1. CALL TO ORDER
2. ROLL CALL
3. ADOPTION OF AGENDA
4. APPROVAL OF MINUTES
   a. Minutes from January 22, 2020
      Park Board Minutes - 22 Jan 2020
5. CONSENT AGENDA
   a. Disc Golf Donation from Steven Massey in the amount of $250.
   b. Project Updates
      Memo: Project Updates
6. OLD BUSINESS
   a. Disc Golf Course Location
      Memo: Disc Golf Course Location
7. NEW BUSINESS
   a. Freedom Park: Trail & VFW Building
      Memo: Freedom Park Trail & VFW Building
   b. Nature Center Improvements
      Nature Center Improvements
   c. Hatfield Park Improvements
      Memo: Hatfield Park Improvements
   d. Possible Trail/Improvements at Victoria Park
      Victoria Park Memo
   e. March 2020 Meeting Date
      March 2020 Meeting Date
8. COMMUNICATION AND MISCELLANEOUS
9. ADJOURNMENT
The Park Board of the City of New Richmond was called to order on Wednesday, January 22, 2020, at 5:30 PM, in the Council Chambers, with the following members present:

**PRESENT:**  
Craig Kittel, Dave Newman, Jon Hailey, Mandi Erickson, Rose Kosin, Krista Miller

**OTHERS PRESENT:**  
Anthony Howe, Jeremiah Wendt, Noah Wiedenfeld, Marie Bannink

**ADOPTION OF AGENDA**  
Jon Hailey made a motion to approve the agenda as presented. Mandi Erickson seconded the motion. Carried unanimously.

**APPROVAL OF MINUTES**  
Rose Kosin made a motion approve the minutes with the correction of the spelling of Dave Newman. Jon Hailey seconded the motion. Carried unanimously.

**CONSENT AGENDA**

**PROJECT UPDATES**  
Anthony Howe introduced himself, he is interested in the open position on the Park Board.

The City is in the process of applying for a grant that would fund 80% of the estimated cost of constructing an off-street trail along E First Street/CTH K out to the eastern city limits to the Fox Run and Whispering Prairie subdivisions. The application is due in January, and results are expected in the early fall of 2020. This is the same grant that the City received in 2018 for the CTH A Trail, which will most likely be constructed in 2022.

Jon Hailey asked if the City was still pursuing an easement from North Shore and around to Fox Run. Jeremiah Wendt stated they are pursuing this.

City staff will be organizing a meeting in the upcoming month with representatives from each of the local sports associations to review the scheduling process, field maintenance responsibilities, etc. for the upcoming season.
City staff are in the process of receiving estimated costs for replacing the boardwalks in Nature Center. We will also engage with the Big Ring Flyers and the Pathway Committee for their feedback. Jon stated the Big Ring Flyers are very interested in assisting the city in this project.

DONATIONS
Noah Wiedenfeld updated the board on donations, the city has received $2,500.00 from the John Doar Foundation, in support of the trail connection from Nature Center to Doar Prairie Restoration. Jon Hailey made a motion to accept the consent agenda as presented. Dave Newman seconded the motion. Carried unanimously.

OLD BUSINESS

FREEDOM PARK MASTER PLAN
Noah handed out copies of the Freedom Park Master Plan along with estimated construction costs. The members were pleased with the merging of concept plans 1 and 2. There was discussion on what projects could be worked on in 2020.

Noah has meet with the U.S. Fish & Wildlife and they are interested in doing the prairie planting. This would be a 10-year commitment for the City and could be planted in 2020. They would pay the upfront cost and the city would be responsible for the burning. The only concern on this was the 10-year commitment if we needed to use 5 acres.

There has also been discussion on stocking fish into Hatfield Lake. Jeremiah gave some background information on what happened to the blower that was originally there. Jeremiah will look into the cost of a new blower and checking the air lines.

Jon asked if there was any information on the utilities in this area. Craig stated Mike Demulling has written a FAA grant to extend utilities along Wall Street to the airport.

Craig stated he would like to see more winter activities at the park. Smaller projects will be reviewed at the February meeting.
Jon Hailey made a motion to accept the Freedom Park Master Plan as presented. Dave Newman seconded the motion. Carried unanimously.

