plan in June 2014 to establish current amenities and help guide future decision making. At the March 2016 Park Board meeting, the members were asked to rank projects and/or amenities that would enhance the overall quality of our parks. A priority list was established for the 2016 construction season and staff, along with the guidance of the Park Board were able complete a number projects from the list.

Now is the time to look forward and start to plan for the upcoming 2017 season. The chart below will serve as a guide to next priorities the Park Board identified. The following shows how much funds are available as of 10/31/2016;

***Funds Available***

Park Land Dedication Funds	\$20,896.18
Hatfield Campgrounds	\$39,532.34
Impact Fees	\$ 2,131.57

**TOTAL:** \$62,560.09

Consensus was to do 5-6 small projects a year and start a fund for the larger projects. Michael will condense the list for projects under \$5,000.00. Michael will also talk to Darian at the Centre to see what they might be interested in doing.

**Inspection & Park Land Trust Report:**

**Inspection Reports** – Reports turned in.

**Park Land Trust Fund - \$153,112.13**

**Impact Fees Fund – 3,137.82**

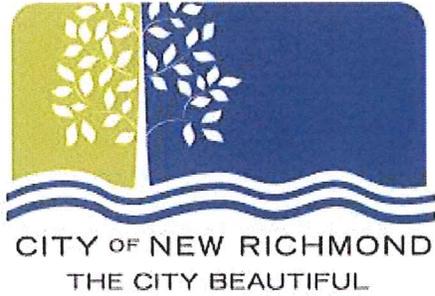
**Announcements:**

New Richmond Park stickers are available for \$5.00 each.

Frank Norton moved to adjourn the meeting, seconded by Brian Schroeder, motion carried.

The meeting of the Park Board was adjourned at 9:05 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary



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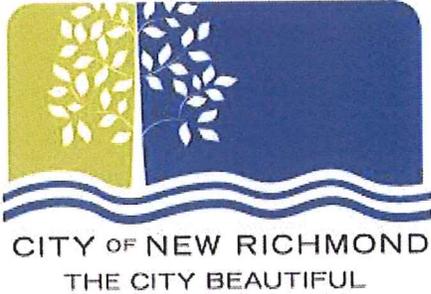
**TO:** Park Board Members  
**FROM:** Michael Mroz: Operations Manager  
**DATE:** January 16, 2017  
**RE:** Memorial Bench Donation

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**Background:** The city has been approached to add a bench next to the newly constructed North Shore Trail. The family will pay for all expenses however; the City will perform the installation. The plaque will read as follows, "Donated by Bill and Betty Komula".

**Staff Recommendation:** Approval of Memorial Bench location and biography based upon the City Memorial Bench Policy.





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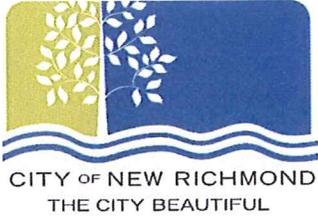
**TO:** Park Board Members  
**FROM:** Michael Mroz: Operations Manager  
**DATE:** January 24, 2017  
**RE:** Cyclone Park temporary sign

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**Background:** The City of New Richmond was approached to add a temporary fundraising sign to be placed in Cyclone Park. The sign would be in the shape of a dog bone and would keep track of the funds raised for the New Richmond Police Department Canine Unit. Before the sign is installed, the requesting group will need to complete a permit application through our local building and zoning office.

**Staff Recommendation:** Discuss and consider approving the temporary fundraising sign in Cyclone Park on the condition that a permit is issued by the building and zoning office.

