



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

January 18, 2019

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, January 23, 2019, 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, November 14, 2018
4. Public business items
5. Consent Agenda
 - a) Project Updates
 - b) Legacy Bench Donation – In Memory of Sheli Jirik
 - c) Citizens Field Advertising Update
 - d) 2018 Hatfield Campground Review
 - e) Fundraising Requests
6. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Mary Park Master Plan
 - b) Mary Park Boat Ramp Design
 - c) Park Facility Reservation Process

Come Grow With Us!

7. New business

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

- a) Prescribed Burning by Applied Ecological Services**
- b) Freedom Park Master Plan**
- c) Freedom Park Turf Management Services**
- d) Sport Fish Restoration Grant**
- e) Parks & Trails System Map**
- f) Nature Center Improvements**

8. Park Land Trust & Inspection Reports

- a) Park Land Trust Fund - \$177,695.33 as of 12/31/18**
- b) Impact Fee Fund - \$28,049.25 as of 12/31/18**

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. 2nd 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, NOVEMBER 14, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, November 14, 2018.

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

Others Present: Max Halny, Jordan Fisher, Mike Darrow, and Noah Wiedenfeld

Members Absent: Joe Ard, and Christine Melby

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

Brian Schroeder moved to approve the minutes of September 26, 2018, seconded by Mandi Erickson, motion carried.

Public Business Items

Noah Wiedenfeld announced we were awarded the Knowles Nelson Stewardship Grant in the amount of \$234,694 for the Nature Center recreational trail project.

Consent Agenda:

Project Updates:

Kwik Trip committed \$125,000 for the future riverwalk trail along the Willow River. We are currently working on obtaining additional trail easements along the river. Jon Hailey moved to approve the consent agenda, seconded by Brian Schroeder, motion carried.

Unfinished Business:

Mary Park Master Plan:

The Will's Playground memorandum of understanding was approved by the Park Board and City Council earlier this fall. Per our discussion at the August Park Board meeting, City staff contacted MSA Professional Services in regards to preparing a long-term master plan for the playground area that also incorporates the restrooms, former beach, parking lot, etc.

MSA Professional Services will develop a park plan that includes an inclusive play structure and fishing piers, as well as a conceptual layout for potential modifications to the existing service drive, walks, shoreline, and restroom expansion. MSA would also provide cost estimates for the various improvements. The proposed cost for services is \$4,500. Our goal would be to review the conceptual plan in January, at the same time as the preliminary designs for the boat ramp.

Jon Hailey moved to approve the contract with MSA for \$4,500, for concept plan for Mary Park, seconded by Mandi Erickson, motion carried.

Freedom Park Disc Golf RFP:

A competitive request for proposals (RFP) for design services for a possible disc golf course at Freedom Park was published in October. Proposals were due on November 7th. City staff received five proposals before the deadline and are in the process of reviewing them. Per the RFP, proposals will be evaluated based on the following criteria (in no particular order):

- Qualifications and experience
- Consultant has a clear understanding of the scope of work and the proposal contains all information requested
- Overall quality, professionalism, and completeness of proposal

- References
- Cost of services

We received five responses with a variety of backgrounds.

Designer	Background	Cost
ReCourse Disc Golf – Springfield, MN	New company formed in 2018. Played 1,475 courses & designed 12 courses	\$4,455.90
The Disc Golf Experience – Wauwatosa, WI	Landscape design background. Played 1,000 courses & designed 3 courses	\$5,000.00
Tim Mackey – St. Cloud, MN	Designed 50 courses. 10-X MN State Overall Frisbee Champion	\$3,250.00
Dan Schnabel – Coon Rapids, MN	Designed 1 course. Competitive player & current Guinness World Record holder	\$1,220.00
Steve West Disc Golf, LLC – North Oaks, MN	Lead designer for 10 courses & assisted with several others	\$2,500.00

There was discussion on what the next steps should be. A comment was made as to why someone has not looked into Pine Meadows for disc golf. Someone would need to purchase the property instead of getting the land free. Discussion took place on if the citizen group who wants the disc golf course needs to raise the money for the designer, and if the Park Board was comfortable with this location. Noah explained that the RFP identified an 18-hole disc golf course at Freedom Park, although the costs provided in the proposals are not necessarily site-specific. Some of the feedback that was received from course designers was that 20 – 25 acres may be needed, depending on the degree of difficulty for the course and the intended users. WITC is planning on putting in a disc golf course in 2019; thoughts are that we should talk to them on a partnership. Frank Norton moved to table the Freedom Park Disc Golf RFP, seconded by Brian Schroeder, motion carried.

New Business

Budget Update:

Mike Darrow gave some background information on the park shop. Mike stated this building has been sold and the three parks employees will move into the Street Department. There has been discussion over a number of years on sharing facilities. We will have the ability to continue to use the cold storage building on the property for two years while other options are explored, including the possibility of creating a centralized public works campus that includes water, electric, streets, and parks. Satellite facilities on the south side of the city will also be considered. It was recommended to the City Council that a portion of the proceeds from the sale of the building be committed to the Park Land Trust Fund. Mike discussed the 2019 budget and the parks projects that were included.

Cost	Project Name	Project Description
\$150,000	Freedom Park Improvements	Continue enhancements of Freedom Park as identified in the adopted Comprehensive Plan and Park Plan.
\$100,000	CTH A Trail	Design phase of the project. TAP Grant awarded earlier this year.
\$50,000	Nature Center Trail	Design phase for trail connection between Nature Center & Doar Prairie Restoration. DNR Grant awarded this fall.
\$30,000	Outdoor Restroom Fobs	Control access to facilities. Alleviate need to manually close & lock nightly.

\$12,000	Zero Turn Mower	Replace existing zero-turn mower purchased in 2013 with 2000+ hours.
\$75,204	Mary Park Boat Landing	Reconstruction of boat landing. The City was awarded a grant to support the cost of this project.
\$100,000	East 1 st St Trail Connection	This project will close a loop within the trail system while improving safety of bike/pedestrian traffic. (Impact fees will be used)
\$50,000	Whispering Prairie Park	Establish a park within this area as outlined in the 2018 Park System Plan.

