



**Park Board Meeting
Agenda
Wednesday, July 31, 2019 at 7:00 PM
Council Chambers**

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**PARK BOARD MEETING
WEDNESDAY, MAY 29, 2019**

Chair Craig Kittel called the Park Board meeting to order at 5:52 p.m. on Wednesday, May 29, 2019 at the Civic Center.

Members Present: Craig Kittel, Jon Hailey, Brian Schroeder, and Joe Ard

Others Present Tom Weinmeyer, Jeremiah Wendt, Dave Pufall, Noah Wiedenfeld, and Marie Bannink

Members Absent: Mandi Erickson, and Frank Norton

The Park Board toured the following parks:

Mary Park:

Members of the Will's Playground Committee gave an overview of what the area would look like. The estimate the group has is a ready to build number from Minnesota/Wisconsin Playground. The group has a potential large donor but needs commitment from the City on the project. The group is requesting the backside of the restrooms be converted into two unisex restrooms with heavy duty changing tables, as well as other updates to the current restrooms as early as 2020. They are asking for site prep, sidewalks, lighting/electrical to be budgeted and completed in 2021 by the City of New Richmond. Their goal is for construction of the playground in 2021. Removal of the playground equipment on the west side will not be done until the new equipment has been put in place.

Monette:

Jeremiah Wendt explained when the new apartments on West 8th Street are built there is an agreement to compete the existing trail. Members viewed where this would be located.

Freedom:

There was discussion on where the shed would be located and if there would be lights. The electrical is at the concession stand. The fields look good and there will be over seeding done in the fall. The bathrooms would be located were the current port-a-pottys are. The Airport has applied for a Federal Grant that would assist with the cost of infrastructure; the City portion would be 5%. City staff will be striping the fields this summer.

Hatfield: Monson Plumbing will be starting on the restrooms on June 3.

**Chair Craig Kittel called the Park Board meeting to order at 7:14 p.m. on Wednesday, May 29, 2019 at the Hatfield Park, Lakeview shelter.

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

Others Present Dave Green, Ken House, Tom Weinmeyer, Jeremiah Wendt, Dave Pufall, Mike Darrow, Noah Wiedenfeld, and Marie Bannink

Members Absent: Frank Norton

Jon Hailey moved to adopt the agenda, moving VFW Project Update to 7A and Freedom Park Trail up to 7B, Wills Playground 7C and Park Board vacancy 7D, seconded by Mandi Erickson, motion carried.

Brian Schroeder moved to approve the minutes of April 24, 2019, seconded by Jon Hailey, motion carried.

Public Business Items

None

Consent Agenda:

Project Updates:

- **Mary Park Pickleball Courts**-The pickleball courts at Mary Park are completed. A grand opening celebration was held on May 28.
- **Service Learning Day**- Students volunteered at several sites, including the cemetery, Mary Park, John Doar History Trail, downtown business district, Hatfield Park, and the Nature Center on May 17.
- **Citizens Field Sound System**-A representative from Audio Architects is preparing a recommendation and quote for a new sound system at Citizens Field.
- **Mary Park Boat Ramp**-City staff are submitting a request to the Wisconsin DNR to amend the grant amount and timeline.
- **Adopt-a-Garden Program**-There are still several flower gardens available for adopting.
- **Anniversary Event of the 1899 New Richmond Cyclone**- A small commemorative event is being planned for June 12th. The tornado devastated half of the city, and remains one of the ten deadliest tornadoes recorded in United States history.
- **Freedom Park Storage Building**-The City Council approved the contract with Structural Buildings for the storage building.

Park Donations:

Legacy Benches, Trees, & Picnic Table

- Maple Tree – Mary Park – Wells Family
- Bench – Citizens Field – New Richmond Baseball
- Bench – Mary Park – Peters Family
- Picnic Table – Citizens Field – New Richmond Millers

Disc Golf Course – Location to be Determined

- Federal Foam Technologies \$3,000
- Warren Wood, LTD \$250
- Fitzgerald Lawn Care \$100
- New Richmond Area Centre \$1,500
- Wisconsin Lighting \$3,000
- Bernard's \$1,500
- Smallidge Properties \$1,500

- Jim Zajkowski \$1,500
- Curtis & Maxine Flatten \$100
- Royal Credit Union \$1,500
- NP Design & Photography \$50

Citizens Field Outfield Signage for 2019 Season

- Federal Foam Technologies
- Frontier Ag & Turf
- New Richmond Area Centre
- Doyle's Farm & Home
- Berquist Insurance Agency
- WESTconsin Credit Union
- Simply Staffing
- Gibby's Lanes
- Bremer Bank
- Guinn, Vinopal, & Zahradka
- Bernard's
- Eckberg Lammers
- New Richmond Masonic Lodge #195
- Edward Jones
- WITC
- Twin Cities Orthopedics
- Johnson Motors
- 45th Parallel
- Doar, Drill & Skow
- LSI Property Management

Other Projects

- Nature Center Park Paula & Steve Bilitz \$50
- Heritage Trail Project NRACF \$1,500

Mary Park Reservation Request:

St. Croix Valley Church of Christ (Star Prairie) is interested in reserving Mary Park Shelter #3 from August 15-17 for their vacation bible school program. They anticipate 20-30 participants and would use other areas within the park for programming.