12. Public notices. Official notices posted by public officers or employees in the performance of their duties.
13. Public signs. Signs required as specifically authorized for a public purpose by any federal, state or local law.
14. Symbols or insignia. Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious or historical agencies. Must be on-premises signs only.
15. Temporary signs. Temporary signs not exceeding 32 square feet in area pertaining to drives or events of any civic, philanthropic, educational, religious organization, provided such signs are posted not more than 5 days before said event and removed within 5 days after the event. Such signs shall be subject to the approval of the Zoning Administrator as to location.
16. Temporary window signs. In commercial and industrial zoning districts the inside surface of windows may be used for attachment of temporary signs. The total area of such signs shall not exceed 40% of total window area and shall not be placed on door windows or other windows needed clear for pedestrian safety.
17. Vehicular signs. Trucks, buses, trailers or other vehicles, while operating in the normal course of business, whose purpose is not primarily the display of signs.
18. Yard, rummage and garage sale signs. A sign advertising the sale of used personal property or household goods by a private individual, firm, group or organization.
  - a. Signs shall not exceed 4 square feet in area and posting shall be limited to 72 hours.
  - b. Signs shall be posted no more than 2 hours before the start of the sale and shall be removed within 2 hours following the conclusion of the sale.
  - c. No sign shall be posted in any public right-of-way (described as the area from the curb line to the sidewalk, or in areas where sidewalk is present signs shall be placed at least 11 feet from the curb line) or affixed to any street sign, traffic control device or utility pole.
  - d. Signs are only allowed on private property, with the property owner's consent.
  - e. No sign shall be allowed in City parks.



## SIGN PERMIT APPLICATION & ELECTRONIC SIGN LICENSE

CITY OF NEW RICHMOND – BUILDING & ZONING  
156 E. FIRST STREET – NEW RICHMOND, WI 54017  
715-246-4268 – [www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**Office Use Only**

Permit Number \_\_\_\_\_

Received By \_\_\_\_\_

Date Received \_\_\_\_\_

Fee Total \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE INCLUDED WITH YOUR APPLICATION:**

- Payment for amount of permit (See Building & Zoning Office for fee)
- For freestanding/monument/pylon sign: a site plan showing sign placement in relation to buildings, public streets, and parking areas.
- If leased space, need to include a letter of approval from the property owner

Business Name and Owner \_\_\_\_\_

Site Address \_\_\_\_\_

Owner Contact Information \_\_\_\_\_

<b>PROPERTY OWNER</b>	Name _____	
	Address _____	
	City _____	State _____ Zip _____
	Contact _____	Day Phone # _____
	Email Address _____	
<b>SIGN CONTRACTOR</b>	Company Name _____ License # _____	
	Address _____	
	City _____	State _____ Zip _____
	Contact _____	Day Phone # _____
	Email Address _____	
<b>SIGN DESCRIPTION</b>	<input type="checkbox"/> <b>Electronic</b> (\$X per sign plus completion of electronic sign license, see Page 2)  <input type="checkbox"/> <b>Permanent</b> (\$ based on sign value)  <input type="checkbox"/> <b>Temporary</b> Two, two-week periods per calendar year Display dates: _____	<u>Sign Type and Dimensions</u>  <input type="checkbox"/> <b>Wall Sign</b> Length _____ Width _____ Square Feet _____  <input type="checkbox"/> <b>Freestanding</b> Length _____ Width _____ Height _____ Square Feet _____ Setback: Front _____ Side _____  <input type="checkbox"/> <b>Temporary Sign</b> Length _____ Width _____ Square Feet _____ Display Location _____
	<u>Illuminated Sign</u> <input type="checkbox"/> Internally illuminated <input type="checkbox"/> Externally illuminated <input type="checkbox"/> Not illuminated	<u>Type of Work</u> <input type="checkbox"/> New Sign <input type="checkbox"/> Replacement Sign <input type="checkbox"/> Alter Existing Sign
		<u>Changeable Copy</u> <input type="checkbox"/> No Changeable Copy <input type="checkbox"/> Manual Changeable Copy <input type="checkbox"/> Electronic Changeable Copy
<b>SIGN VALUE</b>	Estimated value of project and or sign \$ _____	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

# Electronic Display/Changeable Copy Sign License

By signing below, you are certifying the electronic signage meets the following performance standards:

1. The display shall not change more than once every ten (10) seconds
2. The display shall not include scrolling, flashing, animation, or display video. Animated or video displays are prohibited.
3. The display must be static and the transition from one static display to another must be instantaneous without special effects.
4. The display image or message must be self-contained, without continuation in content to the next image or message.
5. The brightness of the sign shall not exceed 5,000 NITS after sunrise and before sunset or 500 NITS after sunset and before sunrise each day.
6. The sign shall be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's brightness to comply with this condition.
7. The display must be designed and equipped to freeze the device in one position if a malfunction of the electronic display occurs.
8. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the electronic display when notified by the City that it is not complying with the stipulations of this section.

