

AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
February 12, 2020
6:00 P.M.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Richfield Park Commission, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.")

1. Call to Order
2. Verification of Compliance with Open Meeting Law
3. Pledge of Allegiance
4. Meeting Minutes
 - a. January 8, 2020 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion and possible recommendation to the Village Board reconstruction of Fireman's Park tennis courts
 - b. General Parks Operations Update
6. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:04 p.m.

Present at the meeting were Chairman Meeks, and Commissioners Filipiak, Sommers, and Murray.

Also Present: Administrative Services Coordinator Jen Keller, DPW Supervisor Brett Thicke and Administrator Jim Healy.

Excused Absence: Commissioner Woelfel

Commissioner Bernard arrived at 6:11p.m.

2. Verification of Compliance with Open Meetings Law

Administrative Services Coordinator Keller stated the agenda was posted at all three local U.S Post Offices, Village Hall and on the Village website. Copies of the agenda were also digitally sent to the West Bend Daily News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. Meeting Minutes

a. July 10, 2020 – Regular Meeting

Motion by Commissioner Filipiak to approve the meeting minutes from the July 10, 2019 Regular Park Commission meeting; Seconded by Commissioner Sommers; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion regarding Youth Sports Update and 2020 Look Ahead

Richfield Youth Baseball Softball Association (RYBSA) – Andy Kaul, President, Ryan Butzke, Schedule Director

RYBSA membership has been strong for the organization with hopes of growth in the older teams. A shared calendar has been provided to Staff so that communication remains strong between the teams and the Village. Website messages, email, text messaging and social media is utilized with scheduling and any changes made. Looking in 2020 to rebuild a batting cage and focus efforts on re-structuring t-ball.

Richfield Soccer Club (RSC) – Scott Banwart, President

RSC registration runs June through mid-July with seasons in the fall and the spring. This organization is comprised of teams ranging in age from 6 to 14 and all teams are spread throughout the Kettle Moraine Area. Communication will be the priority between RSC and other organizations with regards to use of concessions and the storage shed. In 2020, RSC will host the KMSL Tournament and Milwaukee Wave soccer camp.

Richfield Rockets – Mike Kolb, Board Member and Scheduling Coordinator

The Richfield Rockets tournaments are scheduled via google calendars, the master summary is created and discussed with RYBSA during the months of February or March. The schedule is then submitted to

the Village. Communication with the Village has been good with plenty of notice and field status updates from DPW Supervisor Thicke. The organization utilizes email to and from coaches who then notify parents and opposing team leadership of changes in schedules.

Richfield Rebels – Ryan Lawler, President, Kim Meyer, Treasurer

Richfield Rebels created teams in 2014 and is currently comprised of 43 families with 15 of those families being Richfield residents. Scheduling takes place in January for the year and communication is facilitated online. Currently, they utilize fields at Pioneer Bowl, Village Park fields and a field at Friess Lake School. The Rebels felt field time was not available to them and the cost to utilize Village fields was disproportionately higher for them compared to the other youth baseball and softball organizations. A tournament will be held in Fireman's Park during the month of June as a fundraiser for the organization and the Honor Flight.

Administrator Healy stated the Richfield Rebels organization was offered field time previously by the other organizations and the Richfield Rebels did not take advantage of openings. A separate meeting between Village Staff and the youth sports groups was also mentioned as a necessity to work through issues such as user fees to organizations which comprise less than 60% of membership as Village taxpayers. Rebels are approximately at 33%.

b. Discussion regarding 2020 Master Plan for Nature Park

Administrative Services Coordinator introduced the topic. Main areas of focus for the planning of Nature Park will be conducting an assessment of current amenities and planning for future improvements. Additional meetings with community members and stakeholders will also be apart of the creation of the Nature Park Master Plan. The proposed date of a drafted plan is July 8th, 2020.

Chairman Meeks mentioned that future plans for Nature Park are required to abide by the language in the DNR Stewardship Grant materials provided in the meeting packet. Horse trails were a previously approved project idea for the park. Chairman Meeks requested the Commission reconsider adding playground equipment that still complied with the spirit of the grant.

Jim Healy stated the Washington County Parks Department had recently installed a nature play-scape in one of their parks which may be an option.

Commissioner Sommers stated it would be helpful to identify nearby nature preserve parks that had been recipients of this grant and see what recent improvements had been made by those entities.

c. Discussion regarding 2020 Consideration to Repair or Reconstruct Fireman's Park Tennis Courts

Administrative Services Coordinator introduced the topic.

Chairman Meeks asked whether it was worth the money to repair the courts instead of a larger investment for a full reconstruction of the amenity.

Commissioner Filipiak expressed concern for the lifetime of a repair compared to the reconstruction of the tennis courts.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
January 8, 2020
6:00 PM

Administrator Healy explained the work to mill all cracks and fill over them would result in reflective cracking three to five years after each application and the ways in which the demand to utilize these courts has decreased due to the deterioration.

DPW Supervisor Thicke added that 2009 was the last time any crack filling was done on the Fireman's Park tennis courts.

Commissioner Bernard mentioned major investment in the courts is needed and incorporating pickle ball into the redesign is forward thinking which Commissioner Bernard is in favor of.

Chairman Meeks stated the Park Commission would take formal action on the matter during a special Park Commission meeting on February 12th at 6PM.

d. Discussion regarding General Park Operations Report

Administrative Services Coordinator Keller stated the DPW team had made significant strides in Emerald Ash Borer (EAB) tree removal in the Richfield Historical Park. Efforts to complete EAB tree removal should conclude this year. DPW Supervisor Thicke indicated tree removal efforts have been focused on grassy areas that individuals are closer to. Trees around trails in Heritage park will be the next focus for the department.

Next, Administrative Services Coordinator Keller updated the commissioner members on the resignation of Park Commission Member Diak Becker. Mr. Becker served on the Park Commission since his appointment in 2015 and has recently encountered health issues which will prevent him from serving the remainder of his term which expires in 2021. Staff will work with Village President Jeffords to appoint a new member to the commission.