We will have additional seasonal staff in 2019, and a needs analysis for the parks will also be completed. There will be remodeling done on the west side of the Civic Center for our Customer Service Center. There was discussion about having Rettler Corporation or another firm update the original Freedom Park master plan in early 2019 given the additional funds available for development of the park.

Fundraising Request – Disc Golf:

A fundraising policy was approved by the City Council this fall. A fundraising authorization form was submitted by Karen Smallidge on October 29th to fundraise for an 18-hole disc golf course at Freedom Park. There was discussion about the proposed location, the need to update the Freedom Park master plan, and identifying priorities for Freedom Park and other park projects. Mandi Erickson moved to deny the application, seconded by Brian Schroeder, Craig Kittel and Jon Hailey opposed, motion carried 3-2.

2019 Meeting Dates:

The tentative meeting dates for 2019 are as followed:

January 30, No February meeting (unless necessary), March 27, April 24, May 29 (Park Tour), June 26, No July meeting (unless necessary), August 28, September 25, October 30, and November/December meeting TBD. Jon Hailey suggested we keep a February meeting date and start looking at the park plan updating.

Park Land Trust Report:

Park Land Trust Fund - \$205,468.57 this balance will be updated in January with the sale of the park board building. The question was asked why some of the tree and bench donations have a carryover balance. Noah explained that the donation amount also includes costs for the engraved plaques and concrete, and that any remaining balance is transferred to the Park Land Dedication Fund.

Impact Fees Fund – \$27,486.37

Announcements:

Craig thanked everyone for being here.

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

The meeting of the Park Board adjourned at 8:20 p.m.

Minutes Submitted by
 Marie Bannink
 City Secretary



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www.newrichmondwi.gov

MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

SUBJECT: Project Updates

Ice Skating Rinks

The Public Works Department established new ice skating rinks this winter at North Side Park and Cherokee Park. Despite the unusual January weather, the rinks have help up fairly well and have been well received by the neighborhoods.

Playground Equipment

The playground equipment and shade structure for Whispering Prairie, as well as the replacement slide for Paperjack Park, were delivered. City staff are in the process of determining whether we will complete the installation in-house, or have Minnesota Wisconsin Playground staff do this for an additional cost.

NRRC Annual Banquet

Noah Wiedenfeld will attend the New Richmond Running Club Annual Banquet/Holiday Party on January 19th and share a brief review of recent bicyclist/pedestrian improvements, as well as a look ahead at upcoming projects. Attendance at events such as this and regular monthly meetings of the Pathways Committee are important opportunities to keep the community informed and build relationships with various stakeholders who are interested in the trails system. The public has been very appreciative of the efforts by the Park Board and City Council to enhance the trails system.

2019 Projects

Although it's only the month of January, as we look ahead there are already several parks and trails projects tentatively on the schedule for this year, including the following:

- Paperjack Park toddler equipment and slide installation
- Whispering Prairie Park grading, concrete work, playground equipment installation
- Mary Park pickleball courts (fence and net installation)
- Mary Park boat ramp reconstruction
- Freedom Park Trail engineering and staking
- Design of CTH A Trail and Nature Center Recreational Trail
- Legacy bench installations
- Oakes Barn Eagle Scout Project

We look forward to the Park Board gathering community feedback and identifying additional projects and priorities for 2019 – which is shaping up to be a very exciting year for the parks and trails system. Staff will keep the Park Board informed as these various projects progress.

Order Form Legacy Bench and Tree Program

Name of donor or group: _____
Friends of Shel Jirik (New Richmond
Baseball)

Address: _____
1760 144th St

City, State, Zip: _____
New Richmond, WI, 54017

Day Phone: _____
715-243-1609

Evening Phone: _____
715-523-1812

Type of Memorial or Gift: _____

Tree (Variety): _____

Bench (Color): _____ Black

Desired Location: _____ Citizens Field

Plaque Information (please print clearly): _____

TBD Family will get that info later

Total Cost: _____

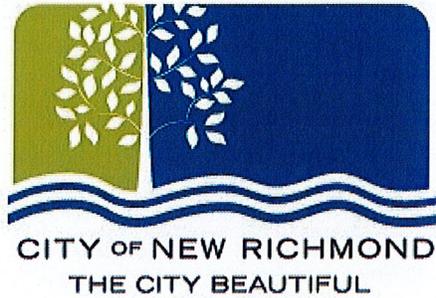
Please return this form to:
Jeremiah Wendt, Public Works Director
156 E. First Street
New Richmond, WI 54017

Applications will be forwarded to the Park Board for
approval.

The City of New Richmond

Legacy Bench and Tree
Program





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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

SUBJECT: Citizens Field Advertising Update

BACKGROUND

There are two current advertising opportunities at Citizens Field: baseball-shaped signage that is displayed on the outfield fence, and signage on the left field scoreboard. Revenue that is collected goes towards improvements at Citizens Field.

UPDATE

Below is a current list of the local businesses who will have advertising at Citizens Field in 2019. The table also identifies the years for which each advertisement agreement runs. If the Park Board knows of any other local businesses who are interested in advertising, there is still plenty of time to do so in advance of the spring season.