MARY PARK BOAT RAMP
In 2018, the City of New Richmond received a Recreational Boating Facility grant from the Wisconsin DNR in the amount of $37,500 to pay for half of the estimated cost of replacing the boat ramp at Mary Park. A design was finalized, and bids were received in early 2019. The bids far exceeded the original cost estimate, ranging from $158,000 up to as high as $258,000. City staff will be seeking a time extension and additional funding from the Recreational Boating Facility grant program to reflect the low bid received. City staff also intend to apply for a Sport Fish Restoration grant, which could potentially fund the other 50% of the project cost. Grant results will not be known until the fall of 2020, which will likely make this a 2021 or 2022 project, as there is a short construction season due to the Willow River's classification as a trout water downstream.
Jon Hailey made a motion to approve the City staff to apply for the Recreational Boating Facility and Sport Fish Restoration grants from the Wisconsin DNR. Mandi Erickson seconded the motion. Carried unanimously.

**PARK BOARD VACANCY**

Noah gave some information on the 3 who were interested in the Park Board vacancy. Mandi Erickson made a motion to recommend Anthony Howe for the Park Board vacancy. Dave Newman seconded the motion. Carried unanimously.

**NEW BUSINESS**

**FREEDOM PARK STORYWALK**

The City of New Richmond Comprehensive Plan recommends the parks and trails system should "provide interpretation and preservation of historic and cultural resources where opportunities exist, working with local historians to collect stories and sites that are valuable to the history and culture of the area." Rather than featuring pages from a children's book, the proposed "Stories of Service" would tell the story of local veterans. Ten angled frames would each highlight a different veteran from the New Richmond community, including photos and an oral history excerpt. We would partner with volunteers from the New Richmond Heritage Center to collect oral histories, with training provided by the oral historian for the Wisconsin Veterans Museum. The oral histories collected could then be added to the statewide collection. Goals of the project include creating inter-generational conversations with and about our veterans, and using the healing power of nature overlooking Hatfield Lake to help those veterans who might be having a challenge readjusting to civilian life or struggling with mental health. The narratives could be updated periodically throughout the year to feature more veterans' stories. The estimated construction cost of the project is $5,000. City staff would seek $2,000 from the Wisconsin Humanities Council to assist with the project costs.

Mandi Erickson made a motion to approve the story walk for Freedom Park with costs not to exceed $4,500.00. Jon Hailey seconded the motion. Carried unanimously.

**MARY PARK RESTROOM RENOVATION**

Jeremiah and Noah gave possible options for the current restrooms. The best option is taking the current restrooms changing the configuration and adding unisex handicap accessible restrooms on the back side. The estimated costs is $20-$25,000 for each side. Jeremiah will contact Will's group for their input also. There was discussion on having all gender neutral restrooms. Jeremiah stated his concerns on the gender neutral restrooms on the vandalism aspect.

Mandi Erickson made a motion to have Jeremiah proceed with getting bids on 2 unisex restrooms. Jon Hailey seconded the motion. Carried unanimously.

**NRRP UPDATE**

Noah gave background information on the NRRP. This is a collaborative initiative led by the School of New Richmond, New Richmond Area Community Foundation and the City of New Richmond.

Some of the efforts to date include:
- New reservation policies and procedures, and clarified maintenance responsibilities
- Development of website
• Restructuring of Community Education staffing
• Additional investments in public facilities
• Creation of logo & informational brochure
• Sponsorship of local events and programs

Initiatives for 2020 include:
• Centralized background checks
• Compilation & analysis of participation data and facility usage
• Recreation information folder for new residents
• Joint code of conduct
• Facility planning
• Freedom Park
• New park in Willow River Bluffs development
• Tiger Stadium

Winterfest is scheduled for Saturday February 22. This will give people an opportunity to try something new at no charge.
Activities include:
• Ice fishing tournament
• Fat tire biking
• Snowshoeing
• Cross country skiing
• Ice skating
• Hockey
• Bonfire & candlelight hike

COMMUNICATION AND MISCELLANEOUS
None

ADJOURNMENT
Jon Hailey made a motion moved to adjourn at 7:15 p.m. Mandi Erickson seconded the motion. Carried unanimously.
MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld
Meeting: Park Board - 26 Feb 2020
Subject: Project Updates

BACKGROUND INFORMATION:
City staff recently provided an overview/update (included in the packet) about some of the upcoming 2020 park improvements have been approved to date, as well as a few grants and other projects. Please reach out if you have any questions about these. We will continue to provide these updates to the Park Board and other stakeholders.

ATTACHMENTS:
February 2020 Park Board Update
February 14, 2020

Dear Park Board Members,

With this being the first update of 2020, I especially wanted to highlight some of the upcoming park and trail improvements that the public will see this year. I'm also again sending this update to several of our local associations and key stakeholders to help keep them informed. Feel free to share with others who might be interested. As always, please reach out if you have any questions. Thank you!

