



156 East First Street  
New Richmond, Wisconsin 54017  
ph 715.246.4268 fx 715.246.7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

April 18, 2019

**TO ALL PARK BOARD MEMBERS:**

Craig Kittel      Brian Schroeder  
Joe Ard            Frank Norton  
Mandi Erickson   Jon Hailey

This is to notify you of a Park Board Meeting on Wednesday, April 24, 2019, at 7:00 p.m. in Council Chambers 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.*

**AMENDED AGENDA:**

1. Roll call:
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting
  - a) March 27, 2019
4. Public business items
5. Consent Agenda
  - a) Project Updates
  - b) Public Works Spotlight
6. Unfinished business  
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
  - a) First Quarter Financial Report
  - b) Freedom Park Project Rankings
  - c) Freedom Park Storage Building
  - d) Freedom Park Restroom

Come Grow With Us!

e) **Mary Park Master Plan**

**7. New business**

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

- a) **Whispering Prairie Park**
- b) **Prescribed Burning for Doar Prairie Restoration**
- c) **Park Board Vacancy**

**8. Announcements**

**9. 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, 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:**

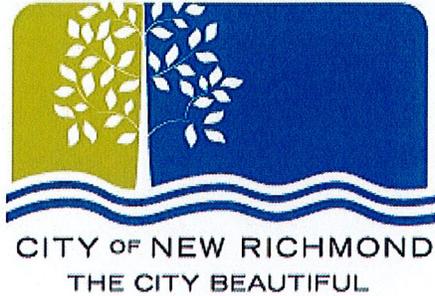
Noah said they are looking for ideas for the 120<sup>th</sup> anniversary of the cyclone. There has been discussion on having lights by each of the trees in Cyclone Park and putting ribbons on each tree with a name. Noah shared a voicemail received in regarding the ice rink at Cherokee Park thanking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



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Project Updates

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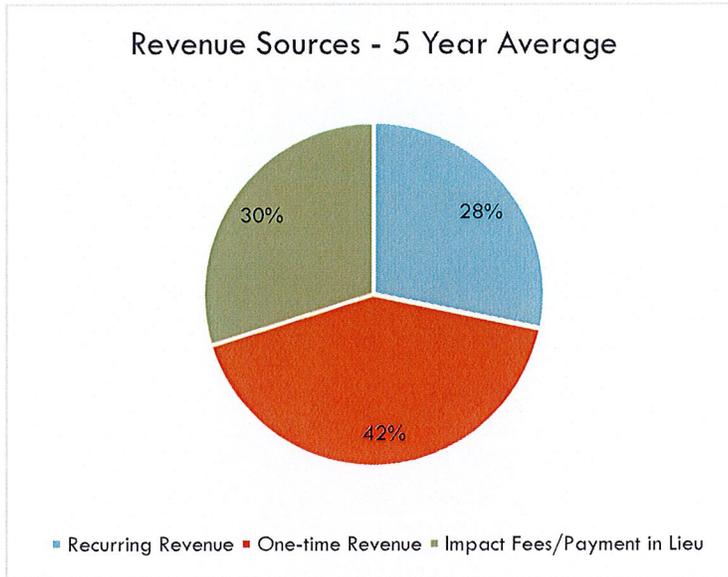
City staff will provide a brief update on various projects underway, including but not limited to:

- Mary Park Pickleball Courts
- Citizens Field Improvements
- Hatfield Park Improvements
- W 8<sup>th</sup> Street Development (specifically the trail to Monette Park)
- New Richmond Recreation Partnership
- Service Learning Day
- Anniversary Event of the 1899 New Richmond Cyclone

# City of New Richmond

## PARKLAND TRUST FUND FINANCIAL REPORT FIRST QUARTER 2019

### OPERATING REVENUE



Park revenues are derived from a variety of sources such as; user fees, grants, donations, rents and impact fees/payment in lieu of parkland.

