



156 East First Street
New Richmond, Wisconsin 54017
ph 715.246.4268 fx 715.246.7129
www.newrichmondwi.gov

May 24, 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, May 29, 2019, at 5:30 p.m. in Council Chambers at the New Richmond Civic Center, 156 East First Street, New Richmond, Wisconsin. The Park Board will depart the Civic Center for their annual park tour, and will continue the rest of the meeting at Hatfield Park (1321 Jerry Frey Drive) Shelter #3 at 7:00 p.m. *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
 - a) April 24, 2019
4. Park Tour
 - a) Mary Park
 - b) Monette Park
 - c) Freedom Park
 - d) Hatfield Park
5. Public business items
6. Consent Agenda
 - a) Project Updates
 - b) Park Donations
 - c) Mary Park Reservation Request: August 15-17

Come Grow With Us!

d) Public Works Spotlight

7. Unfinished business

(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)

- a) Will's Playground Project**
- b) Park Board Vacancy**
- c) Freedom Park Restroom**
- d) VFW Project Update**

8. New business

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

- a) Freedom Park Trail**
- b) Facility Agreements for Citizens Field & Hatfield Park**
- c) Mary Park Fishing Pier**
- d) Hatfield Campground - Electric Cars**
- e) Election of Officers**

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, APRIL 24, 2019**

Chair Craig Kittel called the Park Board meeting to order at 7:05 p.m. on Wednesday, April 24, 2019

Members Present: Craig Kittel, Jon Hailey, Mandi Erickson, Frank Norton, and Joe Ard

Others Present: Rae Ann Ailts, Tom Weinmeyer, and Noah Wiedenfeld

Members Absent: Brian Schroeder

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

Jon Hailey moved to approve the minutes of March 27, 2019, seconded by Joe Ard, motion carried.

Public Business Items

Craig Kittel introduced Tom Weinmeyer to the board. Tom is one of the new council members.

Consent Agenda:

Public Works Spotlight:

This month's spotlight was on Dave Mehls, who has served with the City of New Richmond for 27 years.

Project Updates:

- Mary Park Pickleball Courts – Dedication/Photo event will be scheduled soon
- Citizens Field & Hatfield Park – netting ordered and materials available for the pitcher's mound
- W 8th Street Development – there is 6- 12 unit apartment complex starting construction in June; developer will include trail to Monette Park
- NRRP – Good momentum on the brochure and logo and additional ideas
- Service Learning Day – May 17
- Cyclone Anniversary Event – June 12, 1899. City staff will be installing solar lights and mulching around the trees

Unfinished Business:

First Quarter Financial Report:

Rae Ann Ailts, the City Finance Director, gave an overview of the financial report. There was discussion on the shelter fees going into the Parkland Trust Fund instead of the general fund. This can be discussed at budget time. Rae Ann explained the Parkland Trust Fund for 2019 1st quarter and how the Parkland Trust Fund fits in within the context of the City's overall finances. The next steps are to develop policy guiding for fund balance and cash position. There was discussion about listing the sources of funds for each project on a separate sheet.

Freedom Park Project Rankings:

Below is the ranking of the projects and the estimated costs. Noah Wiedenfeld explained the chart below was completed prior to the meeting and there have been some additional rankings to be added. He will update the chart and e-mail it to the members. Bids for both the storage building and the restroom have been received.

PROJECT	ESTIMATED COST	AVG. SCORE
Storage Building	\$50K	1.3
Restroom	\$75-100K	1.7
Additional Parking Lot	\$50-75K	4.3
Park Signage	\$3K	4.3
Tree Planting	\$5K	4.3
Complete Trail	\$300K	5.0
Curb & Asphalt	\$400K	7.0
Disc Golf Course	\$30K	8.0

Freedom Park Storage Building:

Noah explained there were two bids for the four bay storage building.

Structural Buildings - \$48,545

Derrick Construction - \$87,200

Construction is proposed to begin in July. Motion was made by Joe Ard to approve the storage bid from Structural Buildings for \$48,545, seconded by Mandi Erickson, motion carried.

Freedom Park Restroom:

Noah explained there were two bids for the Freedom Park two-stall unisex restroom with a storage area located in between the two restrooms.

Structural Buildings - \$34,595

Derrick Construction - \$68,320

These bids do not include the extension of water and sewer. Each stall will have a hand dryer and changing table. This project could start in July. Jeremiah will have estimates for the utility

extension for the May meeting; approval for the entire project can be done at that time. No action taken at this time.