Noah Wiedenfeld
Director of Planning

UPCOMING PARK IMPROVEMENTS

Doar Prairie Restoration Prescribed Burn
Applied Ecological Services (AES) will be performing a controlled burn this spring. Prescribed burning is recommended every 4-5 years to maintain the health of natural areas containing native plants. The fire helps manage weeds and other growth, and can help restore nutrients and help lead to more desirable plant growth in the future.

Northside Park Playground Equipment
The existing toddler playground equipment, which is approximately 30 years old, will be replaced. The equipment was purchased in December 2019 and recently arrived in February.

Paperjack Park Restroom
The Paperjack Park restroom will be remodeled in the spring of 2020. Improvements will include new partitions, plumbing fixtures, electrical, flooring, and accessories.
**Nature Center Buckthorn**
The City of New Richmond is partnering with a business from the St. Croix Falls area, *The Munch Bunch*, which uses goats for invasive species removal to help address the buckthorn in the park. This practice has proven to be very effective in other communities, and is also more cost efficient and environmentally friendly than the use of herbicide treatment and machinery. The goats will be on-site for the first time in May.

**Freedom Park “Stories of Service”**
Ten interpretive panels will be installed along the Freedom Park Trail that feature photos and narratives from local veterans. This oral history project will be completed through a partnership with the New Richmond Heritage Center and the Wisconsin Veterans Museum. City staff have also submitted a grant application to the Wisconsin Humanities Council to help with costs. Volunteer training is scheduled for March 12.

**Citizens Field**
Reconstruction of the pitching mound will be completed this spring. Cyclone Fence will be installing additional fencing for the third base dugout and batting cage area.

**Freedom Park Fencing**
Cyclone Fence will install 300’ of fence between Wall Street and the west side of Field 5 to improve safety for both motorists and athletes.

**Hatfield Park Improvements**
Additional netting will be installed between Fields 1-2 to help reduce the number of foul balls from entering the field of play on the adjacent field. Drainage near the batting cage by Field 1 will also be improved.

**OTHER UPDATES**

**Mary Park Restrooms**
The Park Board authorized City staff to solicit competitive bids to remodel the restrooms at Mary Park. This would create two private family restrooms. We anticipate bringing bids to the Park Board in March for consideration.

**CTH K Trail**
In January, City staff submitted a Transportation Alternatives Program (TAP) grant seeking $1.1 million towards the construction of off-street bicycle and pedestrian accommodations from Knowles Avenue to Prairie Road (Whispering Prairie development). We anticipate award results being announced in late August.
Freedom Park Master Plan
In January, the Park Board recommended approval of the updated master plan for Freedom Park, which was developed by consultant SEH, Inc. This new plan will help guide future development of the park.

Nature Center Recreational Trail
City staff and engineering consultant SEH, Inc. are currently working through the permitting process with the Wisconsin DNR. Following a competitive bidding process, we anticipate construction beginning in the late summer. This trail will connect Nature Center to the Doar Prairie Restoration. This project was awarded funding through a Knowles Nelson Stewardship Grant in the fall of 2018.

Mary Park Boat Ramp
City staff submitted applications on February 3 for the Sport Fish Restoration and Recreational Boating Facility grant programs administered by the Wisconsin DNR. If these applications are successful, the boat ramp will likely be a 2021 or 2022 project.

Winterfest
The New Richmond Recreation Partnership is sponsoring Winterfest on Saturday, February 22. Free, family-friendly activities will include fat tire biking, snowshoeing, cross country skiing, broomball, ice fishing, and a candlelight hike and bonfire. Check out the NRRP website or Facebook page for specific times and locations of events.
Prepared for: Park Board  
Staff Contact: Noah Wiedenfeld  
Meeting: Park Board - 26 Feb 2020  
Subject: Disc Golf Course Location

BACKGROUND INFORMATION:
City staff have prepared some background information about local disc golf courses and factors to consider when determining a location. Staff will present this information at the meeting and discuss some possible locations that might be suitable for a disc golf course.

Moving forward, City staff would like to proceed with interviewing and selecting a disc golf course designer to assist in reviewing possible disc golf course locations in the community. It would be beneficial to have an objective, outside opinion from someone who plays the sport and has designed disc golf courses in other communities as we evaluate the pros/cons of possible locations in New Richmond. Park Board members could assist with the interviews if there is interest.