SCOREBOARD SPONSORS	YEARS
Westfields Hospital & Clinic	2015-2024
First National Community Bank	2015-2024
J.A. Counter	2019-2022
Family Fresh	2019-2022
Johnson Motors	2019-2022

OUTFIELD SPONSORS	YEARS
Berquist Insurance Agency, Inc.	2017-2019
Doyle's Farm & Home	2017-2019
WESTconsin Credit Union	2017-2019
American Legion	2017-2019

Simply Staffing	2018-2019
Frontier Ag & Turf	2019-2021
Guinn, Vinopal, & Zahradka LLP	2019-2021
Bremer Bank	2019-2021
Gibby's Lanes	2019-2021
Federal Foam Technologies	2019-2021
Dowd Reliance Insurance	2019-2021
Cyclone Fence	2019-2021



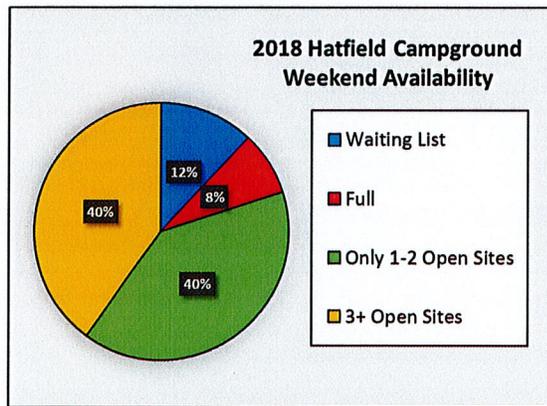
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MEMORANDUM

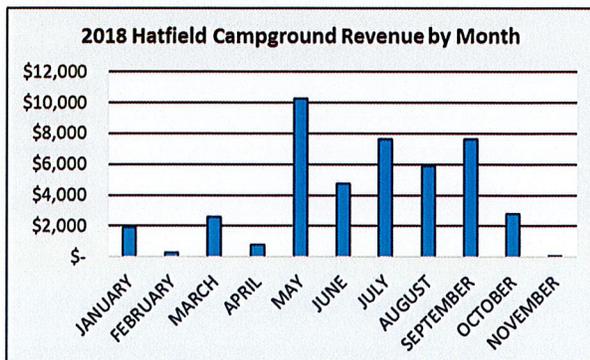
TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: January 16, 2019
SUBJECT: 2018 Hatfield Campground Review

BACKGROUND

The Hatfield Campground was once again very busy in 2018 – and we’ve already had several reservations made for 2019. Below is some information for your review. No action is needed.



The campground was open from April 27 through October 17, for a total of 25 weekends. The campground was either full or only had 1-2 open sites available during 15 of the 25 weekends (60%). There would have been 3 more weekends that were full if not for a cancellation of a long-term guest. Total campground revenue in 2018 was \$44,633.85. The bar graph shows the monthly revenue collected. Note that the cost per night was increased to \$25 in 2018.



Thank you to Marie Bannink for her efforts in compiling the weekend availability statistics, and for once again providing great customer service when it comes to managing the campground scheduling and payments, and answering questions.



City of New Richmond Fundraising Authorization Form

Primary Contact Name: Noah Wredenfeld

Email Address: nwredenfeld@newrichmondwi.gov

Phone Number: 715-246-4268

Fundraising Activity Description: Mary Park Boat Ramp Reconstruction

How will the proposed fundraising activity benefit the City of New Richmond and its mission?

Replace existing boat ramp in order to further promote outdoor recreation on the Willow River

To which account or to what project will the funds raised go towards? _____

Mary Park Boat Ramp Reconstruction

Describe the timeline and important date(s) for the fundraising activity, including when you will be seeking donations or sponsorships, advertising, fundraiser event date, etc.

Donations would be made prior to construction (June 2019)

How do you intend to advertise or otherwise promote the fundraising activity?

N/A

Has the fundraising activity been approved by a City board or commission? Please specify.

Presented to Park Board in January 2019

Which businesses, civic organizations, foundations, or individuals will you approach to support this fundraising activity? This includes monetary donations, in-kind donations, products, etc.

Staff will not be approaching + asking for donations. Some local groups + businesses have approached the City about contributing.

How do you propose recognizing supporters of the fundraising activity? (E.g. name and logo printed on banner or other marketing materials) _____

Signage at the boat ramp

Are you proposing the use of a friends group, New Richmond Area Community Foundation, etc. instead of the City of New Richmond Finance Department? Please specify. _____

NO

Beyond the fundraising activity, fiscal sustainability must be considered for all projects. Please describe the long-term costs, maintenance needs, etc. associated with this fundraising activity.

Boat Ramp to be maintained by the City of New Richmond
Daily/annual launch fees to continue to be collected

Please check the boxes that are applicable to your fundraising activity to indicate that you have obtained all necessary licenses or permits.

- Direct Seller Permit
- Processions, Parades, Runs, Walks, Bicycle Races, and Marathons
- Street Use Permit
- Extension of Premises Permit
- Use of Amplifying Devices Permit
- Exemption from Sec. 50-87 – Loud and unnecessary noise
- Temporary Class "B"/"Class B" Retailer's License
- Sign Permit
- State of Wisconsin raffle license

Approval from City Administrator

Signature

Date



City of New Richmond Fundraising Authorization Form

Primary Contact Name: Noah Wredenfeld

Email Address: nwredenfeld@newrichmondwi.gov

Phone Number: 715-246-4268

Fundraising Activity Description: Nature Center Recreational Trail

How will the proposed fundraising activity benefit the City of New Richmond and its mission?

Promote outdoor recreation, connect Nature Center to Deer Prairie,
promote safety for bicyclists + pedestrians

To which account or to what project will the funds raised go towards? _____

Nature Center Recreational Trail

Describe the timeline and important date(s) for the fundraising activity, including when you will be seeking donations or sponsorships, advertising, fundraiser event date, etc.

Any contributions would be made prior to construction in 2020

How do you intend to advertise or otherwise promote the fundraising activity?

N/A

Has the fundraising activity been approved by a City board or commission? Please specify.

Presented to Park Board in January 2019

Which businesses, civic organizations, foundations, or individuals will you approach to support this fundraising activity? This includes monetary donations, in-kind donations, products, etc.

A foundation and a local organization have expressed an interest in donating towards the project. Staff are not actually doing fundraisers

How do you propose recognizing supporters of the fundraising activity? (E.g. name and logo printed on banner or other marketing materials) _____

signage

Are you proposing the use of a friends group, New Richmond Area Community Foundation, etc. instead of the City of New Richmond Finance Department? Please specify. _____

no

Beyond the fundraising activity, fiscal sustainability must be considered for all projects. Please describe the long-term costs, maintenance needs, etc. associated with this fundraising activity.

Trails are maintained by City of New Richmond

Please check the boxes that are applicable to your fundraising activity to indicate that you have obtained all necessary licenses or permits.