Mary Park Master Plan:

Noah reviewed the responses from the public comments:

What would you like to see improved at Mary Park?

- Lighting
- Playground
- Bathrooms
- Use and view of river
- Additional walking paths
- Child-friendly play structures built of natural materials
- Water access for boating, fishing, kayaking, canoeing
- Drone pad
- Additional bike racks
- Bird watching blinds

What is your favorite thing about the draft Master Plan?

- Universal playground
- Pedestrian bridge
- Mary Park Mile
- Lighting enhancements

What would you like to see added to or changed on the Master Plan?

- Bike racks
- Drone pad
- Bird watching blinds
- Bike repair station
- Remove splash pad – not needed
- Different type of play structure for hillside

Priorities:

1. Universal playground
2. Update and expand restrooms
3. Pedestrian bridge
4. Lighting improvements & fishing piers (tie)

Motion was made by Mandi Erickson to update the Mary Park Master plan as presented, seconded by Jon Hailey, motion carried.

New Business

Whispering Prairie Park:

Noah reviewed the park plan for Whispering Prairie Park. The cost breakdown is

• Grading Plan	\$5,000
• Concrete	\$5,000
• Mulch	\$2,000
• Playground Equip	\$34,073
• Shade Structure	\$4,070
• Playground Installation	\$10,000
• Grading & Turf Establishment	\$10,000
• Asphalt Trail	\$5,000
TOTAL COST	\$75,143

Funding Source:

\$25,000 from Parkland Trust Fund

\$50,000 from local barrowing

This construction could take place June – August. There was discussion on the installation cost and whether or not volunteers could be used with a community-build. City staff will be discussing various options/methods and scheduling with the playground company.

Motion was made by Jon Hailey to proceed with the construction of the Whispering Prairie Park as discussed, seconded by Mandi Erickson, motion carried.

Prescribed Burning for Doar Prairie Restoration:

Noah reviewed the burn cost and recommendations for Doar Prairie Restoration.

- Prescribed Burn – Fall of 2019 \$2,660
- Spot Herbicide \$1,650
- Dormant Mowing \$1,325
- Spot Mowing \$1,150

Total Cost: \$6,785

Applied Ecological Services was a company Mr. Doar requested for doing the services. Joe Ard moved to approve the burn and bring back more information on the other items (herbicide, mowing) next month, seconded by Jon Hailey, motion carried.

Park Board Vacancy:

We currently have three applicants. Christine Melby’s term expires in 2020, so whomever is appointed would need to be reappointed in 2020. The consensus was to invite all three individuals to the next Park Board meeting.

Announcements:

A company will deliver the mulch to each playground this year. The NEWS is having the garage sale the first weekend in May; it was suggested to have it during Fun Fest.

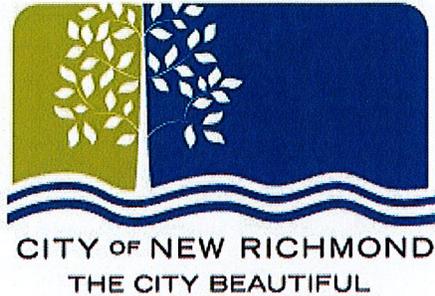
Jon Hailey moved to adjourn the meeting, seconded by Mandi Erickson, motion carried.

The meeting of the Park Board adjourned at 9:00 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: May 22, 2019
SUBJECT: Project Updates

Mary Park Pickleball Courts

The pickleball courts at Mary Park are completed. A grand opening celebration will be held on Tuesday, May 28th. The event is sponsored by the New Richmond Recreation Partnership and the New Richmond Pickleball Association.

Service Learning Day

The City of New Richmond is very appreciative of students and staff from New Richmond High School who volunteered throughout the community on May 17 as part of the annual Service Learning Day event. Students volunteered at several sites, including the cemetery, Mary Park, John Doar History Trail, downtown business district, Hatfield Park, and the Nature Center.

Citizens Field Sound System

A representative from Audio Architects (audio/video design and installation company) is preparing a recommendation and quote for a new sound system at Citizens Field. This will be presented to the Park Board at the next meeting.

Mary Park Boat Ramp

City staff are submitting a request to the Wisconsin DNR to amend the grant amount and timeline. We likely will not know if the amendment is approved until August, but will keep the Park Board informed of the status of the project.