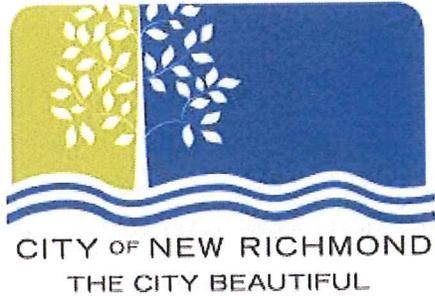
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Email \_\_\_\_\_

### Expiration and Renewal of License

- Licenses shall not expire except due to a change in property owners, sign owners, tenants, location, or removal of the sign.
- A license that will expire under the provisions above may be renewed only by re-completing the application and paying the license fee adopted by the City Council.

Office Use Only		
<p><b>Sign Permit Type:</b>            Permanent Sign _____            Temporary Sign _____            Electronic Sign _____</p> <p><b>Work Type:</b>            New _____            Addition _____            Repair _____            Demolish _____            Replace _____            Alter/Remodel _____            Move _____</p> <p><b>Owner:</b>            Public _____            Private _____</p>	<p><b>Zoning District</b>            Z-2 Sub-urban _____            Z-3 Multi-Use _____            Z-4 General Urban _____            Z-5 Traditional Neighborhood _____            Z-6 Central Business _____            Z-7 Industrial _____</p>	<p>Comments</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Approved by: _____</p> <p>Date: _____</p>



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** January 25, 2017

**SUBJECT:** Comprehensive Planning Process

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### **BACKGROUND**

The City of New Richmond is beginning a year-long comprehensive planning process. A comprehensive plan could be summarized as a ten-year master plan for the City, and includes components such as transportation, housing, economic development, land use and growth management, intergovernmental cooperation, community facilities, utilities, natural resources, and parks and trails. As part of this process, a 25-person Citizen Advisory Committee has been formed and will meet on a monthly basis. There will also be many opportunities for the public to give feedback and share ideas throughout the process. Park Board members are encouraged to attend some of the meetings and give feedback during the upcoming months, especially as it relates to the parks and trails component.

### **ACTION REQUESTED**

No formal action from the Park Board is necessary at this time.



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** January 22, 2017  
**SUBJECT:** Nature Center Canoe/Kayak Launch Update

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### **BACKGROUND**

At the September 2016 meeting, the Park Board voted in favor of adding a canoe/kayak launch at the Nature Center to the Park System Plan, and directed City staff to submit a grant application for the project in partnership with St. Croix County.

### **UPDATE**

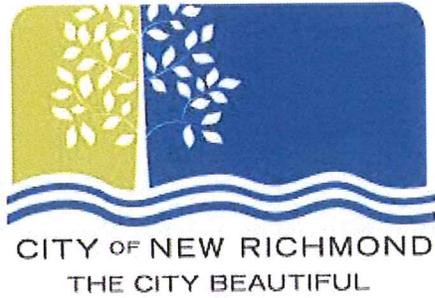
The City of New Richmond has secured approximately \$5,976 in funding for this project. Sources of funds include the Wisconsin DNR County Conservation Aids Program, the St. Croix County Resource Management Division, and the New Richmond Area Community Foundation. City staff completed a walk-through of the proposed project site in December 2016 with St. Croix County staff.

### **NEXT STEPS**

City staff will show the proposed project location and discuss how the project relates to the design of the trail connecting the Nature Center to the Doar Prairie Restoration. City staff will show some preliminary concepts of the canoe/kayak launch for initial feedback from the Park Board.

### **ACTION REQUESTED**

No formal action by the Park Board is necessary at this time.