- Direct Seller Permit
- Processions, Parades, Runs, Walks, Bicycle Races, and Marathons
- Street Use Permit
- Extension of Premises Permit
- Use of Amplifying Devices Permit
- Exemption from Sec. 50-87 – Loud and unnecessary noise
- Temporary Class "B"/"Class B" Retailer's License
- Sign Permit
- State of Wisconsin raffle license

Approval from City Administrator

Signature

Date



City of New Richmond Fundraising Authorization Form

Primary Contact Name: Noah Wredenfelde

Email Address: nwredenfelde@newrichmondwi.gov

Phone Number: 715-246-4268

Fundraising Activity Description: Westfelds Hospital + Clinic would like to donate \$5,000 towards maintenance + upkeep of the skateboard + BMX park. Any improvements beyond this scope would need to be approved by the Park Board.

How will the proposed fundraising activity benefit the City of New Richmond and its mission?

support outdoor recreation + existing public park facility

To which account or to what project will the funds raised go towards? _____

Park Land Trust Fund - Skate Park

Describe the timeline and important date(s) for the fundraising activity, including when you will be seeking donations or sponsorships, advertising, fundraiser event date, etc.

Donation in January 2019

How do you intend to advertise or otherwise promote the fundraising activity?

N/A

Has the fundraising activity been approved by a City board or commission? Please specify.

Presented to Park Board in January 2019

Which businesses, civic organizations, foundations, or individuals will you approach to support this fundraising activity? This includes monetary donations, in-kind donations, products, etc.

Westfields Hospital + Clinic would like to donate \$5,000 towards
maintenance + upkeep of the skateboard + BMX park. Any
improvements beyond this scope would need to be approved by the
Park Board.

How do you propose recognizing supporters of the fundraising activity? (E.g. name and logo printed on banner or other marketing materials) _____

Existing Signage

Are you proposing the use of a friends group, New Richmond Area Community Foundation, etc. instead of the City of New Richmond Finance Department? Please specify. _____

NO

Beyond the fundraising activity, fiscal sustainability must be considered for all projects. Please describe the long-term costs, maintenance needs, etc. associated with this fundraising activity.

Long-term costs + maintenance are provided by the City
as is the case for all city parks

Please check the boxes that are applicable to your fundraising activity to indicate that you have obtained all necessary licenses or permits.

- Direct Seller Permit
- Processions, Parades, Runs, Walks, Bicycle Races, and Marathons
- Street Use Permit
- Extension of Premises Permit
- Use of Amplifying Devices Permit
- Exemption from Sec. 50-87 – Loud and unnecessary noise
- Temporary Class "B"/"Class B" Retailer's License
- Sign Permit
- State of Wisconsin raffle license

Approval from City Administrator

Signature

Date



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

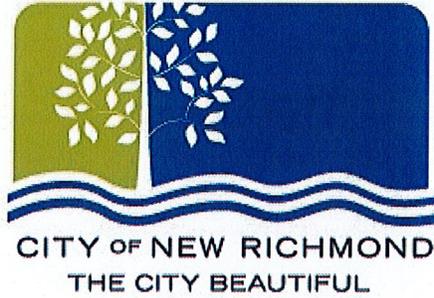
SUBJECT: Mary Park Master Plan

BACKGROUND

MSA Professional Services has been preparing a comprehensive long-range master plan for Mary Park. The first draft will be shown at a public open house on January 23 from 5:30-6:30 p.m. at the Civic Center. City staff also met with members of the Will's Playground Committee to get some initial feedback.

RECOMMENDATION

Based on the feedback received, the Park Board should discuss any additions or revisions that they would like to see MSA Professional Services make to the draft master plan. If the Park Board feels comfortable with the master plan, they should consider a formal motion to approve the master plan and incorporate it into the City's Comprehensive Outdoor Recreation Plan, which identifies future improvements for the entire city parks system.



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: January 16, 2019
SUBJECT: Mary Park Boat Ramp

BACKGROUND

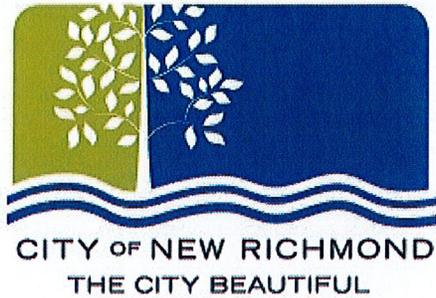
In 2018, the City of New Richmond received a grant in the amount of \$37,602 towards the reconstruction of the boat ramp at Mary Park. The project was included in the 2019 Capital Improvement Plan. The Park Board issued a request for proposals for engineering services for the project, and selected MSA Professional Services. A public open house will be held on January 23 from 5:30-6:30 p.m. at the Civic Center for the public to provide feedback on the preliminary designs prepared by MSA Professional Services. City staff have sent personal invitations to four local outdoors organizations and Warner’s Dock, and will also be contacting individuals who have previously paid the daily boat launch fee.

City staff will discuss the preliminary designs with the Park Board and share a summary of the feedback collected from the public open house. The table to the right shows the proposed timeline for the project.

DATE	ACTION
Jan. 23, 2019	Public Open House
Jan. 23, 2019	Park Board Authorization to Seek Competitive Bids for the Project
Jan. 30, 2019	Class 2 Notice Publication #1
Feb. 6, 2019	Class 2 Notice Publication #2
Feb. 14, 2019	Opening of Bids
Feb. 27, 2019	Park Board Recommendation
Mar. 11, 2019	City Council Awards Contract
June 3, 2019	Construction Begins

RECOMMENDATION

The Park Board should review the preliminary design for the Mary Park boat ramp and the feedback received at the public open house, and consider a formal motion to approve a design. The City Council would then consider authorizing City staff to seek competitive bids for the project in February.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 18, 2019

SUBJECT: Park Facility Reservation Policy

BACKGROUND

For the past few years, the Park Board has discussed ways to improve our park facility reservation practices and policies. City staff examined our current practices, met individually with each Park Board member, and researched how other municipalities in Wisconsin and Minnesota manage their park facilities. Some themes that were developed include:

- “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
- 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
- Fees need to be reasonable and justifiable

City staff have prepared a draft park facility reservation policy (included in the agenda packet) for review and consideration by the Park Board.