Adopt-a-Garden Program

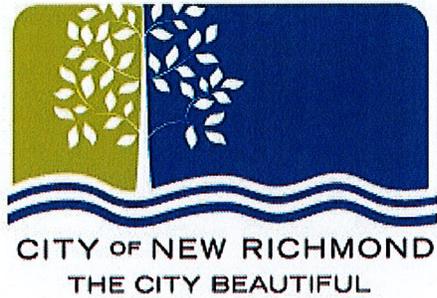
There are still several flower gardens available for adopting, if anyone knows of a family, business, or civic organization that might be interested. Contact Lori Brinkman at the Civic Center for more information.

Anniversary Event of the 1899 New Richmond Cyclone

City staff applied new mulch and solar lights by each tree in Cyclone Park on April 26th in preparation for the 120th anniversary of the 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. Materials will be ordered soon and construction is anticipated to begin sometime in June.



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: May 22, 2019
SUBJECT: Park Donations

BACKGROUND

There have been several park-related donations from local businesses and citizens this spring. City staff wanted to keep the Park Board informed of these. Please see below.

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 |



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 22, 2019

SUBJECT: Mary Park Reservation Request

BACKGROUND

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.

City staff don't have any concerns with the reservation, but wanted to make the Park Board aware of the event on the consent agenda given that it would occur over multiple days, as traditionally most of our park shelter reservations are only for a single day (e.g. birthday party).



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 22, 2019

SUBJECT: Will's Playground Project

BACKGROUND

A representative from the Will's Playground Project will provide an update to the Park Board and discuss donor recognition and improvements to the existing restroom facility.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 22, 2019

SUBJECT: Park Board Vacancy

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.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 22, 2019

SUBJECT: Freedom Park Restroom

BACKGROUND

A permanent restroom facility has long been identified as a need for Freedom Park. This spring, this project was identified by the Park Board as the second highest priority for Freedom Park improvements in 2019, only behind the previously approved storage building.

The Park Board authorized City staff to seek competitive bids for a small restroom facility. Bids were opened on April 24, 2019. Two bids were received, with a low bid received from Structural Buildings in the amount of \$34,595. The dimensions of the proposed facility would be 20 feet x 8 feet x 9 feet. The facility would consist of two unisex restrooms, each including a toilet, sink, changing table, and hand dryer. A utility closet would be located between the two restrooms. The bids were reviewed by the Park Board at the regular April meeting. At the May meeting, City staff will provide quotes for the extension of water and sewer to the facility, which were not included in the bid package for the restroom facility. This will allow the Park Board to consider the project as one package with all costs included.

LOCATION

Given the large number of people who use Freedom Park, along with its size (105 acres) and corresponding classification as the only regional park in the City, it's reasonable to plan for multiple restroom facilities in the park. Looking into the future, it would be very reasonable to plan for a small restroom at the south and north ends of the park, to complement the larger, centrally located facility that would be available in the future VFW building. At this time, locating the first restroom facility near the south entrance of the park would be the most cost effective option and serve the immediate needs of park users.

ACTION REQUESTED

City staff will present the quotes for the extension of water and sewer to the restroom facility. The Park Board should consider a formal recommendation to award the project to the low bidders for the restroom facility (Structural Buildings) and the water/sewer extension work. Funding for the project would come from funds designated by the City Council in the 2019 Capital Improvement Plan for Freedom Park improvements.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 22, 2019

SUBJECT: VFW Building Project & Freedom Park Trail

BACKGROUND

A representative from VFW Post 10818 will be attending the Park Board meeting to discuss two different projects in Freedom Park: the proposed VFW building, and the completion of the trail around the perimeter of the park.

BUILDING PROJECT

The certified survey map (CSM) application will be considered by the Plan Commission on June 4th and the City Council on June 10th. The CSM would create a 4.39 acre parcel within Freedom Park for the purposes of the VFW building project. A deed would need to be executed to complete the land transfer. Per the MOU that was approved by the City Council in October 2018, the warranty deed for the property shall state that ownership of the property shall revert to the City upon the earlier of 1.) the issuance of a certificate of occupancy for the facility and acceptance by the City, or 2.) ten years from the date of the original conveyance of the property to the VFW by the City. Prior to any work beginning on the site, a site plan application prepared by a registered engineer must be approved by the Development Review Committee, Park Board, Plan Commission, and City Council. A site plan includes components such as grading and drainage, stormwater management, utilities, landscaping, lighting, exterior building elevations, traffic circulation, etc. The VFW currently anticipates breaking ground in the spring of 2021.

