



**Park Board Meeting  
Agenda  
Wednesday, August 28, 2019 at 7:00 PM  
Council Chambers**

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1. CALL TO ORDER	
2. ROLL CALL	
3. ADOPTION OF AGENDA	
4. APPROVAL OF MINUTES	
a. July 31, 2019 minutes <a href="#">July 31, 2019 minutes</a>	2 - 4
5. PUBLIC COMMENT	
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8. NEW BUSINESS	
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9. COMMUNICATION AND MISCELLANEOUS	
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**PARK BOARD MEETING  
WEDNESDAY, JULY 31, 2019**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, July 31, 2019

**Members Present:** Craig Kittel, Jon Hailey, Mandi Erickson, and Dave Newman

**Others Present:** Jerry Klasen, Mike Darrow, and Noah Wiedenfeld

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

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

Craig Kittel moved to approve the minutes of May 29, 2019, seconded by Jon Hailey, motion carried.

**Public Business Items**

None

**Consent Agenda:**

**Park Donations:**

- Reviewed the donations for disc golf, benches and outfield signs at Hatfield

**Project Updates:**

- Grading work started for the new park in Whispering Prairie

**Unfinished Business:**

**Freedom Park Master Plan:**

There were two firms interviewed for the Master Plan of Freedom Park. Mandi Erickson moved to hire SEH, Inc. for \$16,900.00 seconded by Jon Hailey, motion carried.

Project Approach & Preliminary Timeline:

1. Project meeting #1 with staff (August)
2. Data gathering and site analysis (August-September)
3. Alternatives development (September)
4. Public information meeting (September)
5. Develop draft report, renderings, precedent images, etc. (October)
6. Project meeting #2 with staff (October)
7. Final recommendations and report to Park Board (October)

**Citizens Field Turf:**

Baseball field will not be available for reservations beginning September 1<sup>st</sup> to allow City staff to rebuild the pitcher's mound and replace the infield sod. Outfield is still available for activities

**Freedom Park Trail:**

The ground breaking was in July. The northeast corner is wetland and needs permitting from the DNR. The cost for the permitting is an additional \$5,000 - \$7,000. Jon Hailey moved to approve the DNR permitting but not to exceed \$7,000, seconded by Dave Newman, motion carried.

**Nature Center Improvements:**

Noah shared some photos from the park. We have received quotes for the Buckthorn removal.

**Applied Ecological Services – Prior Lake, MN**

- Cutting and treating, piling material, burning, forestry mowing = \$4,519 per acre x 16 acres = \$72,304
- Follow-up foliar treatment every 3-5 years = \$6,819 per treatment
- Additional clean up of dead fall, piles, larger logs, brush, etc. available as “not to exceed” task

**Prairie Restorations, Inc. – Scandia, MN**

- Fall 2019: Herbicide treatment = \$3,568
- Winter 2019-2020: Forestry mowing, hand crews cutting, mulching = \$29,962
- Follow-up foliar treatment: \$4,923

No action taken at this time. City staff will see if there are any other organizations that might be interested in partnering on this project due to the cost, and bring back more information this fall.

**New Business****Park Board Vacancies:**

Brian Schroeder resigned after 6 years of service and Frank Norton resigned after 16 years. Brian Schroeder’s vacancy will be offered to Rose Kosin. If she accepts and is approved by the City Council, she would join the Park Board in August. Mandi Erickson will replace Frank as the School District representative. We will continue to accept applications from citizens who are interested in filling the remaining vacancy. We have promoted this on social media, and several citizens have expressed an interest in filling the vacant position.

**Announcements:**

The storage building is going up at Freedom Park, check it out. Noah has the lease agreements ready to be signed by the youth sports associations. New signs are being placed for trails and parks. Dave Newman was welcomed to the committee.

Jon Hailey moved to adjourn the meeting, seconded by Mandi Erickson, motion carried.

The meeting of the Park Board adjourned at 7:56 p.m.