City of New Richmond Park Facility Reservation Policy

Objectives

The City of New Richmond manages 217 acres of passive and active parkland, and more than 17 miles of trails. Due to the variety of park facilities and the large number of individuals and organizations who request usage of park facilities throughout the year, it is deemed necessary to develop a comprehensive park facility reservation policy. The objectives of this facility use policy shall be to:

- Provide greater clarity, consistency, and communication when it comes to reservations
- Provide reasonable opportunities for the public to use park facilities for programs, events, and other recreation purposes
- Minimize wear and prevent overuse of some facilities
- Clarify the significance of previous and future financial contributions

Definition of Park Facility

Park facilities include public spaces, open areas, and built structures for public recreation purposes. This includes but is not limited to picnic shelters, campground, athletic fields, playgrounds, basketball courts, tennis courts, pickleball courts, trails, skateboard and BMX facilities, and ice skating rinks.

Scheduling Process

- Reservation requests for all park facilities shall be made to the City of New Richmond. Athletic facility reservations will be considered on a priority basis with deadlines established annually according to activity season. Reservation requests for park shelters and campground sites may be made by going to www.newrichmondwi.gov and clicking on the "Recreation" tab, or calling (715)-246-4268 during normal business hours. The purchase of dog park memberships may be made in-person at the Civic Center and require a valid dog license.
- To minimize field wear and maintenance, the following measures shall be instituted:
 - a. Athletic fields may be retired from play to allow rehabilitation/regrowth of turf at the discretion of City staff.
 - b. City staff may cancel or decline individual reservations based on current field conditions or maintenance purposes (e.g. scheduling aerating/fertilizing).
- Reservations may not be sublet to third parties.
- Scheduling of park facilities is a cooperative responsibility. Disputes between groups shall be resolved on their own. Scheduling decisions of City staff are final.
- Individuals wishing to use the public park amenities under the jurisdiction of the City of New Richmond may do so at their leisure on a first-come, first-serve basis, providing the amenities have not been previously reserved by another party.
- Events with more than 200 participants or attendees shall be subject to a large event fee of \$100 to cover additional custodial or other costs.

Priority Classifications

The following categories are established to determine park facility reservation priorities and a corresponding schedule of fees, which shall be approved annually by the Park Board.

Category 1: City of New Richmond (e.g. Library summer reading program, National Night Out, movies in the park, etc.)

Category 2: Curriculum-related, school-sponsored co-curriculars, school athletics, and activities sponsored by the School District of New Richmond, including Community Education student and adult activities

Category 3: Affiliated civic organizations and youth or adult athletic organizations

Category 4: Non-affiliated organizations, for-profit businesses and organizations

Affiliated Organization Status

To be recognized as an affiliated organization, the organization shall meet the following criteria:

- A. A non-profit organization with a governing board of directors
- B. A minimum of 80% of the organization’s members or players must reside within the boundaries of the New Richmond School District, or be a student at a public or private school located within New Richmond city limits.
- C. Must fully complete/update an annual application requesting affiliated organization status, including a refundable security deposit of \$100 and proof of insurance.

Available Facilities

Park Shelters

Shelter Location	Fee – All Users	Notes
Freedom Park (2)	\$35 per day	
Greaton Park (1)	\$35 per day	No electricity
Hatfield Park (2)	\$35 per day	
Mary Park Shelter 1	\$45 per weekday, \$60 on weekends	Band shell
Mary Park Shelters 2-3	\$35 per day	
Nature Center	\$35 per day	No electricity
Paperjack Park (1)	\$35 per day	

Notes: Park shelters are available to the public on a first-come, first-served basis. The renter is responsible for removing any decorations and placing all trash in proper receptacles. Fires are permitted only in designated fireplaces or personal grills. No glass of any kind is allowed in the parks. Pets shall not be permitted to run at large. Alcoholic beverages are permitted in the shelter when you have paid for a shelter reservation. Vehicles may not drive or park on trails or grass. Renters interested in using amplified music should check with the City Clerk’s Office to determine if any permit is necessary.

Athletic Fields

Field Location	Categories 1-2	Category 3	Category 4
Citizens Field (1)	No Fee	Affiliation Application	\$20/hour per field
Hatfield Park Fields (3)	No Fee	Affiliation Application	\$20/hour per field
Freedom Park Fields (6)	No Fee	Affiliation Application	\$20/hour per field

Citizens Field: Practices are limited to 2 hours per day per user. Games are limited to 3 hours per day per user. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by City staff and may require a large event fee. Lining the fields is the responsibility of the user unless otherwise approved by City staff. The City of New Richmond will issue users a bill for utilities accrued for the current year calculated by hours used, minus \$1,500 as part of the City's contribution.

Hatfield Park: Reservations are limited to 3 hours per day and 2 fields per user on weekdays. Weekend reservations are limited to 4 hours per day and 2 fields per user. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by City staff and may require a large event fee. Lining the fields is the responsibility of the user unless otherwise approved by City staff. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Youth Baseball Association, New Richmond Girls Fastpitch, and New Richmond Softball Association.

Freedom Park: On weekdays, reservations are limited to 2 hours per day and 2 fields per user. On weekends (Saturday and Sunday) reservations are limited to 4 hours per day and 4 fields per user. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by City staff and may require a large event fee. Lining the fields is the responsibility of the user unless otherwise approved by City staff.

Other Facilities

Description	Notes/Fees
Dog Park	\$15 per year and valid dog license
Mary Park Boat Ramp	\$3 per day for City residents, \$4 per day for non-residents; or annual fee of \$30 for City residents and \$40 for non-residents
Hatfield Park Campground	\$25 per night or \$680 per month
Sports Center	Lease agreement with New Richmond Hockey Association
Golf Course	Lease agreement with New Richmond Golf Club
New Richmond Area Centre	Lease agreement with New Richmond Area Centre
Playgrounds	Available on a first-come, first-served basis.
Tennis Courts, Pickleball Courts, Basketball Courts, Irv & Mary Sather Skylark Skate Park, Ice Skating Rinks, Playgrounds	Available on a first-come, first-served basis. May be reserved for special events (e.g. Fun Fest Tennis Tournament) subject to approval by City staff.
Trails	Available on a first-come, first served basis. Events such as 5K run/walks, bicycle races, etc. require a permit.