RECOMMENDATION:
The Park Board should consider authorizing City staff to interview disc golf course designers for the purpose of selecting an individual/team to assist with determining a location for a disc golf course in New Richmond.
BACKGROUND INFORMATION:
VFW Post 10818 and their contracted engineer, CBS Squared Inc., are preparing a site plan for their future building in Freedom Park. Preliminary plans at this time call for a 16,280 square foot single-story structure with paved parking and two stormwater management ponds. The 372nd Engineers National Guard unit out of Ft. Snelling, MN has accepted the responsibility of implementing the Innovative Readiness Training (IRT) and providing labor for the building project. As part of the planning work, VFW Post 10818 has contracted with Professional Service Industries, Inc. to perform soil borings and gather samples at the site this spring. VFW Post 10818 is seeking to stockpile some materials for the building project on site as early as this spring, pending the outcome of the soil testing. City staff wanted to make the Park Board aware of these developments.

The U.S. Army’s 652nd Engineer Company began working on the Freedom Park Trail last summer. VFW Post 10818 is interested in stockpiling 2,300 cubic yards of sand in the park, which is the estimated amount needed for the trail. The City of New Richmond would not incur costs for the trucking, labor, or purchase of material. Based on the speed at which work progressed on the trail last year, this stockpile of material could be in the park for an extended period of time. The Park Board should discuss this matter and make a recommendation as to whether they would like to authorize sand for the trail to be stockpiled in the park, or if they wish to decline the offer at this time until plans for completing the trail project are determined.

RECOMMENDATION:
The Park Board should discuss this matter and make a recommendation as to whether they would like to authorize sand for the trail to be stockpiled in the park, or if they wish to decline the offer at this time until plans for completing the trail project are determined.
MEMO

Prepared for: Park Board
Staff Contact: Noah Wiedenfeld
Meeting: Park Board - 26 Feb 2020
Subject: Nature Center Improvements

BACKGROUND INFORMATION:
With the planned construction of an off-street trail connecting Nature Center to Doar Prairie Restoration in the summer of 2020, and the upcoming use of goats for invasive species removal, it is an ideal time to prepare a plan for short-term and long-term improvements to Nature Center.

Nature Center currently has mowed walking trails, one picnic shelter (no electricity), a canoe/kayak landing, and a paved parking lot. The walking trails wind and weave through a 10-acre urban forest which at this time is heavily infested with invasive buckthorn. There are multiple boardwalks that are in disrepair or inaccessible; fat tire bikes must either avoid the boardwalks altogether or pile snow near the ends. The existing trails cross several low areas that are often times too wet to navigate. With all of that said, Nature Center has tremendous opportunity to become a true gem in the City of New Richmond's parks and trails system given its unique character and close proximity to the Willow River. Next year will also mark the 50th anniversary of the park's development.

City staff will present a preliminary concept plan for several improvements to Nature Center, including: new trail route, new boardwalks, new benches and picnic tables, extending electricity to the park shelter, interpretive signage, public restroom facility, tree plantings, and a bat house. Based on the feedback and direction from the Park Board, City staff could present this plan to other stakeholder groups (e.g. Pathway Committee, Big Ring Flyers, Boy Scouts, etc.) to see if they would be interested in assisting with any of these improvements.
BACKGROUND INFORMATION:
The local baseball and softball associations have expressed an interest in having an additional picnic shelter/pavilion at Hatfield Park to provide shade for spectators. Previously there were trees in the park that provided some shade, but they were beginning to crack and lift up the asphalt. Staff discussed the option of putting shade over the bleachers versus a stand-alone shelter, and the feedback from the associations was that an additional pavilion between Fields 1 and 2 would be preferred. City staff would like to move forward with determining specifications and obtaining competitive bids for this improvement.

RECOMMENDATION:
The Park Board should consider a formal motion to direct City staff to obtain competitive bids for an additional pavilion at Hatfield Park.
BACKGROUND INFORMATION:
On Thursday, February 20, 2020, City staff held a community open house for the Jefferson/ Marshall Street and Utility Project that will begin this spring. At the open house, there was discussion of a possible trail through Victoria Park as well as additional amenities such as benches and a shelter. We would like to discuss these possibilities with the Park Board.
BACKGROUND INFORMATION:
The next regularly scheduled Park Board meeting would be held March 25, which is during the School District of New Richmond's spring break. As some members of the Park Board might be out of town that week, City staff would like some direction as to whether the Board wishes to meet on March 25 or reschedule.