Minutes Submitted by  
Marie Bannink  
City Secretary



# MEMO



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**Prepared for:** Park Board  
**Staff Contact:** Noah Wiedenfeld, Planning Director  
**Meeting:** Park Board - 28 Aug 2019  
**Subject:** Donations

**BACKGROUND INFORMATION:**

City staff will provide a list of recent park donations.

**RECOMMENDATION:**

Donations shall be approved as part of the Consent Agenda, and will proceed to the City Council for formal approval in September.

# MEMO



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**Prepared for:** Park Board  
**Staff Contact:** Noah Wiedenfeld, Planning Director  
**Meeting:** Park Board - 28 Aug 2019  
**Subject:** Park Updates

**BACKGROUND INFORMATION:**

City staff will highlight a few projects included in the monthly park update.



# MEMO

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**Prepared for:** Park Board  
**Staff Contact:** Noah Wiedenfeld, Planning Director  
**Meeting:** Park Board - 28 Aug 2019  
**Subject:** Park Board Vacancy

## **BACKGROUND INFORMATION:**

There is one vacancy on the Park Board. The term runs through April 2021. City staff have received multiple applications from City residents interested in serving. City staff will make copies of their applications available, and invite the interested individuals to the Park Board meeting to introduce themselves.

## **RECOMMENDATION:**

The Park Board should consider a formal recommendation to appoint a citizen to fill the current vacancy on the Park Board. This recommendation would go to the City Council on September 9 for final approval.



# MEMO

**Prepared for:** Park Board  
**Staff Contact:** Noah Wiedenfeld, Planning Director  
**Meeting:** Park Board - 28 Aug 2019  
**Subject:** Willow River Bluffs Parkland Dedication

## **BACKGROUND INFORMATION:**

The City of New Richmond requires developers to dedicate parkland or pay a park impact fee for new subdivisions. Developers shall dedicate a minimum of ten percent of the total acreage to be used for single-family homes. Land dedicated for public purposes shall be deeded to the City at the time the final plat is approved. The Park Board is to make a recommendation as to the suitability and adequacy of park lands proposed for dedication.

Willow River Bluffs, LLC is interested in dedicating 30 acres to the City of New Richmond for parkland. There is a conservation easement already in place for this property to be preserved as a natural area to provide habitat for wildlife, protect the shoreline along the Willow River, and provide recreation and outdoor education opportunities. The developer would also construct a mowed nature trail and related boardwalks. If accepted and approved, this would represent the second largest park in the City of New Richmond, only behind Freedom Park.

City staff will provide an overview of the proposed parkland dedication.

## **RECOMMENDATION:**

The Park Board should consider a formal motion to recommend approval of the proposed parkland dedication in lieu of park impact fees.



# MEMO

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**Prepared for:** Park Board  
**Staff Contact:** Noah Wiedenfeld, Planning Director  
**Meeting:** Park Board - 28 Aug 2019  
**Subject:** Tobacco-Free Parks & Trails System

## **BACKGROUND INFORMATION:**

Municipalities have the authority to restrict outdoor smoking (cigars, cigarettes, pipes, e-cigarettes, etc.) and the use of tobacco products on public property, including in parks and trails. Some municipalities have adopted smoke-free ordinances in an effort to reduce secondhand smoke exposure, cigarette consumption, tobacco use among youth, and litter from cigarette butts.

LaCrosse, Appleton, Oshkosh, Wisconsin Dells, Wausau, and St. Croix County are some of the jurisdictions that have adopted various smoke-free ordinances for public parks. Many college campuses (including UW-River Falls, UW-Stout, and the University of Minnesota) are now smoke-free. The School District of New Richmond also prohibits the use of tobacco products on property owned or leased by the District, and at District-sponsored events.

## **RECOMMENDATION:**

The Park Board should discuss this topic to determine if there is interest in pursuing some form of tobacco-free ordinance for City parks and trails. If there is interest, the Park Board shall direct City staff to research this topic further, collect feedback from the community, and prepare a draft ordinance for consideration.