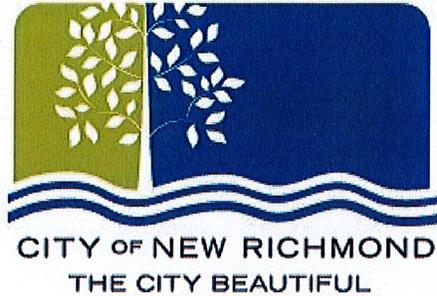
Financial Contributions

City of New Richmond staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the New Richmond community for many years.

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.

Beyond formal lease agreements for particular facilities, users shall not receive any type of priority or special benefit based on past or future financial contributions when it comes to City of New Richmond park facilities.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

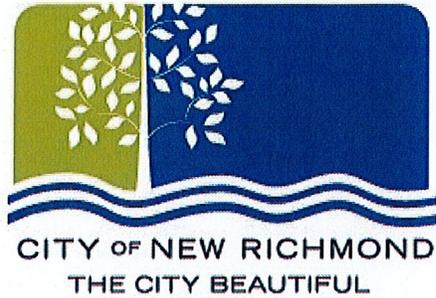
DATE: January 16, 2019

SUBJECT: Prescribed Burning by Applied Ecological Services

BACKGROUND

Applied Ecological Services worked closely on the Doar Prairie Restoration from 2008 to 2011. Their services included prescribed burning treatments and herbicide applications, and the installation of native seeds, trees, and other plants. It has been about 5 years since the last prescribed burning, so City staff will be contacting Applied Ecological Services for consultation and pricing information. We may also get their opinion regarding the Paperjack Greenway to see if they would recommend any maintenance activities, which would be further discussed with the Heritage Center.

City staff will gather more information from Applied Ecological Services and bring forward a recommendation to the Park Board at a future meeting.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

SUBJECT: Freedom Park Master Plan

BACKGROUND

The current master plan for Freedom Park was developed by Rettler Corporation in 2006. Over the years, the park has developed amenities including six irrigated athletic fields, a paved multi-use trail, two picnic shelters, and a gravel road/parking lot.

The City Council has allocated \$150,000 in 2019 for improvements to Freedom Park. In addition, there are several other projects that have been discussed recently, including the VFW building project, disc golf course, restrooms, storage for youth athletics, completion of the multi-use trail, baseball diamonds, etc. With all this in mind, it would be worthwhile for the Park Board to consider getting community feedback and updating the Freedom Park Master Plan as needed.

Besides Freedom Park, there may be a need for planning services for other park projects as well (e.g. Fox Run Park, Monette Park, etc.) Rather than seeking proposals every time there's a need for a park master plan, it would be more efficient to have one firm designated as park planning consultant. This would be similar to how the City has handled engineering services.

RECOMMENDATION

The Park Board should consider a formal motion to authorize City staff to obtain competitive proposals for park planning services. This information would be brought to the next meeting. City staff would also begin to prepare a community engagement plan for updating the original Freedom Park Master Plan.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

SUBJECT: Freedom Park Turf Management Services

BACKGROUND

In 2018, the Park Board chose to accept a bid from Fitzgerald Lawn Care for turf management services for Freedom Park. Payment was made from the annual parks operating budget.

City staff have contacted Fitzgerald Lawn Care to provide a proposal for 2019, and will present this information at the Park Board meeting.

RECOMMENDATION

Following the presentation from City staff, the Park Board should consider a formal motion to approve a contract with Fitzgerald Lawn Care for turf management at Freedom Park for 2019.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

SUBJECT: Sport Fish Restoration Grant

BACKGROUND

As was discussed previously with the Park Board, City staff intend to design a new fishing pier at Mary Park to replace the fishing dock that was damaged by ice in the spring of 2018. The Sport Fish Restoration Grant through the Wisconsin DNR would cover up to half the cost of the new fishing pier. If authorized, City staff would apply for grant funding by February 1 with assistance from MSA Professional Services, who is engineering the boat ramp reconstruction project and developing the master plan for Mary Park.

A formal resolution is included with this memo, authorizing City staff to apply for the grant.

RECOMMENDATION

The Park Board should consider a formal motion to approve the resolution authorizing City staff to apply for the Sport Fish Restoration grant for an accessible fishing pier at Mary Park.

AUTHORIZING RESOLUTION

WHEREAS, the City of New Richmond hereby requests financial assistance for the purpose of constructing an accessible fishing pier at Mary Park; and

WHEREAS, the addition of multiple fishing piers are identified on the long-range master plan for Mary Park; and

WHEREAS, the City of New Richmond is reconstructing the boat ramp facility at Mary Park in 2019 and the public has expressed strong support for improving nature-based recreational opportunities in the community; and

WHEREAS, the City of New Richmond has budgeted a sum sufficient to complete the project;

THEREFORE, BE IT RESOLVED that the City of New Richmond shall fulfill all matching fund requirements and authorizes the Director of Public Works to act on behalf of the City of New Richmond to submit an application to the Department of Natural Resources for financial assistance, sign documents, and take necessary action to undertake, direct, and complete the approved project.

BE IT FURTHER RESOLVED that the City of New Richmond will comply with state and federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours; and will obtain approval from the Wisconsin Department of Natural Resources before any change is made in the use of the project site.

Approved this 23rd day of January, 2019.

I hereby certify that the foregoing resolution was approved by the City of New Richmond Park Board at a legal meeting on the 23rd day of January, 2019.