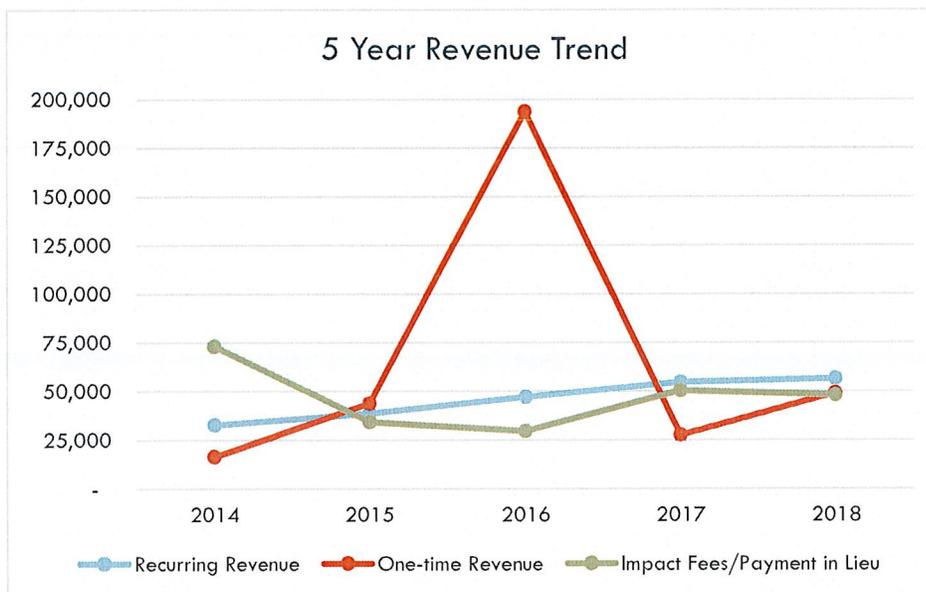
These sources of revenues are categorized into three buckets: recurring, one-time and impact fee revenue.

Recurring revenues account for an average of 28% of all revenue collected in the Parkland Fund. Recurring revenues have a high probability to continue in the future and can be reasonably predictable. Examples of recurring revenue are campground and park fees and land rents.

One-time revenues account for an average of 42% of all revenue collected. One-time revenue sources are typically not predictable or stable and fluctuate from year to year. Examples of one-time revenue sources are grants, donations and miscellaneous revenue.

Lastly, impact fees and payment in lieu of parkland, account for an average of 30% of all revenues. These revenues are also considered one-time in nature as the fees are assessed on new development and fluctuate from year to year.

### 5-Year Revenue Trend



Recurring revenue has steadily increased over the last five years. Increasing from \$32K in 2014 to \$56K in 2018. This is mainly attributable to increased fees collected from the campground. Land rents have decreased slightly from \$15K in 2014 to \$12K in 2018.

One-time revenues, as shown in the chart,

fluctuate year to year with revenues peaking in 2016 due to skate park donations and then falling in subsequent years. However, when one-time revenue peaks are excluded, like skate park donations, average annual donations are \$15K per year.

Impact fees and payment in lieu of parkland also fluctuate year to year but have been relatively stable over the last five years, averaging \$45K annually. It is important to note over the last five years the city has experienced continued growth a decline in growth will impact the revenue generated from these fees. However, it is anticipated that 2019 collections will be similar to prior year at \$47K.

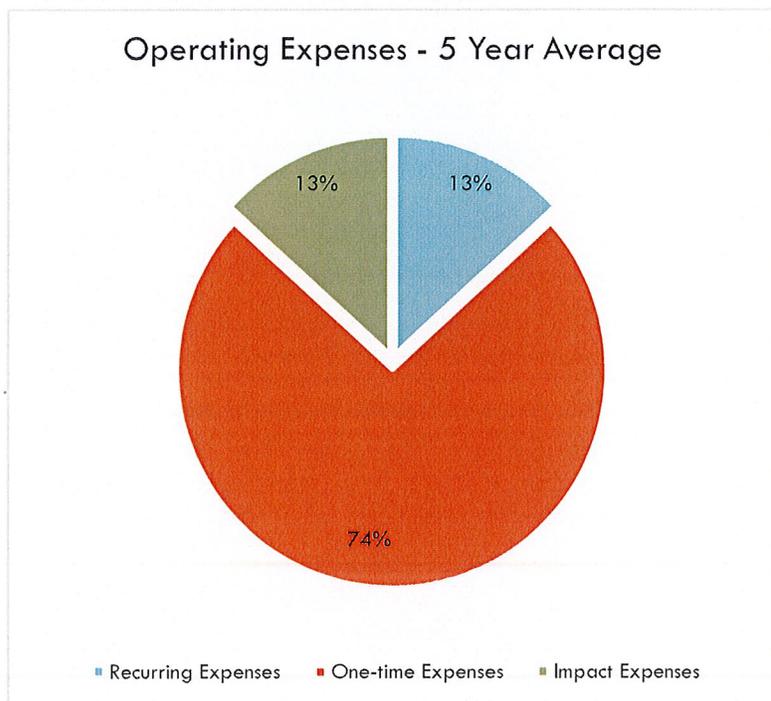
## OPERATING EXPENSES

Expenditures, like revenue, are categorized into three buckets: recurring, one-time and impact fees.