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## MEMORANDUM

**TO:** Park Board Members

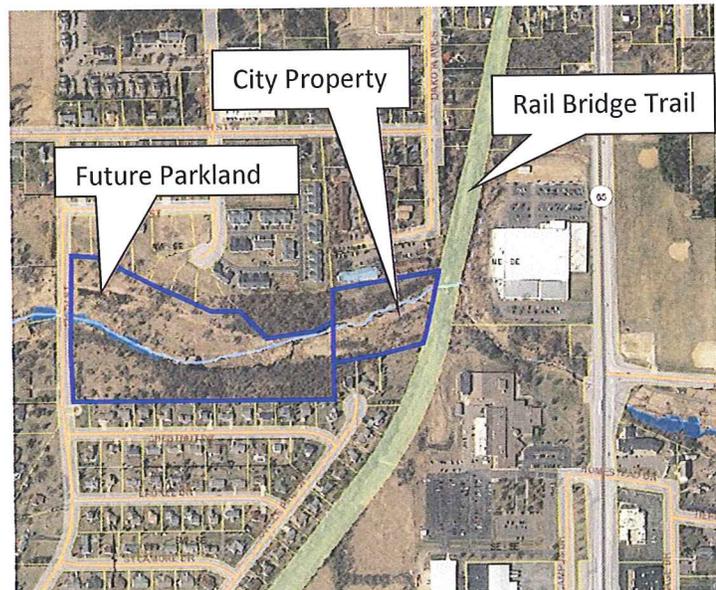
**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** January 25, 2017

**SUBJECT:** Future Parkland & Trail Along Paperjack Creek

### **BACKGROUND**

There is a 14-acre, residential-zoned parcel located between 125<sup>th</sup> Street and the Rail Bridge Trail that will likely be developed in 2017. The City of New Richmond currently owns a smaller parcel to the east. Chapter 117, Article V of the City Ordinances requires new subdivision developments to dedicate land or pay impact fees for parks and recreation areas. In this case, the developer is interested in dedicating the north half and part of the south half of the parcel to the City of New Richmond to meet the parkland dedication requirement. This dedication would allow for a future trail along the north side of the Paperjack



Creek that connects the Rail Bridge Trail to 125<sup>th</sup> Street, and preserves the scenic views and natural habitat of the area. The City of New Richmond and the Town of Richmond are also preparing for the reconstruction of 125<sup>th</sup> Street in the near future, and as part of that project, it is likely that a sidewalk or trail would be constructed along 125<sup>th</sup> Street that would connect to the new trail.

### **RECOMMENDATION**

City staff recommend a formal motion to add the parcel described to the Park System Plan and the Bicycle & Pedestrian Master Plan for a passive park and trail, and to design the trail as part of the 125<sup>th</sup> Street reconstruction project in the future.



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**TO:** Park Board Members  
**FROM:** Michael Mroz: Operations Manager  
**DATE:** January 16, 2017  
**RE:** Recreation Plan Final Recommendations

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### **Background**

On January 24, 2017, Dowell Management presented their final recommendations for the New Richmond Recreation Plan to the four stakeholders and other key individuals. The Recreation Plan, a collaborative effort between the School District of New Richmond, City of New Richmond, The Centre, and the New Richmond Area Community Foundation is aimed to provide quality, efficient recreation opportunities to both residents and visitors alike.

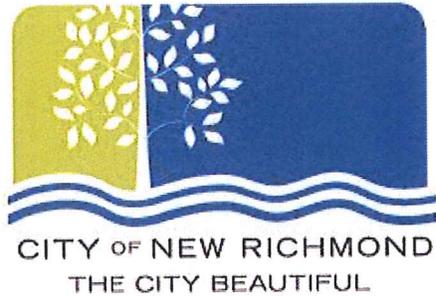
### **Final Recommendations**

- 1.) Establish a New Richmond Recreation Partnership (NRRP)
- 2.) Develop and execute a Memorandum of Understanding between the Organizations
- 3.) Equal financial support to develop fundamental operations (website, call center, online registration, marketing)
- 4.) Identify a Governance and Operations teams to execute the vision of the Recreation Plan
- 5.) New Richmond Area Community Foundation will serve as fiscal agent
- 6.) Determine need and scope for outside consultation

***City staff will cover the final recommendations in detail at the Park Board Meeting.***

### **Action Requested**

The Park Board should review and discuss the Final recommendations from Dowell Management and determine their overall viability for the New Richmond Area. If any suggestions are to be made to the recommendations, the board should do so at this time. Following discussion, approval of the New Richmond Recreation Plan is warranted.