Authorized Signature

Craig Kittel
Park Board Chairperson



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning
Kyle Wells, GIS Analyst

DATE: January 17, 2019

SUBJECT: Parks and Trails System Map

BACKGROUND

Every 1-2 years, a revised parks and trails map is printed. Feedback is provided by City staff, the Park Board, and the Pathways Committee which is incorporated into the final design. Printing costs are generously sponsored by Edward Jones Investments. Approximately 1,000 copies are printed and made available at the Heritage Center, Civic Center, Friday Memorial Library, New Richmond Area Chamber of Commerce, local hotels, etc.

GIS Analyst Kyle Wells has prepared a first draft of the updated map, which is included in the agenda packet. The new maps will be printed in the spring of 2019.

ACTION REQUESTED

The Park Board should review the draft map and recommend any edits that they feel should be made. Feedback will be gathered from the Pathways Committee at their meeting in February.

PARKS & TRAILS SYSTEM

CITY OF NEW RICHMOND

WISCONSIN - U.S.A.



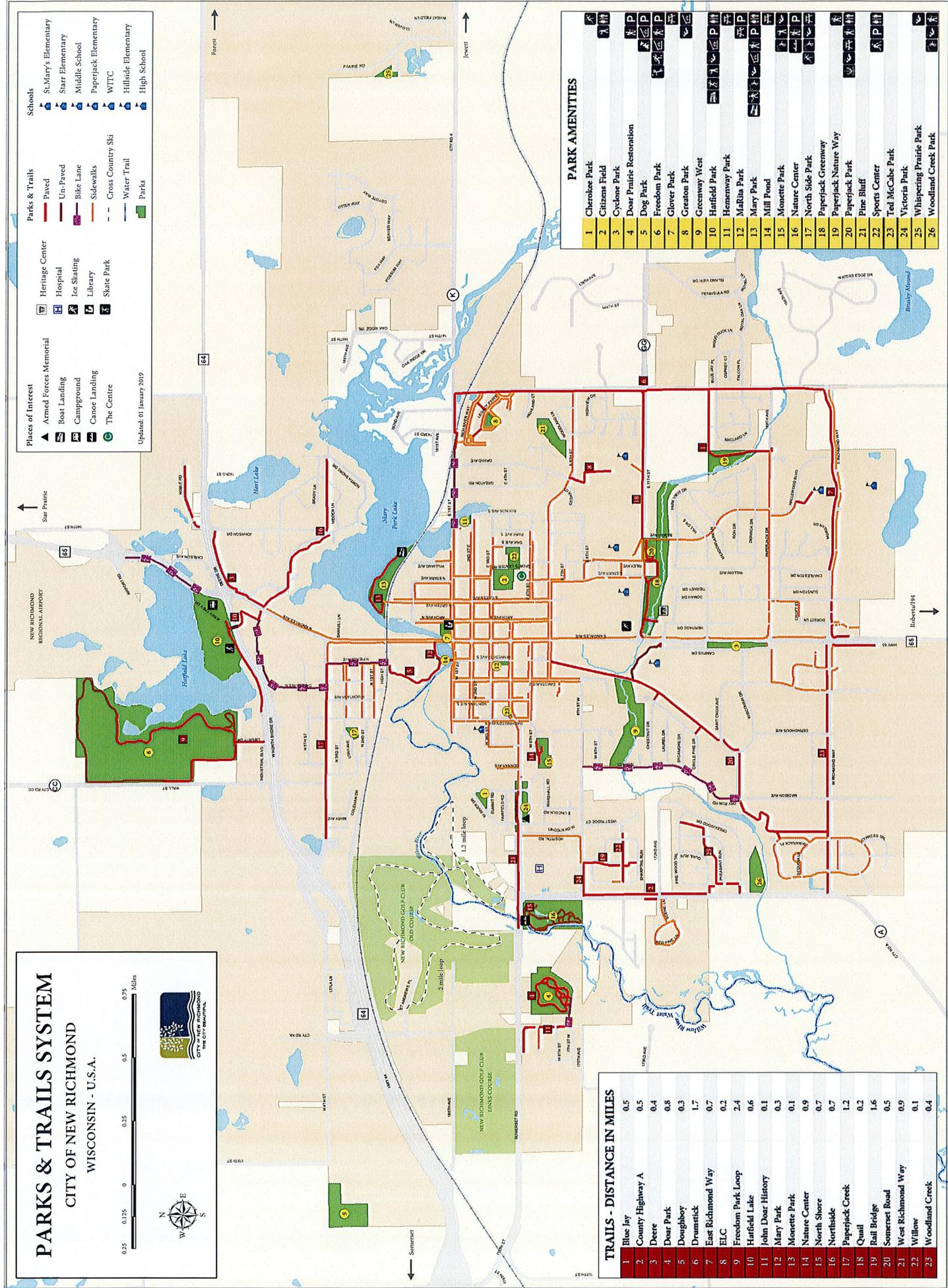
Updated 01 January 2019

- Schools**
 - St. Mary's Elementary
 - Starr Elementary
 - Middle School
 - Paperjack Elementary
 - WITC
 - Hillside Elementary
 - High School
- Parks & Trails**
 - Paved
 - Un-Paved
 - Bike Lane
 - Sidewalks
 - Cross Country Ski
 - Water Trail
 - Parks
- Places of Interest**
 - Armed Forces Memorial
 - Roast Landing
 - Campground
 - Cause Landing
 - The Centre
- Heritage Center**
 - Heritage Center
 - Hospital
 - Ice Skating
 - Library
 - Skate Park

- #### PARK AMENITIES
- Cherokee Park
 - Citizens Field
 - Cyclone Park
 - Deer Prairie Restoration
 - Dog Park
 - Freedom Park
 - Glover Park
 - Greaton Park
 - Greenway West
 - Hatfield Park
 - Hennepin Park
 - Mallin Park
 - Mary Park
 - Mill Pond
 - Monette Park
 - Nature Center
 - North Side Park
 - Paperjack Greenway
 - Paperjack Nature Way
 - Paperjack Park
 - Pine Bluff
 - Sports Center
 - Ted McCabe Park
 - Victoria Park
 - Whispering Prairie Park
 - Woodland Creek Park