Recurring expenditures account for an average of 13% of all Parkland expenditures. Recurring expenditures have a high probability to continue in the future and can be reasonably predicted. Examples of recurring expenditures are campground and some general park maintenance costs.

One-time expenditures, account for an average of 74% of all Parkland expenditures, as expenses are typically project based and not operational in nature. One-time expenditures will fluctuate from year to year based upon revenue available to facilitate projects.

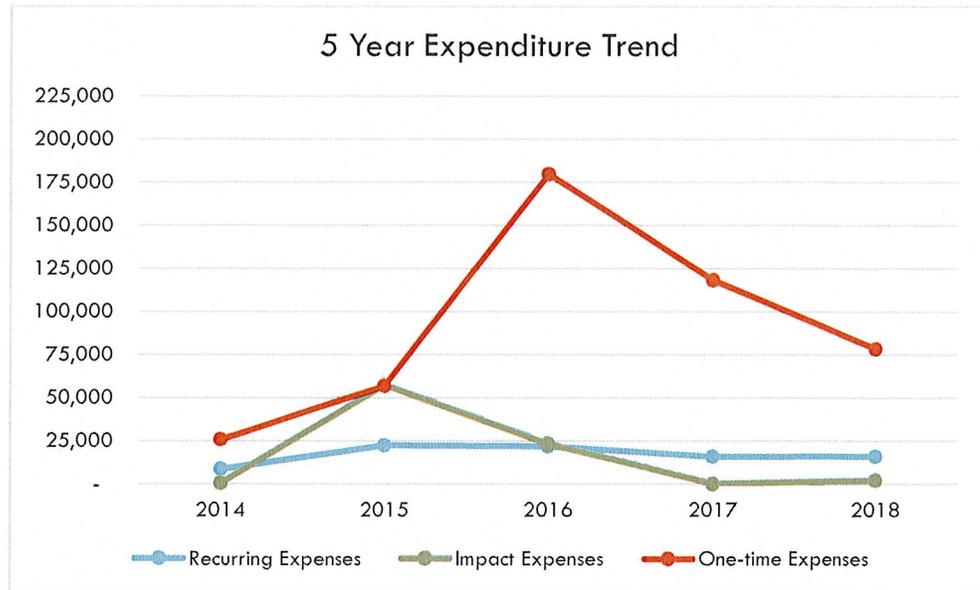
Lastly, impact expenses, account for an average of 13% of expenditures and are also considered one-time in nature. Like one-time expenditures, impact expenses are project driven and use is based upon projects outlined in the impact fee study.



### 5-Year Expenditure Trend

Recurring expenditures have remained relatively flat over the last five years, averaging \$16K annually. Campground maintenance and some general park expenses are the main cost drivers of recurring expenditures.

One-time expenditures and impact expenditures fluctuate year to year as highlighted in the five-year trend to the right.



One-time expenditures typically will follow a similar trend as one-time revenues. In 2016, one-time expenses peaked due to construction of the skate park, which was funded through donations. The trend then falls in subsequent years.

### 2019 Budget to Actual – Parkland Trust Fund

As of March 31, 2019, \$208K in revenue has been collected accounting for 75% of budgeted revenues. During the first quarter, grant funding in the amount of \$117K was received for the Nature Center to Doar Prairie Trail, \$70K in building proceeds from the sale of the Park building, \$5K in campground fees, \$6K in donations and \$7.5K in payment in lieu of parkland dedication. Revenues are projected to exceed budget by \$162K this is mainly attributable to grant funds received for the Nature Center to Doar Prairie Trail and the sale of the Park Building which was anticipated to occur in 2018 and was not budgeted in 2019.

As of March 31, 2019, expenditures totaled \$14,285 or 4% of budget. Expenses of \$5K were incurred for the Mary Park master plan, \$4K for Whispering Prairie park improvements and \$5K in funds were distributed to the New Richmond Area Community Foundation to establish the Will’s Playground Fund. The Parkland Fund’s contribution of \$5K will be returned once \$10K in funds have been raised for Will’s Playground as per the memorandum of understanding (MOU).