In December, Staff were directed by the Village Board to renew a contract with Port-a-John. The new contract will be in effect for three (3) years and save the Village approximately \$660.00, annually.

The Hill and Gully Snowriders will host their annual vintage show in Nature Park this year. The event is set to take place on Saturday January 18th from 9am - 5pm. Food, refreshments and raffles will be available. There will be a 12PM groomer parade and ride for those attending.

Administrative Services Coordinator Keller mentioned the 2020 leases to farm public land had been signed by Mr. Lofy and Mr. Kohl.

Lastly, the DPW team will be addressing some of the overgrowth along the walking trail in Heritage Park at the west end of the soccer fields, near field 7.

Chairman Meeks expressed interest in trails with ADA accessibility in our parks as a future project. Currently trails are not handicap accessible in our park system.

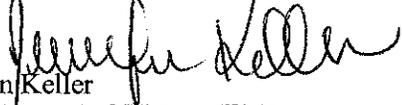
Commissioner Filipiak asked that visiting boy scouts be recognized at future meetings by either leading the Pledge of Allegiance or recognizing them at the beginning of the meeting.

6. ADJOURNMENT

Village of Richfield
4128 Hubertus Road, Hubertus, WI
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January 8, 2020
6:00 PM

Motion by Commissioner Bernard to Adjourn at 7:33p.m.; Seconded by Commissioner Filipiak; Motion passed without objection.

Respectfully Submitted,


Jen Keller
Administrative Services Coordinator

DRAFT



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: February 12, 2020

SUBJECT: Fireman's Park Tennis Courts Reconstruction

DATE SUBMITTED: February 5, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO REQUEST VILLAGE BOARD APPROVAL OF THE TRANSFER OF PARK IMPACT FEES TO THE GENERAL FUND FOR THE PURPOSE OF FUNDING THE TENNIS COURT RECONSTRUCTION?

ISSUE SUMMARY:

Review

During the Park Commission meeting in 2019, Commission members reviewed community survey responses to a three-question survey regarding the current tennis courts constructed in Fireman's Park. The following were the responses to questions posed to the public:

- (1) 47% of respondents, or 23 of 48 individuals surveyed have not utilized the Fireman's Park tennis courts in the last three (3) years.
- (2) 66.7% of residents, or 32 of 48 surveyed believe the tennis courts in Fireman's Park would be utilized more if they were repaired with crack sealing and paint.
- (3) 60.4% of respondents, or 29 of 48 individuals believe the tennis courts would be utilized more often if they were to be reconstructed in Heritage Park.

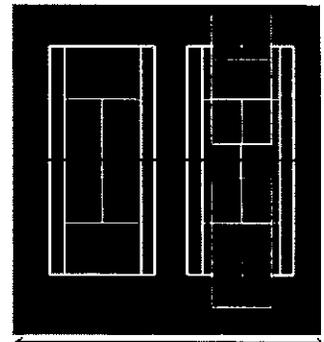
Staff also received several email inquiries regarding the desire for any improvements to include the addition of pickle ball lines on the tennis courts. Pickle ball has been an increasingly popular recreational activity which several surrounding municipalities have begun catering to in terms of amenities offered and recreational programming.

It was the hopes of the Park Commission at the July meeting to further review the costs to repair or reconstruct the tennis courts with the opportunity to amend the layout to include one (1) tennis court and two (2) pickleball courts.

Cost Estimates for Repairs or Reconstruction

In 2019, Staff sought bids for repairs or reconstruction of the tennis courts in Fireman's Park. Discussions took place with Munson Inc. and Frank Armstrong Enterprises, Inc regarding the opportunity for work on the double tennis courts. The first quotes included as attachments relate to the reconstruction of the double-courts in the current location. Munson Inc. submitted an estimate in the amount of \$101,400. Frank Armstrong Enterprises, Inc. submitted an estimate in the amount of \$89,000. These estimates include work related to the grading, paving, net posts, netting, fencing, color coating and striping of the courts. It was expressed at the July Park Commission meeting that it would be advantageous to convert one (1) of the two (2) tennis courts in the current layout into two (2) pickle ball courts. An image has been included to the right to conceptualize this layout. Staff also contacted both organizations regarding the construction of separate pickle ball courts. Due to the footprint of this potential amenity being similar to the current double courts, each contractor indicated new construction pickle ball courts would run relatively congruent with the costs for a new double tennis court.

Included in the second proposals from Munson, Inc. and Frank Armstrong Enterprises, Inc. was the cost to repair the tennis courts. The Munson Inc. estimate was in the amount of \$17,750 which includes leveling of the pavement, pressure washing, crack cleaning, joint patching, crack sealing, painting, and sealing the surface. Repair renderings provided by Munson, Inc. show the areas where crack filling and joint patching are needed. Additional costs for repairs include pickle ball lines for \$900 and Armor Crack Repair System for \$1,200. Frank Armstrong Enterprises, Inc. submitted a bid to repair





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the tennis courts for \$37,900. This estimate included removing fencing, the concrete entrance slab, installation of new fence posts and fencing where necessary, wire rout for random and joint cracks, sealing cements, patching binder on remaining cracks, applying sand acrylic and painting/stripping the courts. It should be noted the Frank Armstrong Enterprises, Inc. estimate includes replacement of fencing as areas were identified as failing. An additional \$15,750 was proposed for the conversion of one tennis court to two (2) pickle ball courts. This estimate includes new pickle ball nets and the installation of a 4' fence which would run the full length of the tennis court and between the two (2) adjacent pickle ball courts.

In the end, the feedback received from the Park Commission at their last meeting made it clear to Staff that there was little desire to repair the tennis courts at Fireman's Park due to the length of time it has been since any maintenance was performed and the amount of work that would be required. These courts were construction in the late 1970s, so the deterioration is significant. Additionally, even if the repair work was completed, there would be no warranty from either contractor. As a result, it is the opinion with Staff that this is not a fiscally prudent decision to make and if the Park Commission finds value in having tennis, that these courts should be reconstructed as mentioned in the preceding paragraphs.