TRAILS - DISTANCE IN MILES

1	Blue Jay	0.5
2	County Highway A	0.5
3	Deer	0.4
4	Deer Park	0.8
5	Doughboy	0.3
6	Drumstick	1.7
7	East Richmond Way	0.7
8	ELC	0.2
9	Freedom Park Loop	2.4
10	Hatfield Lake	0.6
11	John Deer History	0.1
12	Mary Park	0.3
13	Monette Park	0.1
14	Nature Center	0.9
15	North Shore	0.7
16	Northside	0.7
17	Paperjack Creek	1.2
18	Quail	0.2
19	Rail Bridge	1.6
20	Somerset Road	0.5
21	West Richmond Way	0.9
22	Willow	0.1
23	Woodland Creek	0.4





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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: January 16, 2019

SUBJECT: Nature Center Improvements

BACKGROUND

Nature Center has a significant amount of invasive buckthorn. Buckthorn crowds out desirable native species, degrades wildlife habitat, serves as host to other pests, and spreads over time, as their berries contain seeds which can germinate for many years. Removal can be very time and labor intensive. Beyond occasional volunteer efforts to remove the invasive species, a multi-year buckthorn management plan has not been developed. In addition, several of the wooden boardwalks in Nature Center are showing their age and are in need of replacement. With the new canoe/kayak landing and the upcoming trail projects (CTH A and Nature Center Recreational Trail) the park may see an increase in use in the near future. In the 2017 NRRP survey responses, the community's natural areas were rated as being in the worst condition out of all recreation amenities.

City staff will be gathering recommendations and cost estimates from ecological restoration companies as to how the buckthorn issue might be addressed. City staff will also prepare some cost estimates and options for replacement boardwalks. More information will be brought back to the Park Board at a future meeting for consideration.



PARK LAND TRUST FUND #800

PRELIMINARY

	Beginning Balance			Ending Balance
	<u>12/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>12/31/2018</u>
Park Land Dedication Funds	53,535.21	6,145.44	(5,379.81)	54,300.84
Hatfield Campgrounds	96,041.65	-	(46.31)	95,995.34
Freedom Park	14,056.17	-	(2,955.73)	11,100.44
Nature Center/Doar Prairie Trail	(95.13)	-	-	(95.13)
Dog Park	240.24	184.00	-	424.24
NR Decals	(153.69)	-	-	(153.69)
Rich River Trails/Greaton Park	113.20	-	-	113.20
Donations - Citizens Field	-	3,000.00	(1,700.00)	1,300.00
Donations - Hatfield Park	1,200.00	-	-	1,200.00
Donations - Memorial Bench - Warner	130.00	-	-	130.00
Donations - Memorial Tree - Pape	170.05	-	(219.00)	(48.95)
Donations - Legacy Bench - Schaffer	377.75	-	-	377.75
Donations - Legacy Bench - Wentz	377.75	-	-	377.75
Donations - Legacy Tree	-	-	-	-
Donations - Benches @ Skate Park	750.00	-	-	750.00
Donations - Canoe/Kayak Launch	(3,129.81)	3,129.81	-	(0.00)
Donations - Trees for Parks/Trails	1,500.00	-	(1,500.00)	-
Urban Forestry Grant Expenses	(6,905.41)	-	-	(6,905.41)
Mary Park Boat Launch	1,372.76	-	(3,500.00)	(2,127.24)
Mary Park Fishing Dock (Insurance)	8,275.00	-	-	8,275.00
Disc Golf	3,000.00	-	-	3,000.00
Willow River Water Trail - Signage	1,000.00	-	-	1,000.00
Surface Water Grant - Willow River	2,593.12	-	(2,750.00)	(156.88)
NR Legacy/Historic Walking Trail	3,000.00	-	-	3,000.00
Due to GF	-	1,888.07	-	1,888.07
Due from GF	-	-	(50.00)	(50.00)
Totals	\$ 177,448.86	14,347.32	(18,100.85) \$	173,695.33
				173,695.33
				-

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>12/1/2018</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>12/31/2018</u>
Impact Fees - Parks	26,675.18	1,374.07	-	28,049.25
Freedom Park - Development	-	-	-	-
Freedom Park - Tree Transplanting	-	-	-	-
Totals	\$ 26,675.18	1,374.07	-	\$ 28,049.25
				28,049.25

Total Park Funds	201,744.58
Restricted Park Funds	119,394.49
Restricted Park Impact Fees	28,049.25
Net Available Funds	54,300.84

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

Balance

Advertising Sign Space Revenue	Mar-May 2017	(3,600.00)	\$	4,400.00	
	Nov-17	(500.00)	\$	3,900.00	
	Sep-18	(1,200.00)	\$	2,700.00	
	Oct-18	(500.00)	\$	2,200.00	
	Nov-18	(500.00)	\$	1,700.00	
	Dec-18	(1,700.00)	\$	-	@ 12/31/18

Nature Center/Doar Prairie Trail

12/7/16 - Park Board Meeting

Commitments

Spent to date Balance

Park Trust Fund - Hatfield Campground	\$ 10,000	(11,845.13)	\$	(1,845.13)	
Add'l - Doar Land Appraisal for grant	\$ 1,750		\$	1,750.00	
	\$ 11,750		\$	(95.13)	@ 12/31/18

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments

Spent to date Balance

Park Impact Fees	\$ 2,500	(2,500.00)	\$	-	
Donations	\$ 127,627	(127,627.49)	\$	-	
	\$ 130,127		\$	-	@ 12/31/18

Freedom Park - Tree Planting / Transplanting

5/25/16 - Park Board Meeting

Commitments

Spent to date Balance

Park Impact Fees	\$ 2,000	(2,000.00)	\$	-	
Park Trust Fund - Hatfield Campground	\$ 2,000	(1,950.06)	\$	49.94	
Transfer unused funds back to Campgrounds		(49.94)	\$	(49.94)	
	\$ 4,000	\$ (4,000)	\$	0.00	@ 12/31/18

Recreation Plan Funding

3/29/17 - Park Board Meeting

Commitments

Spent to date Balance

Freedom Park Lease Revenue - 2017	\$ 8,000	(8,000.00)	\$	-	@ 12/31/18
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