### Parkland Trust Fund Cash Position

As of March 31, 2019 the cash position of the Parkland Trust Fund is \$361,177. The projected year-end cash balance for the fund is \$120,445. The projected cash balance includes total project costs of \$353,000 (see page 7 for detail of projects) but does not include potential expenses associated with the boat landing.

	2018 Actual	2019 Actual	2019 Projected	Adopted 2019 Budget
<b>PARKLAND FUND</b>				
<b>CASH, BEGINNING OF PERIOD</b>	177,449	173,695	173,695	173,695
Operating Activities	(3,754)	187,482	(203,250)	(233,035)
Investing Activities	0	0	0	0
Financing Activities	0	0	150,000	150,000
<b>CASH, END OF PERIOD</b>	173,695	361,177	120,445	90,660
<b>RESTRICTED CASH</b>		141,997	63,368	
<b>UNRESTRICTED CASH</b>		219,180	57,077	

**Restricted cash** is money that must be used for a specific purpose. Typically the monies are restricted by an external donation or grant award. The funds are restricted to give assurance that the funds will be used in a manner as chosen by the donor or as outlined by a grant award.

**Unrestricted cash** is money available for future requirements as determined by the Park Board and have no restriction in use.

### Parkland Trust Fund Cash Position Trend

The below table provides an overview of the restricted and unrestricted cash position as of December 31 of each year. The unrestricted cash position has averaged \$118,621 over the last three years.

	2019 Projected	2018	2017	2016
<b>RESTRICTED CASH</b>	63,368	13,069		83,583
<b>UNRESTRICTED CASH</b>	57,077	160,626	129,105	66,132
<b>TOTAL CASH</b>	120,445	173,695	129,105	149,715

## Budget to Actual – Parkland Fund

	2018 Actual	2019 Actual	2019 Projected	Adopted 2019 Budget
<b>REVENUES</b>				
<b>Recurring Revenue</b>				
Park Use Fees	3,449	779	779	
Hatfield Campground Fees	44,555	4,972	45,000	45,000
Land Rent	11,669		8,669	8,669
Interest on Investments	1,066	839	839	
<b>Onetime Revenue</b>				
Donations	17,400	6,282	10,000	10,000
Grants	14,405	117,347	117,347	37,002
Insurance Recoveries	11,373		0	
Payment in Lieu of Parkland	34,550	7,575	30,000	20,000
Memorials	1,200		0	
Misc Revenue	190	70,000	75,000	5,000
<b>Restricted Revenues</b>				
Bond/Financing Proceeds			150,000	150,000
<b>TOTAL REVENUES</b>	<b>139,857</b>	<b>207,794</b>	<b>437,634</b>	<b>275,671</b>
<b>EXPENDITURES</b>				
<b>Recurring Expenditures</b>				
General Parks Maint	14,651	176	13,401	6,500
Hatfield Campground	8,383		6,000	6,000
<b>Onetime Expenditures</b>				
Boat Landing				75,204
Design/Study Parks/Trails	7,700	5,039	9,039	24,000
Grant Expenses	12,057		117,347	
Misc Expenses			10,000	10,000
Park Improvements	46,754	9,070	214,070	50,000
Park Memorials	4,867		0	
<b>Restricted Expenditures</b>				
Bond/Financing - Capital Improvement			115,000	150,000
<b>TOTAL EXPENDITURES</b>	<b>94,413</b>	<b>14,285</b>	<b>484,857</b>	<b>321,704</b>
Rev. Over(Under) Expend.	45,444	193,509	(47,223)	(46,033)
Fund Balance, Beginning	125,748	171,192	171,192	171,192
Fund Balance, Ending	171,192	364,701	123,969	125,159

## 2019 Budget to Actual – Park Impact Fund

As of March 31, 2019, \$3.6K in impact fee revenue has been collected accounting for 61% of budgeted revenues. Revenues are expected to exceed budget based upon trend by \$3.6K. No expenditures were incurred during first quarter.

	2018 Actual	2019 Actual	2019 Projected	Adopted 2019 Budget
<b>PARK IMPACT FEES</b>				
Impact Fee Revenue	13,420	3,660	13,660	6,000
Impact Fee Expenditures	2,031	0	23,900	0
Rev. Over(Under) Expend.	11,389	3,660	(10,240)	6,000
<b>RESTRICTED CASH</b>	28,049	31,886	17,986	

Revenues raised through impact fees are a **restricted** use and must be used for a specific purpose as outlined by policy and in accordance with State Statute. As of March 31, 2019 restricted cash is \$31,886.