Funding

Staff examined the financial resources which may be utilized to complete either a repair or reconstruction of the courts in Fireman's Park. Resources considered include the annual parks department budget, capital reserves, park impact fees, and the potential for monetary donations or in-kind donations.

Parks in the Village of Richfield are funded annually by way of the General Fund. The current annual budget allocated to the entire Parks Department is \$148,789. Over the years, "Capital Outlays" or major capital expenditure funding and ebbed and flowed as projects have been completed. While we also have monies set aside for building grounds maintenance, supplies and expenses, fertilizer and weed control, and metros, over the years this area of the budget has been volatile. The Capital Improvement Plan allocated a fund balance of \$23,952 to the Parks and Recreation area of our budget for improvements at the request of Village Staff. These funds became available for use in FY2020 after a FY2019 fund transfer due to a "surplus" in the Clerk's Departmental Capital Reserve Fund for the purchase of our new ICE Election Equipment that came in considerably under budget.

It also may be an opportunity to also utilize Park Impact Fees which have been collected in FY2019. Should this option be viable, \$75,835 may be available to allocate to the tennis courts reconstruction. In previous actions, the Village Board has directed all Park Impact Fees to be transferred back to the General Fund to pay debts from the purchase of the Nature Park. It will be the determination of the Board if redirecting fees annually, back into the parks budget for use towards projects like these tennis courts, is appropriate. The final resource staff propose would apply to a reconstruct project and would include the solicitation of monetary or in-kind donations from community members and businesses. Monetary donations to be included on a visible donor board organized by bronze, silver, and gold donors with roughly \$1,000-\$10,000 donated per tier. During the month of January, the Village received notification from a family that they would be willing to donate \$2,000 towards the tennis court construction project because they feel it is so needed.

A savings in these submitted estimates has also been identified by Staff. Savings can be captured with the tennis court reconstruction option by way of removal of fencing and the asphalt surface of the current courts. After reviewing the estimates for work to be done, DPW Supervisor Thicke and ASC Keller determined approximately \$6,000 could be saved



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by utilizing Village equipment and labor our DPW team can perform. After final tallying, roughly \$10,000 would need to be raised to move forward with reconstructing the tennis courts and adding amenities such as benches and other soft costs such as landscaping although those costs could be phased-in or are areas where these types of costs could be potentially donated. Each year the Village receives petition for 1-2 "Memorial Benches" to be placed in our park system.

Discussion will take place the night of the meeting regarding the engineering design and potential bidding timeline for the project although that is also subject to Board approval.

FISCAL IMPACT:

REVIEWED BY:
Village Deputy Treasurer

Initial Project Costs: Variable but estimated to be \$89,000 to \$100,000
Future Ongoing Costs: Annual Maintenance
Physical Impact (on people/space): Potential construction of multi-use sport court
Residual or Support/Overhead/Fringe Costs: Administrative and labor costs, potentially

ATTACHMENTS:

1. Munson, Inc. proposal to reconstruct Fireman's Park Tennis Courts dated March 6, 2019
2. Munson, Inc. proposal to repair Fireman's Park Tennis Courts dated April 5, 2019
3. Frank Armstrong Enterprises, Inc. proposal to repair or reconstruct Fireman's Park Tennis Courts dated August 20, 2019

STAFF RECOMMENDATION:

Motion to recommend Village Board approval of the transfer of funds from the Park Impact Fees in the amount of \$75,835 to the General Fund for the purpose of reconstructing the tennis courts in Fireman's Park.

APPROVED FOR SUBMITTAL BY:

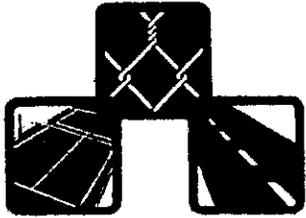
Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com



PROPOSAL SUBMITTED TO:

ADAM SCHMITT
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

DATE:

March 6, 2019

JOB NAME & LOCATION

Fireman's Park
2008 Highway 175
Hubertus, WI 53033
Tennis Court Reconstruction

(262) 297-2260

DPW@richfieldwi.gov

Furnish all necessary labor, equipment and material for the **asphalt reconstruction** of the above job. Area involved is **approximately 13,936 SF**. Work to include:

1. Remove existing chain link fence including fence posts and net posts to include footings.
2. Remove 2' x 10' concrete slab and 6" concrete perimeter curb (estimated at 6" - 12" deep). Excavate to 12" below finish grade.
3. Pulverize existing asphalt (including 8' wide path) and recycle in place with existing stone base below courts.
4. Backfill excavated curb and concrete areas as well as old fence post footing holes with pulverized asphalt/stone base.
5. Add up to 1" of crushed limestone to level courts with appropriate 1% slope across courts.
6. Vibratory compact the stone base.
7. Pave with 3" of asphaltic concrete (1-1/2" of 12.5mm, asphaltic concrete binder course 1-1/2" of **VIRGIN** 9.5mm of asphaltic concrete surface course). *(After compaction depth)*
8. Saw cut 228 LF of 1/4" x 1 1/2" expansion joints at net lines and between courts and power wash asphalt.
9. Install tennis net posts in sleeves, center tie downs and 10' high galvanized fencing.
10. Thirty days after paving, thoroughly pressure wash court with a 6,000 PSI washer to remove all embedded dirt and debris.
11. Seal entire pavement with 1st coat of Black Laykold[®] NuSurf acrylic resurfacer *(A flexible sand filled binder/filler/texture course). (Cross Applied)*
12. Mark low spots and level surface *(low spots)* as necessary with Laykold[®] Deep Patch *(a high strength acrylic latex bonding liquid mixed with Silica Sand and Portland Cement for leveling and crackfilling). Note that 10 gallons per court is estimated and typical of properly paved courts.*
13. Install +/-228' of Armor[®] Crack Repair System over tennis court joint lines and around net post and center tie down footing. This system is an expandable/flexible patented six-step process that utilizes a thin, 36" wide knitted fabric membrane to keep expansion joints from quickly reappearing on the surface.