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**TO:** Park Board Members  
**FROM:** Michael Mroz; Operations Manager  
**DATE:** January 5, 2017  
**RE:** Splash Pad

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#### **BACKGROUND**

The City of New Richmond adopted the Park System Plan in June 2014 to establish current amenities and help guide future decision making. At the March 2016 Park Board meeting, the members were asked to rank projects and/or amenities that would enhance the overall quality of our park system. A priority list was established for the 2016 construction season, and City staff, along with the guidance of the Park Board, were able complete a number of those projects.

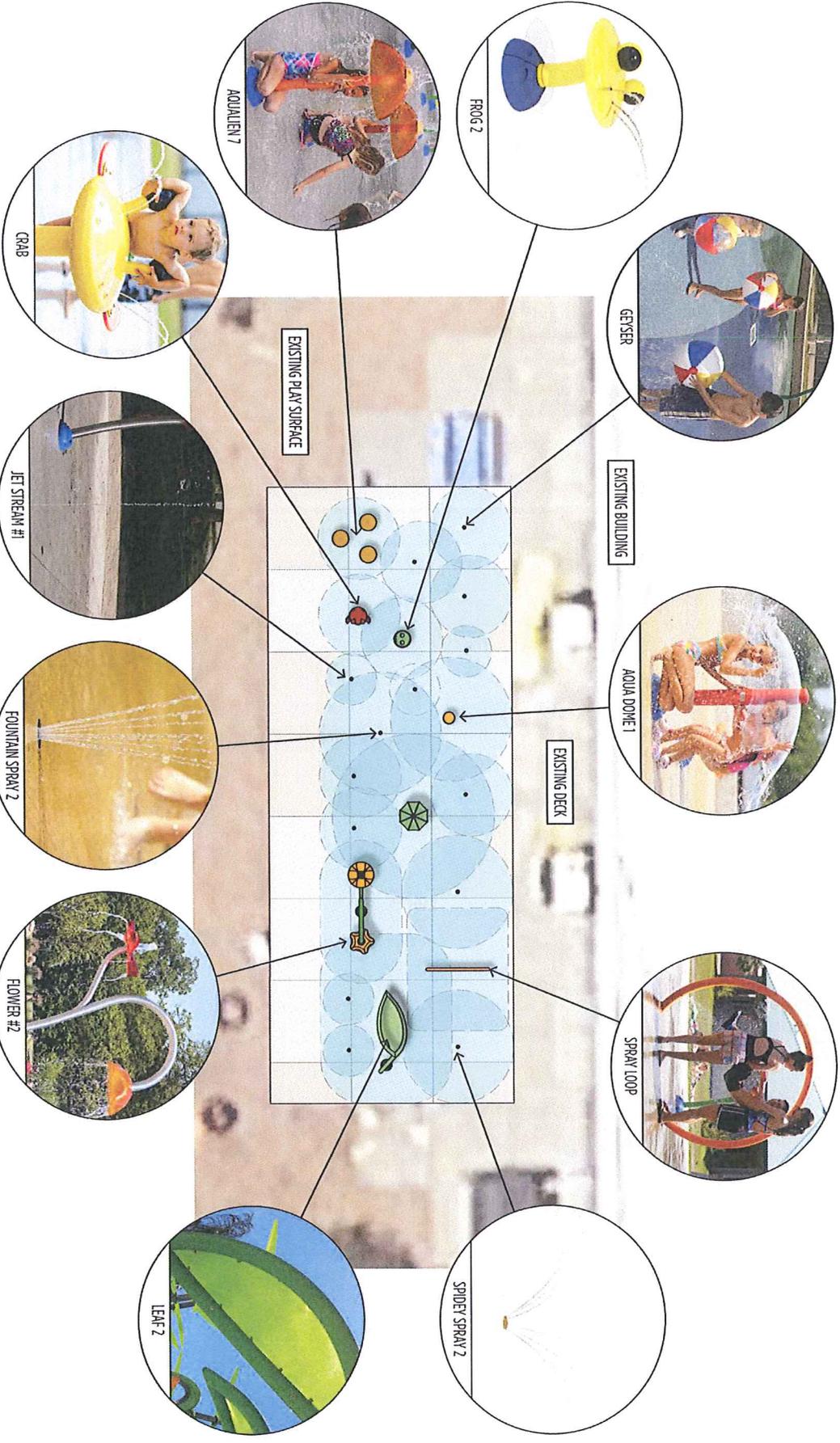
One amenity that ranked high on the list but was not completed was the installation of a splash pad. The City of New Richmond has been informed by The New Richmond Area Centre that they are pursuing installation of a splash pad on their site and plan to complete this project during the summer of 2017.