## Park Impact Fund Cash Position Trend

The below table provides an overview of the restricted cash position of the Park Impact Fund as of December 31 of each year. The unrestricted cash position has averaged \$15,985 over the last three years.

	2019 Projected	2018	2017	2016
<b>RESTRICTED CASH</b>	17,986	28,049	16,228	3,677

## 2019 Parkland Projects Summary

The below project costs have been included in the 2019 projections above.

<b>Project</b>	<b>Project Cost</b>	<b>Source of Funding</b>
Whispering Prairie Park	\$75,000	\$25,000 Parkland \$50,000 Borrowing
Freedom Park – Storage Shed, Restrooms	\$150,000	Parkland
Freedom Park – Trail	\$100,000	Borrowing
Hatfield – Restrooms, Netting	\$18,000	Parkland
Citizens – Sod, Netting, Mound	\$10,000	Parkland
Total	\$353,000	



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Freedom Park Project Rankings

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### **Background**

City staff have prepared a list of possible projects (and estimated costs) that could reasonably be completed in 2019 at Freedom Park. City staff request that the Park Board identify priorities by ranking these various projects from 1 through 8, with 1 being the most important priority and 8 being the lowest priority.

### **Action Requested**

The Park Board should complete the project ranking form in advance of the meeting, and return to City staff (either electronically or in-person).



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## MEMORANDUM

**TO:** Park Board Members  
**FROM:** Noah Wiedenfeld, Director of Planning  
**DATE:** April 17, 2019  
**SUBJECT:** Freedom Park Storage Building

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### **Background**

Bids are due April 24 for the construction of a storage building at Freedom Park. City staff will tabulate the bids received and present them to the Park Board at the meeting.

### **Action Requested**

The Park Board should consider a formal recommendation to approve the low-bid for the project, as presented by City staff.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Freedom Park Restroom

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### **Background**

Bids are due April 24 for the construction of a restroom facility at Freedom Park. City staff will tabulate the bids received and present them to the Park Board at the meeting.

### **Action Requested**

The Park Board should consider a formal recommendation to approve the low-bid for the project, as presented by City staff.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Mary Park Master Plan

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### Background

MSA Professional Services was previously selected by the Park Board to prepare a master plan concept for Mary Park. A public open house was held on January, and the concept was also made available for viewing and feedback at the annual State of the City presentation and at a monthly Chamber Ambassadors meeting. City staff will present highlights from the feedback that was received at these meetings.

The Comprehensive Outdoor Recreation Plan (also known as the Park Plan) serves as a living document that is reviewed on a regular basis to ensure that the parks and trails system is continually assessed, maintained, and upgraded to meet the needs of the community. As this is a living document, the plan may change as improvements are completed, needs arise, development patterns change, or new ideas are brought forth.

### Action Requested

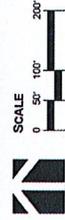
The Park Board should consider a formal recommendation to add the Mary Park Master Plan to the Comprehensive Outdoor Recreation Plan.



**KEY:**

- 1 Pedestrian Bridge/Riverwalk Connection
  - 2 Floating Fishing Piers
  - 3 Existing Shelter/Bandstand
  - 4 Amphitheater Lawn and Terraces
  - 5 Sledding Hill
  - 6 Existing Shelter/Restroom w Expansion
  - 7 Accessible Floating Fishing Pier
  - 8 Hillside Play Area
  - 9 Inclusive Play Structures
  - 10 Future Play Area or Splash Pad
  - 11 Existing Field Sport Area
  - 12 Existing Court Sport Area
  - 13 Existing Shelter
  - 14 Existing Shelter
  - 15 Mary Park Mile - Trail Loop
  - 16 Boat Launch
- 104 Total Parking Stalls

**MARY PARK MASTER PLAN**  
New Richmond, Wisconsin





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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Whispering Prairie Park

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### **Background**

City staff will provide an update on the Whispering Prairie Park project, including cost estimates for the remainder of the project (e.g. engineering, grading, concrete, installation, site restoration, etc.) and the anticipated project timeline.



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## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Prescribed Burning at Doar Prairie Restoration

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### **Background**

City staff received a quote from Applied Ecological Services to perform a prescribed burn at the Doar Prairie Restoration in the fall of 2019. The cost for the prescribed burn would be \$2,660.