- Continued on Page 2 -

AUTHORIZED
SIGNATURE:

Rob Fetherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

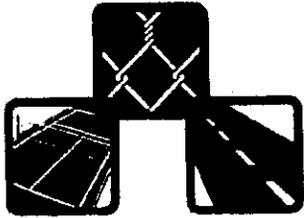
ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-



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HUBERTUS, WI 53033

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DPW@richfieldwi.gov

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14. Machine sand down all Deep Patch areas after drying if needed to eliminate high spots.
15. Flood courts, mark and level/sand any remaining low spots.
16. Seal pavement with 2nd coat of Black Laykold[®] NuSurf acrylic resurfacer (A flexible sand filled binder/filler/texture course). (Cross Applied)
17. Seal out of bounds pavement with 2 coats of LIGHT GREEN Laykold[®] ColorFlex flexible acrylic latex color texture course with sand. (Cross Applied)
18. Seal in bounds pavement with 2 coats of DARK GREEN Laykold[®] ColorFlex flexible acrylic latex color texture course with sand. (Cross Applied)
19. Mask, prime and paint 2" WHITE lines for two 78' tennis court lines for singles and doubles play.
20. Hang nets.

LABOR AND MATERIAL . . . BUDGET . . . \$100,980.00

Breakdown of costs is:

GRADING/PAVING	\$50,460.00
NET POSTS/NETS	\$4,460.00
FENCING	\$26,300.00
COLOR COATING/STRIPING	\$19,760.00

OPTION 1: PICKLEBALL LINES

Install secondary colored (light green) 20' x 44' pickleball lines.

ADD . . . \$500 per court

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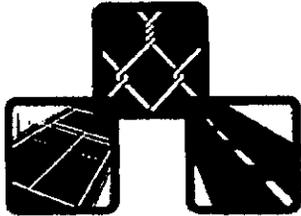
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- Page 3 -

SPECIFICATIONS OF NEW FENCE TO BE AS FOLLOWS:

- A. All posts will be driven 5' deep thru core drilled pavement.
- B. All posts, rails and applicable fittings, above and below ground, will be zinc coated by the hot-dip process in accordance with ASTM F-1083 A-90, and A-626.
- C. FABRIC (456'): 10' high, 2" mesh #9 gauge aluminized with Knuckle (top) and Knuckle (bottom).
- D. RAIL (464'): Top rail to be 1-5/8" O.D. SS40 grade pipe.
- E. TENSION WIRE (464'): Bottom of the fence to have a 7 ga. smooth wire for attaching fence fabric.
- F. LINE POSTS (40): 2-1/2" O.D. SS40 grade pipe spaced a maximum of 10' on center.
- G. GATE POSTS (2): 3" O.D. SS20 pipe.
- H. END (2) / CORNER (4) POSTS: 3" O.D. SS40 grade pipe.
- I. SWING GATES (2): Two single swing gates 4' wide x 7' high with transom above. Swing gate frame will be constructed of 1-5/8" O.D. SS20 pipe welded at all corners to form a rigid panel and filled with fabric to match the fence.
- J. TENNIS NET POSTS (2): Furnish and install two pair of BLACK, ATA American Tennis Accessories 3" square vinyl coated steel tennis net posts complete with aluminum ground sleeves and covers, galvanized center anchor and winder head with an internal winding gear mechanism and removable brass crank handle. Footings to be 24" x 5' deep for net posts and 10" x 48" for center tie down.
- K. TENNIS NETS (2): Two Douglas' FN-30DM 3'6"H x 42'L tennis net. Netting is 1-3/4" square mesh braided 3.0mm polyethylene. Headbands are vinyl coated polyester, lock-sewn with four rows of #32 white polyester thread. Vinyl bottom tape and side pockets are polyester and double lock-stitch with black polyester thread. Cable is 47' with 1/4" loops made with 5/32" vinyl coated galvanized steel. Includes adjustable center strap to adjust net center to 36".

- Continued on Page 4 -

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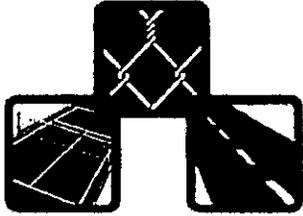
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NOTES

1. Price does not include any permits.
2. Munson Inc. will mark all public utilities (gas, water, electric, cable, telephone, etc.). Owner is responsible for marking private lines (lighting, sprinkler, sump pump, propane, invisible dog fence, etc.) prior to arrival of crews. Munson is not responsible for damage to unmarked private lines.
 - a. Private Line marking is available if needed at an additional cost.
 - b. Hydro excavation may be required (at an additional cost) if utilities are found to be within 2' of post hole locations which could cost an additional +/- \$250 per hole.
3. The overall process is estimated to take approximately 6 weeks. Asphalt needs to cure for 30 days prior to applying color coating. Fencing can be done during this time.
4. Laykold® NuSurf and Laykold® ColorFlex are a step above typical tennis court acrylic coatings. They have been specially designed to have a much greater elasticity which reduces eggshell color cracking on newer courts, reduced stretch lines over flexible membrane crack repair products and other flexible benefits.
5. All Munson employees have a minimum of OSHA10 training with a majority having OSHA30.
6. Munson is a member of the ASBA – American Sports Builders Association. ASBA is a national organization for builders, designers and suppliers of materials for tennis courts. It is recognized as a centralized source for technical information, including consumer-oriented information and Munson Inc. has received numerous national awards from this organization for our tennis court work. Their members are held to high standards in regards to construction and maintenance of tennis courts.
7. Munson does not warranty against any cracking.
8. It is critical that new asphalt tennis/basketball courts be paved with VIRGIN asphalt mix (no recycled products) for proper acrylic color adhesion and to greatly reduce the chance of eggshell cracking during the first year.
9. Owner will need to backfill perimeter edges with topsoil and seed for lateral support.
10. Color coating not included on asphalt walkway from parking lot to tennis court gate.