City staff reached out to The Centre to discuss the possibility of a joint venture, and they are open to the idea of partnering with the City. However, before further discussions continue, City staff want guidance from the Park Board to see if this joint project is worth pursuing.

#### **ACTION REQUESTED**

The Park Board should discuss the viability of partnering with The Centre on the development of a splash pad, and could direct staff to work with the Centre to develop an agreement that mutually benefits both the Centre and the City of New Richmond, which would be brought back to the Park Board for approval.

The agreement would address the scope of work, costs, maintenance/repair responsibilities, hours of availability, length of agreement, and other logistical issues.



**THE NUMBERS**

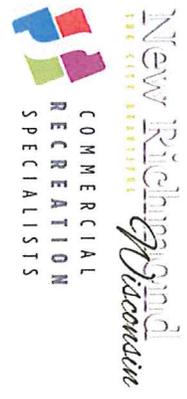
DIMENSIONS: 60' x 24'  
 WET ZONE: 1,140 SF  
 DRY ZONES: 300 SF  
 FEATURES: 24  
 COST: \$170,000  
 GPM: 102 - 184

\* ABOVE PROBABLE COSTS INCLUDE: INSTALLATION OF VORTEX SPRAY FEATURES, PIPING, PUMPING & ELECTRICAL, CONCRETE PAVING, EROSION CONTROL & EXCAVATION OF SPASHPAD PERIMETER, UTILITY CONNECTIONS FROM MAIN LINES TO FEATURE CABINET IS NOT INCLUDED. THIS IS A CONCEPTUAL RENDERING, THE FINAL SOLUTION MAY VARY FROM WHAT IS EXHIBITED.

**CONCEPTUAL PLAN**

NEW RICHMOND AREA CENTER  
 NEW RICHMOND, WI • NOVEMBER 2016

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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** January 17, 2017  
**SUBJECT:** Skate Park Signage

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### **BACKGROUND**

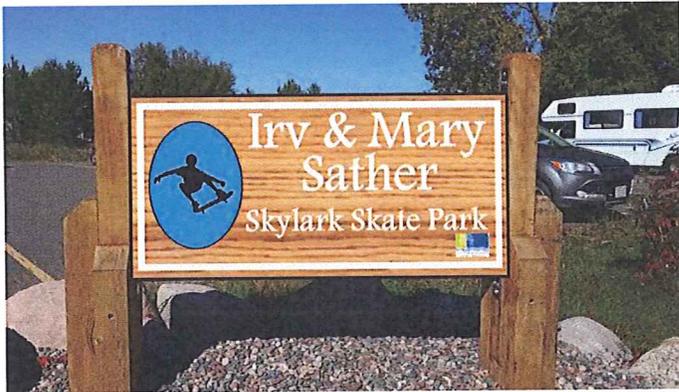
At the September 2016 meeting, the Park Board approved a skate park master plan that includes trash bins, landscaping, a bicycle repair station, donor signage, benches, kiosk, and charging station for electronics. Since September, the following site improvements have been made:

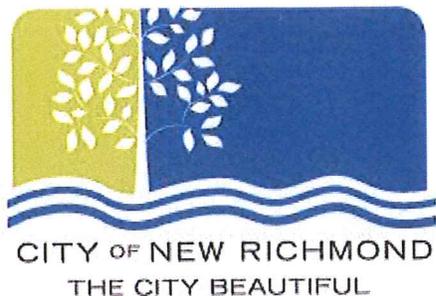
- City staff added a large amount of fill soil, grass seed, and trees
- City staff and Monarch Paving completed the paved trail
- Trash bins were purchased and installed
- Bicycle repair station was donated by Westfields Hospital & Clinic
- Two benches were donated (NRACF grant and private donation)

At the February 1 meeting, City staff will show designs for a park sign and a donor recognition kiosk that would display the donor names, park rules, parks and trails system map, etc. These signs would be constructed and installed this spring. The only remaining element would then be the charging station.

### **ACTION REQUESTED**

The Park Board should provide input on the designs shown at the meeting, and consider a formal motion to approve the designs. The signs would then be constructed and installed this spring.





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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Management Analyst  
**DATE:** January 25, 2017  
**SUBJECT:** Freedom Park Building

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### **BACKGROUND**

In the past year, there have been discussions with the New Richmond VFW Post 10818 about the possibility of constructing a building in Freedom Park. City staff would like to get feedback from the Park Board about what type of features or amenities would be most preferred in a possible future building, and have the Park Board prioritize the list of amenities below (or add to the list):

- Restrooms and changing rooms
- Showers
- Storage space for athletics
- Concession stand with commercial-grade sink, stove, refrigerator/freezer
- Covered shelter with picnic tables and/or an outdoor fireplace
- Warming house
- Boat house and dock
- Room that can be reserved for meetings, programs, and events

### **ACTION REQUESTED**

The Park Board should discuss and formally prioritize what amenities they would like to see in a possible future building at Freedom Park.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** January 25, 2017

**SUBJECT:** Parkland in the Fox Run & Whispering Prairie Developments

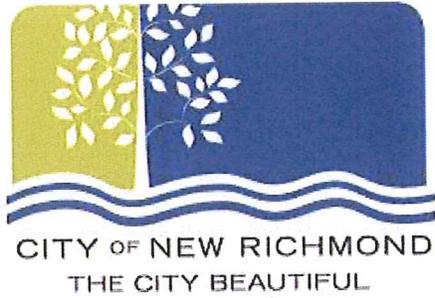
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### **BACKGROUND**

In the past year, many new single-family homes have been constructed in the Fox Run and Whispering Prairie subdivisions on the east side of the City of New Richmond, with more homes anticipated in 2017. City staff recently met with the developers of the Fox Run and Whispering Prairie subdivisions, and there is mutual interest in dedicating property to the City of New Richmond that would allow for parkland in both of these developing subdivisions.

### **ACTION REQUESTED**

The Park Board should discuss the community engagement process that they envision for gathering feedback from the residents who live in these two subdivisions so that they can provide input about what type of park amenities are constructed in the future. This could include surveys, public meetings, etc. After the developer formally dedicates the property to the City of New Richmond, staff would begin a community engagement process as directed by the Park Board.



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**TO:** Park Board Members  
**FROM:** Jeremiah Wendt, Director of Public Works  
**DATE:** January 26, 2017  
**RE:** Doughboy Trail Extension

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**Background:** In conjunction with the design of the North 4<sup>th</sup> Street improvements, staff and consultants are working on designing a northward extension of the Doughboy Trail that would connect bicyclists and pedestrians to the existing trail and tunnel at Hatfield Court. Several alignment options have been considered, with factors such as feasibility, cost, and safety weighing in the determination of the recommended route. Staff will present information on routing options and potential costs to the Public Works Committee and Park Board on February 1, 2017. Feedback and recommendations from these groups will be passed along to the City Council during the final project approval that will dictate what facilities are to be constructed, and the timeline for that construction process.