This item is for informational purposes only, and does not require any Park Board action at this time.

TRAIL PROJECT

SURVEYING & STAKING

In September 2018, the Park Board approved allocating \$23,900 in impact fees for a contract with SEH, Inc. for design and staking services for the trail. This work will be completed in June 2019.

PHASE 1

Monarch Paving Company has offered to donate the sand and gravel necessary for the completion of the trail. The 652nd Engineering Reserve Unit (Hammond, WI) would provide the labor needed as part of their training, beginning in July. The City of New Richmond shall require a donation agreement from Monarch Paving, and an agreement with the 652nd Engineering Reserve Unit which addresses training dates, services to be provided, and project management. All volunteer personnel shall be required to sign a waiver/release of liability form prior to assisting with construction. Note that the value of the donated materials and labor is valued at roughly \$200,000.

The City of New Richmond would be responsible for the cost of trucking, fuel, silt fence, and related supplies. The Park Board should consider a formal motion to approve up to \$25,000 from the Parkland Trust Fund for said purposes.

PHASE 2

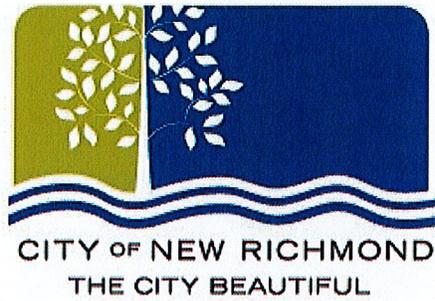
Paving the trail would occur in 2020 at the City of New Richmond's expense. The cost of paving the trail is anticipated to be in the range of \$80,000 to \$100,000. Consideration should also be given to developing a StoryWalk™ along the trail which highlights important moments in American history and the service of our veterans. The anticipated cost of the project is \$5,000. Phase 2 would be discussed again by the Park Board at a future date.

TRAIL NAMING

Upon completion of Phase 1 of the trail project, the VFW can formally propose a trail name. The trail name is subject to the review and approval of the Park Board and City Council. The park naming rights policy shall also be considered as part of the review and approval process.

ACTION REQUESTED

The Park Board should consider a formal motion to approve up to \$25,000 from the Parkland Trust Fund for the Freedom Park trail project as presented.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 22, 2019

SUBJECT: Hatfield Park & Citizens Field Facility Agreements

BACKGROUND

The City of New Richmond has approved a facility lease agreement for Hatfield Park each year with the New Richmond Softball Association, New Richmond Youth Baseball Club, and New Richmond Girls Fastpitch. The agreement addresses concession stand operations, utility billing, insurance, financial statements, etc. City staff will be organizing a meeting in the near future to discuss the agreement with representatives from each respective association, as this agreement is reviewed on an annual basis and updated/revised as needed.

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.

ACTION REQUESTED

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



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 23, 2019

SUBJECT: Mary Park Fishing Pier

BACKGROUND

The fishing pier at Mary Park was damaged by ice in the spring of 2018. In January 2019, the Park Board authorized City staff to apply for a Sport Fish Restoration Grant from the Wisconsin DNR, which would cover up to half the cost of a new fishing pier.

UPDATE

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.

ACTION REQUESTED

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



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: May 23, 2019
SUBJECT: Hatfield Campground - Electric Cars

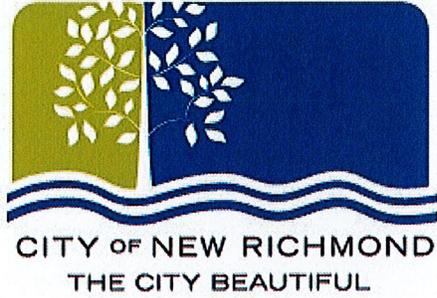
BACKGROUND

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.

City staff recommend a \$5.00 fee for charging (same as dumping fee).

ACTION REQUESTED

The Park Board should consider a formal motion to approve a charging fee for electric vehicles.



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MEMORANDUM

TO: Park Board Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: May 23, 2019
SUBJECT: Election of Officers

BACKGROUND

Per Section 2-143 of the City Code of Ordinances, the Park Board shall elect a President, Vice-President, and Secretary at its first meeting in May of each year. Current officers are:

President: Craig Kittel
Vice-President: Jon Hailey
Secretary: Brian Schroeder

ACTION REQUESTED

The Park Board should elect a President, Vice-President, and Secretary. These individuals would serve these offices through April of 2020.