AUTHORIZED
SIGNATURE:

Rob Fetherston - Vice President

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-SEE LAST PAGE FOR TERMS AND CONDITIONS-

A. MUNSON, INC. TERMS & CONDITIONS

1. Upon acceptance of this contract, if a cancellation notice is not received in writing within three days of acceptance, Munson, Inc assumes that the owner or owner's agent accepts the work herein described and the terms and conditions of sale herein contained. Any withdrawal of this contract could result in partial billing to reimburse Munson, Inc. for planning, preparation, and materials already ordered or installed on the job site.
2. This contractor is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or his agent agrees to indemnify and hold harmless Munson Fence Div./Munson-Armstrong Paving Div., Munson Inc. from any and all claims, liabilities, costs and expenses whatsoever arising from above.
3. Property owner is responsible for any necessary permits or variances, unless specifically noted in the contract.
4. The contract does not contemplate the encountering of underlying rock, concrete, wood or other unsuitable materials or unusual conditions during excavation. Should these conditions be encountered the owner shall be charged for the extra work incurred.
5. The contract does not contemplate "frost-digging" conditions, unless specifically stated in this contract. Should owner require installation during such conditions, an additional charge will be made based on the actual time and equipment required to complete the installation.
6. Any alteration or deviation from stated specifications involving extra costs will become an extra charge over and above original contract. Any such alteration or deviation from stated specifications will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Munson, Inc. an extra charge over and above the original contract price for performance of the requested change order.
7. If, after notification, Munson, Inc. is unable to complete its work due to unmoved vehicles or obstructions, Munson, Inc. may bill for additional trip charges or vehicle towing charges.
8. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
9. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices.
10. All labor and material is conclusively accepted as satisfactory unless this contractor is notified in writing within 72 hours after the work is performed.
11. Any claim for property damage is conclusively waived unless this contractor is notified in writing within 72 hours of the occurrence.
12. Munson, Inc. is not responsible for damage to existing concrete or asphalt due to normal construction equipment traffic.
13. Site restoration from excavation, such as backfilling edges or post footings, is not included unless specifically noted in the contract.
14. Prior to the commencement of the work of Munson, Inc., the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the work of Munson, Inc. If Munson, Inc. is directed to commence its work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Munson, Inc. commencing any of its work before any others have completed their work.
15. All agreements are contingent upon strikes, accidents or delays beyond our control with examples such as labor disputes, fire, unusual delay in transportation of materials, equipment or personnel, adverse weather conditions, unavoidable casualties or any cause beyond the control of Munson. If so then any agreed contract completion time should be extended for such reasonable time the parties may determine.
16. Unless stated in the contract, terms of payment are net 15 days. Any past due balances shall be subject to the current legal interest charge per month.
17. Owner shall reimburse Munson Inc. for any expense incurred by Munson Inc. in protecting or enforcing its rights under this agreement including, without limitation, reasonable attorney's fees and legal expenses (and, if appropriate, all expenses of taking possession, holding, preparing for disposition and disposing of any collateral). This includes any expenses incurred before and after the commencement of any litigation to protect or enforce its rights under this agreement, including all appeals.
18. This contract will be construed and enforced in accordance with the laws of the State of Wisconsin.

B. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON FENCE DIV.

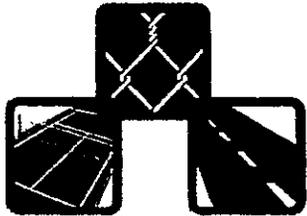
1. All property lines and grades are to be established by the owner. Fence is to follow ground lines unless otherwise provided for in this contract.
2. Obstructions of every nature, which in any manner interfere with the erection of fence shall be removed by the owner prior to commencement of work, unless otherwise provided for in this contract.
3. On all jobs where Munson Fence Div. installs or supplies "Razor Ribbon", owner or agents of the property will hold Munson Fence Div./Munson, Inc. harmless in any way from claims, liabilities or injuries.
4. Gate Operator Systems: End user to understand the operations and safety systems of the unit.

C. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON-ARMSTRONG PAVING DIV.

1. **MUNSON-ARMSTRONG PAVING DIV. DOES NOT WARRANT AGAINST CRACKS SINCE THEY WILL APPEAR IN ALL PAVEMENTS.**
2. A 1-1/2% slope or greater is necessary for surface drainage of asphalt paving; 1% for concrete paving. If the owner directs construction of the subgrade, base or paved surface that results in a lesser slope, this contractor does not warrant satisfactory surface drainage.
3. Salt or melting compounds should not be applied to concrete paving for 12 months after installation. Any pitting or peeling resulting from such application will not be warranted by this contractor.
4. Due to the fact that ready mixed concrete is composed of all natural materials, Munson Inc cannot warrant against premature discoloration or color variation from load to load.
5. Material will not be placed on a wet, unstable, or frozen subgrade. A suitable subgrade shall be furnished by the contractor as a condition precedent to the performance of this contract.
6. The catch basin price is based upon the existing sewer lateral at the property line being in serviceable condition. Should it be necessary to connect to the street sewer line, owner shall be charged for the extra work incurred.
7. Sealer adhesion cannot be guaranteed on pavement with pre-existing sealcoat flaking, pavement located under tree canopies, over petroleum spillage, has alligator/spider cracking or low areas that puddle.