### **Action Requested**

The Park Board should consider a formal recommendation to approve a contract with AES for the prescribed burn in the amount of \$2,660.



# Contracting Estimate and Agreement

## Project Information

Project Name: Doar Prairie Management  
AES Project Number: 19-0197  
Branch: PLK

5 April 2019

Jeremiah Wendt  
City of New Richmond, Director of Public Works  
156 East First Street  
New Richmond, WI 54017

Re: Doar Prairie Management Proposal

Dear Jeremiah,

Thank you for the opportunity to submit a quote for this work. We are confident you will find that AES provides exceptional expertise, service, and value. Below are the costs to complete a prescribed burn at the Doar Prairie site. Also included are optional management tasks if there are other vegetation management needs in the next 2-3 years. This site has been burned twice in the past, and both burns were in the spring. It is recommended to rotate the timing of burns between spring and fall. So, I propose this burn be completed in the fall. A spring burn could be the backup plan. Spot herbicide would target non native species known to be problematic on the site including tansy, Canada thistle, crown vetch, and others. Any years that a burn is not proposed, a dormant season mowing in the early spring can be completed to knock down vegetation. This is mostly aesthetic so that the spring blooming flowers are more visible. Spot mowing would target larger patches of problem species that need to be mowed before they can be treated with herbicide.

Sincerely,

Matthew Lasch, Project Manager  
Applied Ecological Services, Inc.  
952-447-1919  
matt.lasch@appliedeco.com

Chuck Campbell, Project Estimator  
Applied Ecological Services, Inc.

## Quote for Services and Statement of Work

Item	Qty	Unit	Unit Cost	Extended
Prescribed Burn	1	LS	\$2,660.00	\$2,660.00
<u>Optional Management Tasks</u>				
Spot Herbicide	1	trip	\$1,650.00	\$1,650.00
Dormant mowing	1	trip	\$1,325.00	\$1,325.00
Spot mowing	1	trip	\$1,150.00	\$1,150.00

Signature Page on Next Page

is excluded from any warranty under this Agreement. AES can remedy such damage, subject to additional cost, pursuant to a written modification of this Agreement, signed by both parties.

5. In the event the project is cancelled by the Client/Owner or the Nursery seed or plants are changed from original order, a 20% nursery restocking charge may apply.
6. The Owner/Client is required to pay for any required permits unless specified in this Agreement.
7. In an emergency, AES shall act in a reasonable manner to prevent personal injury or property damage. Any change in the Agreement price and/or time resulting from the actions of AES in an emergency situation shall be equitably adjusted.
8. Upon the written request of AES, prior to commencement of the Services and thereafter at the written request of AES, the Client/Owner shall provide AES with reasonable evidence of Owner/Client's ability to fund the project. Evidence of such financing shall be a condition precedent to AES' commencing or continuing Services. AES shall be notified prior to any material change in Project financing or material change in Owner/Client's ability to fund the Work.
9. This quote has been prepared based on the information provided (as listed above). Before AES will commence work on the project and before this quote becomes binding, the Client to whom this quote is addressed must provide final project documents to AES. Such documents may include, but not be limited to, finalized construction drawings, final specifications, and a copy of the executed general project contract including information about administrative procedures, invoicing and payment procedures (including retention, if any), safety requirements, and any other requirements that will affect or bind AES on this project. AES reserves the right to revise the above quote and the terms and conditions of the work upon receipt of the final documents and Primary Contract, if any.
10. Because prescribed burning is a natural process subject to fuel loads, weather conditions, moisture, and winds, AES cannot guarantee any portion or parcel will burn completely or even partially. These same factors affect the length of time to conduct a burn. It is important to note that a burn may be successful from an ecological standpoint while appearing spotty and incomplete. AES charges for time spent on site regardless of apparent success of a prescribed burn. By signing this agreement, the client waives all rights to withhold or deduct payments based on area burned, remaining standing biomass, or any basis other than time spent by AES personnel on site.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Park Board Members

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** April 17, 2019

**SUBJECT:** Park Board Vacancy

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### Background

There is one citizen vacancy on the Park Board following the resignation of Christine Melby. The term expires in April 2020. City staff have received applications from interested citizens in the community who are interested in serving on the Park Board. City staff will make copies of the applications available for the Park Board to review at the meeting.

### Action Requested

The Park Board should review the applications and recommend a citizen to fill the vacant position. The recommendation would be brought forward to the City Council for approval.