Public Works Spotlight:

This month's spotlight was on Dave Pufall, who currently serves as the Operations Manager.

Unfinished Business:

Wills Playground Project:

Craig Kittel explained the Will's group has a possible large donor but they need a commitment from the City on assisting with updating the restrooms and adding two unisex restrooms on the back side of the existing restrooms, remove the east side playground area and put a concrete

- **This leaves a balance of \$100,000 in unrestricted cash in Parkland Fund**

Mike stated there needs to be an updated Master Plan for Freedom Park. We do not know how many bathrooms are going to be needed. The City needs to be in compliance with our ordinance regarding paved parking lots.

Motion was made by Jon Hailey proceed with the Parkland dedication fund as presented Parkland Dedication Funds (Unrestricted Cash) \$53,000 Total, Whispering Prairie for \$25,000, Hatfield \$18,000 (Bathroom & Netting) and Citizen Fields for \$10,000, seconded by Joe Ard, motion carried. Mike stated there will be a policy written to help decipher what account the funds would come out from. It's recommended that there be \$25-\$35,000 of unrestricted cash in reserve.

Freedom Park Restroom:

There was discussion on putting in the restroom. Mike stated restrooms should be put in after the Master Plan has been completed. There was discussion on adding more portable toilets at the park. Mandi Erickson stated we need to be doing more planning, as the trail project came up very quickly for approval this evening. Mike stated we should know about the grant the Airport applied for that will be used for infrastructure by July. Joe Ard stated we should wait until next year and look at the bathroom needs/size.

Noah stated we received two bids for the restrooms. Joe Ard moved to formally reject the bids for the restroom, seconded by Jon Hailey, motion carried.

New Business

Freedom Park Trail:

Note discussion above on the trail/restroom. Brian Schroeder moved to allocate \$50,000 towards the trail completion in 2019, with the labor from the 652nd /VFW, seconded by Jon Hailey. Aye: Jon Hailey, Brian Schroeder, Craig Kittel, and Joe Ard. Nay: Mandi Erickson. Motion carried.

Facility Agreements for Citizens Field and Hatfield Park:

City staff met on May 1st with representatives from the local teams (Millers, 14AA, High School) who use Citizens Field. Topics of discussion included facility improvements, field maintenance roles and responsibilities, outdoor music, concession stand, lights, and communication. City staff will be preparing a written agreement, similar to the agreement for Hatfield Park, in order to formalize some of these understandings and expectations. The draft agreement will be distributed to the local teams for their review and feedback.

Mary Park Fishing Pier:

The Wisconsin DNR has completed the review and ranking of applications, and has recommended approval of a grant award in the amount of \$24,410 for the fishing pier at Mary Park. The application has now advanced to the U.S. Fish and Wildlife Service for a final determination on project funding.

Hatfield Campground – Electric Cars:

City staff have received inquiries from electric car owners about charging their vehicles at the Hatfield Park Campground, given its close proximity to STH 64. There was discussion on if it would only take one hour to charge. Mandi Erickson moved to approve car charging at Hatfield

campground on an open site \$5.00 per hour fee for charging , seconded by Jon Hailey. Aye: Jon Hailey, Brian Schroeder, Craig Kittel, and Mandi Erickson. Nay: Joe Ard. Motion carried.

Election of Officers:

Current officers are president – Craig Kittel, Vice President – Jon Hailey and Secretary – Brian Schroeder. Jon Hailey moved to nominate Craig Kittel for president, seconded by Mandi Erickson, motion carried. Mandi Erickson moved to nominate Jon Hailey for Vic President, seconded by Brian Schroeder, motion carried. Mandi Erickson moved to nominate Brian Schroeder for Secretary, seconded by Joe Ard, motion carried.

Announcements:

Jeremiah announced there is restructuring of hours at the Civic Center; the new hours are Monday-Thursday 7:30 – 5:00 and Friday 7:30 – 11:30. Field staff is going to a 10-hour schedule with a rotating 10 hours for Fridays and weekend coverage. There will be an on-call phone number for weekends.

The new park & trail maps are available. Seasonal help and interns have started or will be starting the week of June 6th. Joe Ard asked about getting bags put into the dispensers at the dog park. Jeremiah stated they are going to try using the wide area mower in the dog park this year.

Congratulations to the New Richmond Boys Baseball team on their win!

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

The meeting of the Park Board adjourned at 8:43 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Project Updates

BACKGROUND INFORMATION:

Hatfield Park Improvements

The restroom renovation was completed in early July. The project included new toilets and sinks, wall-mounted urinals, LED lighting, hand dryers, ceiling fans, painting, and new dividers. Staff also removed some ash trees that were lifting up the asphalt.

Freedom Park Storage Building

Materials for the Freedom Park storage building were delivered the week of July 15-19, and construction began on July 23. Structural Buildings is serving as the project contractor. We anticipate construction taking 3 weeks, depending on the weather.