LIEN NOTICE

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER (CONTRACTOR) HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THE OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com



PROPOSAL SUBMITTED TO:

JENNIFER KELLER
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

DATE:

April 5, 2019

JOB NAME & LOCATION

Fireman's Park
2908 Highway 175
Hubertus, WI 53033
Tennis Court Recoloring

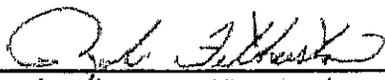
(262) 628-2260 x113 as@richfield.gov

Furnishing all necessary labor, equipment and material for the **asphalt crack sealing, patching, leveling, asphalt ramping, re-coloring and striping** of the above job. Area involved is approximately **12,960 Square Feet**. Work to include:

1. Owner to remove nets.
2. Remove grass and weeds from pavement area.
3. Route joints under net lines and between courts to remove existing hot pour crackfiller and debris.
4. Thoroughly clean cracks with high pressure washers as needed to remove organic material.
5. Patch joints 4" – 6" wide to +/- 8" deep with 1/4" asphalt hotmix.
6. Fill void below heaved concrete at gate with silica sand as best as possible.
7. Patch perimeter of concrete 2' out with hotmix asphalt.
8. Fill 3/4" – 2" wide structural cracks/joints to 1/4" low with Quikrete[®] cement (6 bags) to structurally fill joints and prevent future contraction. Top off with Laykold[®] Deep Patch (6 gallons) for acrylic surface coating adhesion.
9. Fill +/- 1/2" remaining cracks with Flexipave[®] Crack Filler – (1 gallon) a 100% acrylic latex crack filler.
10. Seal entire pavement with 1 coat of Neutral Laykold[®] NuSurf acrylic resurfacer (A flexible sand filled binder/filler/texture course). (Cross Applied)
11. Mark low spots and level as necessary with Laykold[®] Deep Patch (a high strength acrylic latex bonding liquid mixed with Silica Sand and Portland Cement for leveling and crackfilling). (Approximately 55 gallons).
12. Machine sand down Court Patch Binder areas after drying if needed to eliminate high spots.
13. Flood courts, mark and level/sand any remaining low spots.
14. Seal pavement with 1 coat of Neutral Laykold[®] NuSurf acrylic resurfacer (A flexible sand filled binder/filler/texture course). (Cross Applied)

- Continued on Page 2 -

AUTHORIZED
SIGNATURE: _____


Rob Fetherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

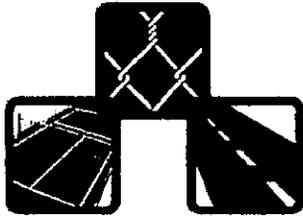
ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com



PROPOSAL SUBMITTED TO:

JENNIFER KELLER
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

(262) 628-2260 x113 ase@richfield.gov

DATE:

April 5, 2019

JOB NAME & LOCATION

Fireman's Park
2008 Highway 175
Hubertus, WI 53033
Tennis Court Recoloring

- Page 2 -

15. Seal out of bounds pavement with **2 coats** of **LIGHT GREEN Laykold® ColorFlex flexible acrylic latex** color texture course with sand. *(Cross Applied)*
16. Seal playing area pavement with **2 coats** of Laykold® ColorFlex **DARK GREEN flexible acrylic latex** color texture course with sand. *(Cross Applied)*
17. Mask, prime and paint 2" white lines for five 36' x 78' tennis court for singles and doubles tennis play.
18. Owner to rehang nets.

LABOR AND MATERIAL . . . \$17,750.00

OPTION 1: ARMOR® CRACK REPAIR SYSTEM

Install the Armor® crack repair system over 70' of prepared cracks. This system is an expandable/flexible patented six-step process that utilizes a thin, 36" wide knitted fabric membrane to keep structural cracks from reappearing on the surface. Installing the membrane allows the cracks to expand below, but not allow the cracks to reflect thru. Work to be done with above color coating.

ADD . . . \$1,200.00

OPTION 2: PICKLEBALL COURT STRIPING

Mask, prime and roll in LIGHT GREEN 1.5" wide lines for two 20' x 44' Pickleball Court over existing White 36' x 78' standard Tennis Court lines. Pickleball Court lines to stop short and not go over tennis court lines.

ADD . . . \$900.00

- Continued on Page 3 -

AUTHORIZED
SIGNATURE:

Rob Fetherston - Vice President

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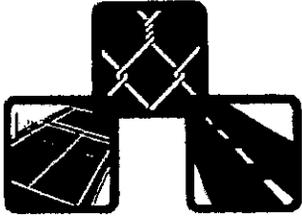
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SIGNATURE: _____

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Established 1955

MUNSON FENCE DIV.
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- Page 3 -

NOTES

1. Joints are too wide (4" - 6") to properly use Armor crack repair.
2. Typical asphalt/concrete courts need to be re-colored every 5-7 years (average cost is \$9,000 for a single, standalone court with no crack repairs needed, nor surface preparation such as power washing, leveling, etc.). The asphalt pavement lasts anywhere from 15-20 years before it needs to be replaced or resurfaced with new asphalt or a membrane overlay. **A rough budget of a clean, level, recolor and stripe in 2027 is \$18,100.**
3. Munson is a member of the ASBA - American Sports Builders Association. ASBA is a national organization for builders, designers and suppliers of materials for tennis courts. It is recognized as a centralized source for technical information, including consumer-oriented information and Munson Inc. has received numerous national awards from this organization for our tennis court work. Their members are held to high standards in regards to construction and maintenance of tennis courts.
4. All Munson employees have a minimum of OSHA10 training with a majority having OSHA30.
5. Weather tolerances for tennis court work/materials are between June 1st - September 30th. Schedules typically fill up by early May due to this limited weather window. Current openings are available in July.
6. **Crack repairs not sealed with Armor® crack repair will open again over time, as soon as the following year. Munson cannot guarantee against pavement cracking. Armor® crack repair will last longer than typical crackfilling, but is not warranted due to freeze/thaw cycles in our area.**
7. Munson has been a certified Armor crack installer since 2005.
8. Laykold® NuSurf and Laykold® ColorFlex are a step above typical tennis court acrylic coatings. They have been specially designed to have a much greater elasticity which reduces eggshell color cracking on newer courts, reduced stretch lines over flexible membrane crack repair products and other flexible benefits.