**Recommendation:** Staff will request a recommendation from both the Public Works Committee and Park Board based on the information presented at the February 1 meetings.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Management Analyst

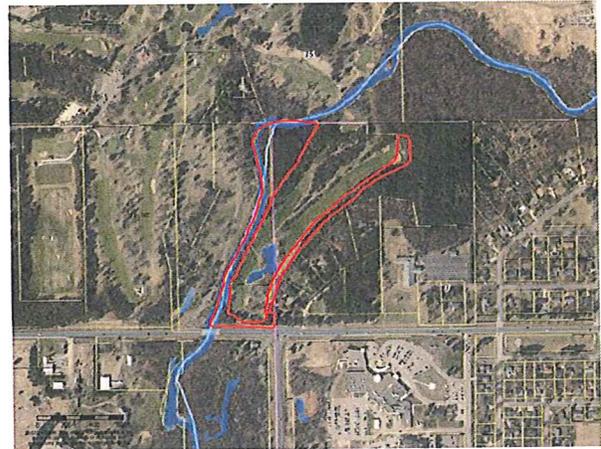
**DATE:** January 25, 2017

**SUBJECT:** Parkland Dedication from Doar Family

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### **BACKGROUND**

The Doar family has expressed interest in dedicating some property to the City of New Richmond to be used as a passive park and/or trail. A portion of the land is adjacent to the Willow River, which would potentially fit well with the underpass currently being designed by SEH Inc. to connect the Nature Center to the Doar Prairie Restoration. This parkland dedication would assist with the underpass design, and in the future could create a new scenic trail along the Willow River and/or create a cross country ski trail. The appraised value of the property could also be used as part of our matching share when applying for DNR Stewardship Funds.



### **ACTION REQUESTED**

The Park Board should consider a formal motion to add the property to the Park System Plan and the Bicycle and Pedestrian Master Plan.

## PARK LAND TRUST FUND #800

	Beginning Balance <u>12/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	Ending Balance <u>12/31/2016</u>
Park Land Dedication Funds	30,933.42	2,162.06	(11,076.15)	22,019.33
Hatfield Campgrounds	38,958.29	-	(11,051.88)	27,906.41
Freedom Park	8,714.12	1,100.00	(1,404.81)	8,409.31
Nature Center/Doar Prairie Trail	-	10,000.00	-	10,000.00
Tree Planting	-	668.75	-	668.75
Dog Park	6,737.88	75.00	-	6,812.88
NR Decals	-	95.00	(493.69)	(398.69)
Rich River Trails/Greaton Park	113.20	-	-	113.20
Skate Park	518.49	-	-	518.49
Mary Park Boat Launch	565.67	35.08	-	600.75
WT Doar Trust Funds	73,064.26	-	-	73,064.26
<b>Totals</b>	\$ 159,605.33	14,135.89	(24,026.53)	\$ 149,714.69 149,714.69

## IMPACT FEES FUND #210

	Beginning Balance <u>12/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	Ending Balance <u>12/31/2016</u>
Impact Fees - Parks	2,131.57	1,113.96	-	3,245.53
Freedom Park - Development	-	-	-	-
Freedom Park - Irrigation/Backflow	-	-	-	-
Freedom Park - Tree Transplanting	1,006.25	-	(575.06)	431.19
Skate Park	-	-	-	-
<b>Totals</b>	\$ 3,137.82	1,113.96	(575.06)	\$ 3,676.72 3,676.72

<b>Total Park Funds</b>	<b>153,391.41</b>
<b>Restricted Park Funds</b>	<b>128,126.55</b>
<b><u>Net Available Funds*</u></b>	<b><u>25,264.86</u></b>

\* - 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 2017-2018 is \$5,545.14

**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

**Nature Center/Doar Prairie Trail**

12/7/16 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance
Park Trust Fund - Hatfield Campground	\$    10,000	-	\$ 10,000.00
	\$    10,000		\$ 10,000.00 @ 12/31/16

**Skate Park - 2015 Development**

1/19/15 - Park Board Meeting

<b>Commitments</b>		Spent to date	Balance
Park Impact Fees	\$     2,500	(2,500.00)	\$       -
Donations	\$ 127,627	(127,109.00)	\$ 518.49
	\$ 130,127		\$ 518.49 @ 12/31/16

**Freedom Park - Tree Planting / Transplanting**

5/25/16 - Park Board Meeting

<b>Commitments</b>		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 @ 12/31/16