Freedom Park Trail

A groundbreaking ceremony was held on Saturday, July 13th for the Freedom Park Trail. The 652nd Reserve began working on the project that weekend.

Mary Park Mural

Local artist Taylor Berman completed the mural on the west side of the restroom at Mary Park. The mural has received very positive feedback and thousands of views on social media.

Movie in the Park

The second outdoor family movie of the summer was held on July 18 and was attended by over 30 people. The final outdoor movie of the summer will be on August 1.

New Richmond Recreation Partnership

A logo and brochure were recently developed for the NRRP. The NRRP was also a sponsor of the Willow River Run, held each year as part of the Fun Fest activities. City staff will show the logo and pass around a sample brochure at the Park Board meeting.

Cemetery Improvements

Cemetery improvements continued, with the installation of two entrance signs in the New Richmond Cemetery.

Pickleball Courts

The Public Works staff installed fence guard at the pickleball courts at Mary Park, which continue to get a lot of use on a daily basis. A tournament was once again held during Fun Fest by the New Richmond Pickleball Association.

Little Free Library

City staff met with a local citizen who is interested in installing a Little Free Library in Paperjack Park. City staff will install the Little Free Library the week of July 29-August 2.

WITC Disc Golf

The WITC-New Richmond Campus will be adding a three-hole putter course to their campus this fall. Due to an upcoming construction project, the baskets may be portable/temporary for the time being in the event that they need to be relocated.

Sound System at Citizens Field

City staff received a quote for a new sound system for Citizens Field. In keeping with the New Richmond Way of gathering feedback from the community, and based on the cost estimate of the project (\$10-15K), this will be an item that is brought back to the Park Board for further discussion later this fall. It will be important to evaluate lower cost alternatives, identify priorities and plans for additional improvements to the facility, and collect feedback from the surrounding property owners and the users of Citizens Field, before determining whether or not to proceed with the project.

MEMO



Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Park Donations

BACKGROUND INFORMATION:

City staff will provide a brief update regarding any recent park donations that have been received since the last Park Board meeting.

RECOMMENDATION:

Donations should be approved as part of the Park Board consent agenda, and proceed to the City Council for formal approval.



MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Freedom Park Master Plan

BACKGROUND INFORMATION:

The City of New Richmond issued a request for proposals in May of 2019 to qualified firms to assist with updating the existing master plan for Freedom Park. Nine (9) proposals were received. After reviewing the written proposals, two firms were invited for in-person interviews, which are scheduled for July 25. The interview committee will have a recommendation for the Park Board to consider at the July meeting.

Per the RFP, the consultant who is chosen for the project will be asked to solicit feedback from key stakeholders, prepare conceptual plans for review and presentation, prepare renderings and cost estimates, and generating a phasing plan for implementation. The consultant will also be asked to address suitability of existing soil conditions for proposed uses, need for extension of city water and sewer infrastructure, stormwater management, parking needs analysis, restroom needs analysis, and current and future needs of the community.

RECOMMENDATION:

The Park Board should consider a formal motion to select a consultant for the Freedom Park Master Plan.



MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Citizens Field Turf Improvements

BACKGROUND INFORMATION:

City staff will be replacing the infield sod and rebuilding the pitcher's mound at Citizens Field this fall. The Park Board previously approved funds in 2018 for this project. In order for staff to carry out this work, Citizens Field will be unavailable for use for baseball after September 1st. This reservation is already reflected on the calendar on the NRRP website.

RECOMMENDATION:

No action is necessary - this item is for informational purposes only.

MEMO



Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Freedom Park Trail

BACKGROUND INFORMATION:

City staff will provide an update on the trail project that is underway, and discuss some additional permitting that might be required from the Wisconsin DNR depending on the proximity of the trail to Hatfield Lake.



MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Nature Center Improvements

BACKGROUND INFORMATION:

City staff obtained some cost estimates for buckthorn removal at the Nature Center. If the Park Board was interested in pursuing this project, the work could be done in phases, although it may be more cost efficient to do the entire park at one time.

With the trail connection from Nature Center to Doar Prairie Restoration planned for 2020, the County Road A Trail project, and the canoe/kayak landing that opened last summer, there may be additional use of the park. Survey results from 2017 also show that citizens rated "natural areas" as being in the worst condition of any recreation amenity in the community. Meanwhile, the resources needed to properly address the buckthorn are beyond what City staff can provide at this time, and the existing boardwalks are in poor condition.

City staff will discuss the project in greater detail at the meeting.



MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Park Board - 31 Jul 2019
Subject: Park Board Vacancies

BACKGROUND INFORMATION:

We have two vacancies on the Park Board. Brian Schroeder recently resigned after moving outside of City limits. His term runs through April of 2022. Frank Norton also recently resigned from the Park Board after moving out of New Richmond. The School District representative is not subject to term limits.

We sincerely thank Brian (6 years) and Frank (16 years) for their dedicated service to the Park Board. The City of New Richmond Parks and Trails System is better today because of their efforts over the years. Please join us in thanking both Brian and Frank for their service!

RECOMMENDATION:

The Park Board should consider a formal motion to recommend a nominee to fill the vacant position on the Park Board for the Mayor's consideration at the August City Council meeting.