AUTHORIZED
SIGNATURE:

Rob Fetherston - Vice President

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ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

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18. This contract will be construed and enforced in accordance with the laws of the State of Wisconsin.

B. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON FENCE DIV.

1. All property lines and grades are to be established by the owner. Fence is to follow ground lines unless otherwise provided for in this contract.
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4. Gate Operator Systems: End user to understand the operations and safety systems of the unit.

C. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON-ARMSTRONG PAVING DIV.

1. **MUNSON-ARMSTRONG PAVING DIV. DOES NOT WARRANT AGAINST CRACKS SINCE THEY WILL APPEAR IN ALL PAVEMENTS.**
2. A 1-1/2% slope or greater is necessary for surface drainage of asphalt paving; 1% for concrete paving. If the owner directs construction of the subgrade, base or paved surface that results in a lesser slope, this contractor does not warrant satisfactory surface drainage.
3. Salt or melting compounds should not be applied to concrete paving for 12 months after installation. Any pitting or peeling resulting from such application will not be warranted by this contractor.
4. Due to the fact that ready mixed concrete is composed of all natural materials, Munson Inc cannot warrant against premature discoloration or color variation from load to load.
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7. Sealer adhesion cannot be guaranteed on pavement with pre-existing sealcoat flaking, pavement located under tree canopies, over petroleum spillage, has alligator/spider cracking or low areas that puddle.

LIEN NOTICE

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5" CONCRETE CURB BORDER AROUND ENTIRE PERIMETER.

JOINTS 4'-0" WIDE W/
HOTPOUR
CRACK FILLER

2" WIDE
CRACKS

© 2018 Google

CURRENT CONDITIONS

THESE SPECIFICATIONS & DRAWINGS ARE PROPERTY OF
MUNSON, INC. & MAY NOT BE REPRODUCED, COPIED OR USED
FOR COMPETITIVE BIDS WITHOUT PRIOR WRITTEN PERMISSION



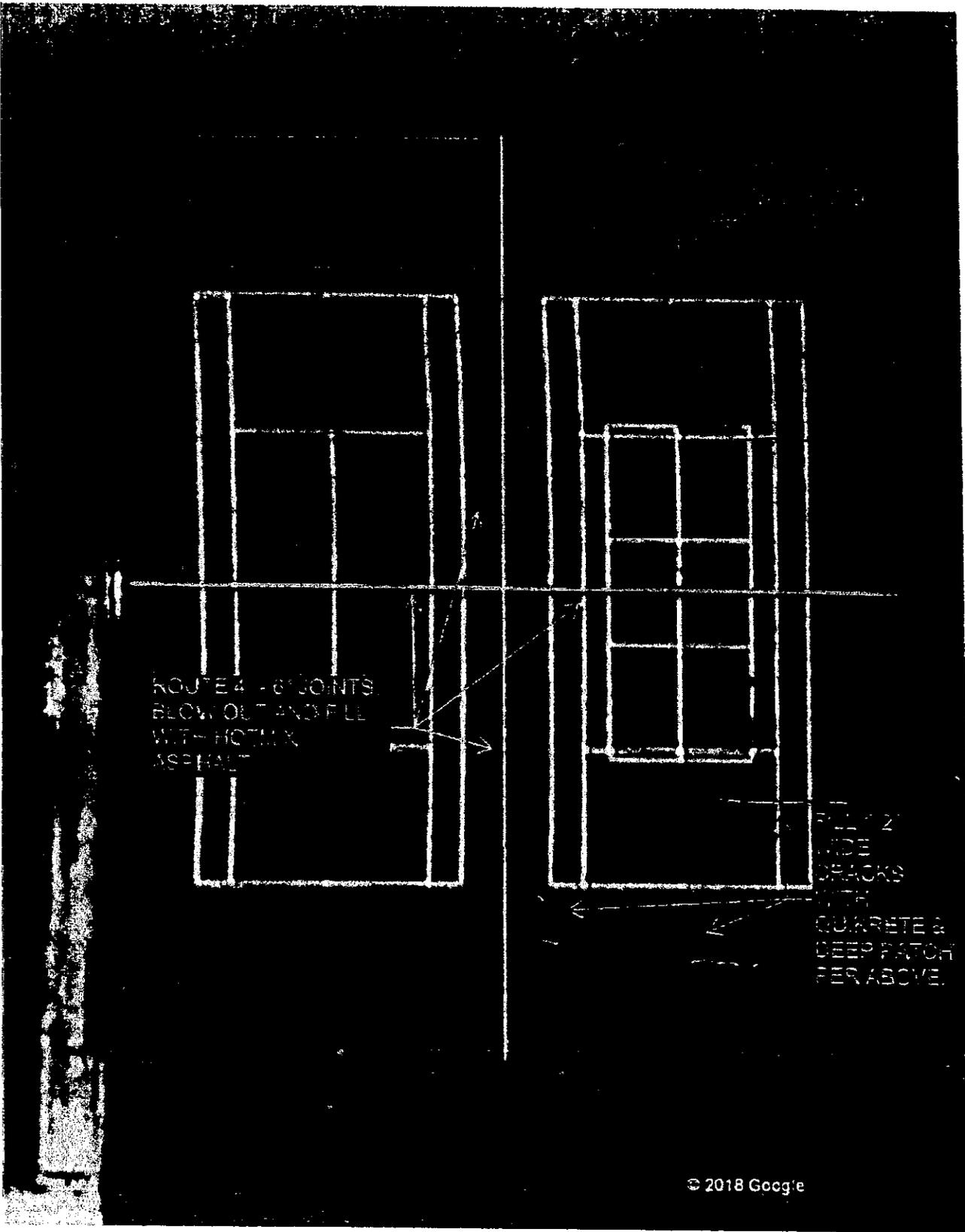
MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURSE DIV.
www.munsoninc.com

MUNSON, INC.

VILLAGE OF RICHFIELD
FIREMAN'S PARK
2008 HIGHWAY 175
HUBERTUS, WI 53033

DATE: 05/29/2018

REV:



PROPOSED CRACK REPAIRS

THESE SPECIFICATIONS & DRAWINGS ARE PROPERTY OF MUNSON, INC. & MAY NOT BE REPRODUCED, COPIED OR USED FOR COMPETITIVE BIDS WITHOUT PRIOR WRITTEN PERMISSION



MUNSON FENCE DIV.
 MUNSON-ARMSTRONG PAVING DIV.
 MUNSON TENNIS COURT DIV.
www.munsoninc.com

MUNSON, INC.
 VILLAGE OF RICHFIELD
 FIREMAN'S PARK
 2008 HIGHWAY 175
 HUBERTUS, WI 53033
 DATE: 05/29/2018 REV:

Proposal

12601 W. Silver Spring Road * Butler, WI 53007
 Phone: (262) 395-4050 * Fax: (262) 330-5004
 sales@armstrongpaving.com
 www.armstrongpaving.com



PROPOSAL SUBMITTED TO Jen		PHONE 262-628-2260	DATE 08/20/2019
STREET 4128 Hubertus Road		JOB NAME Tennis Courts	
CITY, STATE AND ZIP CODE Hubertus, WI 53033		JOB LOCATION Village of Richfield	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We propose to furnish all labor and materials necessary to perform the following work:

TENNIS COURT BUDGETS

BID #1. REPAIR TWO TENNIS COURTS AND MINOR FENCE REPAIRS

- Remove or roll back sections of fence on west and east fence lines.
 - Remove approx. 5 line posts and 2 gate posts on both sides. Remove concrete slab on west side.
 - Install approx. 10 new line posts and 4 gate posts in new concrete footings.
 - Reinstall fence fabric, as before.
 - Power-wash courts surface to remove dirt and debris, as possible.
 - Wire rout random and joint cracks.
 - Seal larger cracks with hydraulic cement, followed up with court patch binder on remaining cracks.
 - Patch low areas greater than 1/8" deep to reduce puddles, as possible. Not all puddles will be gone, due to other way and uneven surface.
 - Apply 2 coats of sand textured acrylic resurfacer, base coats.
 - Apply 2 coats of Plexipave Color System; Standard Colors.
 - Stripe masked white lines.
- BUDGET PRICE \$35,400.00 - 37,900.00

NOTE:

*** Cracks will reopen and should be maintained, as needed. No Warranty on crack repairs.

OPTION: CONVERT ONE TENNIS COURT TO TWO PICKLEBALL COURTS

- Install two pair of net posts set in concrete footings and new pickleball nets.
 - Install 4' high fence between courts and between tennis and pickleball courts.
- BUDGET ADD \$15,750.00 TO BID #1.

BID #2. REBUILD TWO TENNIS COURTS INCLUDING NEW FENCE/APPROX. 120' X 109'

- Strip and remove existing fence and framework.
 - Strip and remove existing asphalt surface.
 - Add up to 40 tons of new stone to existing base.
 - Laser grade and compact stone base.
 - Pave 2" compacted binder course, Type 19 mm mix design. Pave 1 1/2" compacted surface course, 9.5 mm mix.
 - Install new 10' high galvanized fence system, approx. 450'.
 - Install two 4' x 7' single gates. Corner & gate posts to be 3" O.D. Line posts 2 1/2" O.D., top rail 1 5/8" and bottom tension wire.
 - Install new Douglas net posts and center tie-downs in concrete footings. Install new Douglas nets.
 - Saw relief-cuts at net line and between courts.
 - Apply 2 coats of sand textured acrylic resurfacer.
 - Apply 2 coats of Plexipave Color System.
 - Stripe masked white lines.
- BUDGET PRICE \$83,500.00 - \$89,000.00

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

_____ dollars (\$ _____).

Payment to be made as follows:

TERMS: NET 10 DAYS. 1.5% PER MONTH INTEREST ON ALL ACCOUNTS 10 DAYS PAST DUE.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Work Compensation Insurance. Notice of Lien Rights on back.

Authorized
Signature _____

Terry P. Kuhlbeck

This proposal void in 30 days and covers above area and specs only.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I fully understand and agree with the terms and conditions on the back of this proposal.

Signature _____

Date of Acceptance: _____

General Park Operations Report for January 2020

Park Commission Members,

As a part of my position as Village Administrative Services Coordinator, I want to make sure that I have an on-going dialogue with everyone on the Park Commission about General Park Operations. It is important to me that I solicit feedback from this Commission to gain not only a greater personal/professional relationship with each and every one of you, but also attempt to cultivate ideas or suggestions you have on ways we can improve our wonderful network of parks throughout the Village. These types of suggested improvements are always welcome! **The knowledge you each have of our park system and from your personal backgrounds is an invaluable resource that I intend on tapping into.**

- ✓ **Youth Sports Update.** Staff met with RYBSA, Rockets, and Rebels leadership the last week in January to further discuss the potential for field availability and communication of expectations for the upcoming 2020 season. Each organization expressed excitement for the year and gratitude for each organization being understanding of previous organizational tensions and not carrying those tensions forward with this group of leadership.
- ✓ **Eagle Scout.** In January Staff were approached by Ben Loosen, who is motivated to achieve the designation of Eagle Scout this coming year. Staff will be meeting with Ben to discuss a list of possible projects that have been previously mentioned by the Park Commission or amongst Department heads as areas there could be improvements.
- ✓ **Weed and Fertilizing Bids.** Staff sent letters to local businesses, requesting bids for weed and fertilizer services the first week in February. It is the intent to continue contracting for two applications to seasonally be applied to the open spaces and athletic fields of Heritage Park and Fireman's Park. However, the former cost for services exceed the annual budget amount of \$5,000 for this item. Youth sports organizations will be asked to assist with a second application if that is the desire of the teams in the spring each year. The deadline for businesses to submit a bid for consideration is Friday, February 28th.

Respectfully Submitted,

Jen Keller
Administrative Services Coordinator