

AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
May 13, 2020
5:00 P.M.

THIS MEETING WILL BE HELD VIRTUALLY ON WEBEX DUE TO THE GOVERNOR'S EMERGENCY "SAFER AT HOME" ORDER RELATED TO THE COVID-19 VIRUS. THIS MEETING CAN BE ACCESSED IN ONE OF THE FOLLOWING WAYS:

1. BY CALLING **408-418-9388** AND ENTERING "ACCESS CODE" **297984281#**
2. CLICKING THE FOLLOWING LINK:
<https://meetingsamer9.webex.com/meetingsamer9/j.php?MTID=m01b26e65e5a39d5805d190c8165c7217>
3. **PLEASE BE ADVISED:** REQUESTS FROM PERSONS WITH DISABILITIES WHO NEED ASSISTANCE TO PARTICIPATE IN THIS MEETING OR INDIVIDUALS WHO HAVE HEARING IMPAIRMENTS SHOULD NOTIFY THE VILLAGE CLERK'S OFFICE AT 262-628-2260 WITH AS MUCH ADVANCED NOTICE AS POSSIBLE.
4. THE MEETING MATERIALS WILL BE AVAILABLE AT **WWW.RICHFIELDWI.GOV**

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. February 12, 2020 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action regarding the approval of bid specifications for the construction of a tennis court and pickle ball courts in Fireman's Park
 - b. Discussion/Action regarding Aesthetic Improvements to Public Lands
 - c. Discussion regarding Nature Park Master Plan Inventory Memo
 - d. 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

4a

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:02 p.m.

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

Also Present: Administrative Services Coordinator Jen Keller and Administrator Jim Healy.

Excused Absence: Commissioner Woelfel

2. Verification of Compliance with Open Meetings Law

Administrative Services Coordinator Keller stated the agenda was posted at all three (3) 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. January 8, 2020 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the January 8, 2020 Regular Park Commission meeting; Seconded by Commissioner Filipiak; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion and possible recommendation to the Village Board regarding 2020 Consideration to Repair or Reconstruct Fireman's Park Tennis Courts

Chairman Meeks opened the discussion to the public –

Becky Rach, 4513 A Da Hi Ct., Mrs. Rach's family frequently used the Heritage Park courts before they were removed for the construction of the Fire Station and began utilizing the courts in Germantown. Mrs. Rach read about this upcoming meeting in the Richfield Happenings Newsletter and wished to voice her support of the intent to repair or reconstruct the courts at Fireman's Park. A plywood volley court would be great to add to the designs considered by the Commission.

Hank Wallenkamp, 1128 Pine Meadow Ct., Mr. Wallenkamp asked if lights would be included in the design of the project.

Administrative Services Coordinator Keller explained the engineering timeline of this project is estimated to be 1.5 to two (2) months before bids can be received. Staff is hopeful the Village Board can consider accepting a bid for work at either the April or May Village Board Meeting. Additional add-ons staff will ask the Village Engineers to include in the design are wind screens with reinforced fencing, 4' separation fencing between the tennis court and pickle ball courts, additional landscaping around the courts with benches, lighting poles, and a volley wall. Donations will be sought for the purchase and installation of playground equipment directly west of the reconstructed courts, as well.

Administrator Healy explained companies have come forward to donate in-kind items such as aggregate or monetary donations to the project. There are other companies in the community that are known to give to our schools, and this would be a comparable project companies may consider contributing. Opportunity exists to enhance the area with other features such as playground equipment so that families there for baseball, tennis, or other activities, can cater to all visitors.

Commissioner Sommers asked what routine maintenance would need to be conducted after the repair or replacement.

Administrative Services Coordinator Keller stated the average maintenance schedule for these types of courts includes cosmetic repairs every seven (7) to eight (8) years.

Administrator Healy added that impact fees can be utilized to repair this capital asset. Mr. Healy went on to explain that Impact Fees are fees the Village charges new residents when new homes are constructed. These types of fees are imposed so the existing population isn't subsidizing new amenities such as tennis courts for new residents. Lastly, Mr. Healy stated a routine maintenance program for the court would be the focus of Staff moving forward.

Chairman Meeks expressed satisfaction in long term planning and inquired about any remaining funds being utilized for future playground equipment.

Administrator Healy stated the Park Impact Fee Fund would be used in its entirety for this project. However, community donations could be a way of avoiding a zero-dollar balance.

Commissioner Filipiak asked staff whether the location of the tennis courts had been considered at Heritage Park.

Administrator Healy indicated staff had considered Heritage Park. However, it was determined the feasibility of this would be difficult. In summary, there would need to be at least two (2) acres to be constructed with parking to service the area courts were built. The areas which were previously planned for a potential reconstructed tennis court are now being utilized by DPW for brush and also as overflow for parking during large sporting events.

Motion by Commissioner Bernard 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; Seconded by Commissioner Sommers; Motion passed without objection.

b. Discussion regarding General Park Operations Report

Administrative Services Coordinator Keller updated the Commission on meetings with the Richfield Youth Sports Organizations. The Richfield Rockets, Richfield Rebels, and RYBA met to discuss scheduling and general availability of fields for the 2020 season. Ms. Keller stated a candidate for Eagle Scout, Ben Loosen, has contacted Staff with interest in designing a project which benefits the community. Sometime in February or March there may be a project selected which would benefit a Village asset such as signage or the parks department in general. Lastly, requests for bids on weed spraying and fertilizer in all parks have been sent to contractors. Staff will be reviewing all submitted bids for work on Friday, February 28th.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
February 12, 2020
6:00 PM

6. ADJOURNMENT

Motion by Commissioner Bernard to Adjourn at 6:34PM.; Seconded by Commissioner Murray; Motion passed without objection.

Respectfully Submitted,


Jen Keller
Administrative Services Coordinator

DRAFT

5a



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Fireman's Park Tennis Courts Reconstruction Plan
DATE SUBMITTED: May 7, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO ACCEPT THE PROPOSED PLAN AND BID SUMMARY FOR THE RECONSTRUCTION OF A TENNIS COURT AND PICKLE BALL COURTS IN FIREMAN'S PARK?

ISSUE SUMMARY:

On February 19th, the Village Board approved the transfer of \$75,835 from the Park Impact Fees to the General Fund for the purpose of reconstructing the tennis courts in Fireman's Park and directed Village Staff to work with the Village Engineers to prepare bidding documents related to the same. With an additional \$23,953 available in the Capital Improvement Fund for the Parks Department and a monetary \$2,000 donation from a community member, a total amount of \$101,788 has been secured as funding for the demolition and reconstruction of a tennis court and pickle ball courts in Fireman's Park. Over the last several weeks, Staff have worked alongside Cedar Corporation Engineers Ron Dalton and Patrick Bielfuss to draft a project design spec and summary for the Park Commission's review tonight.

Summary of Plan Specifications

The submitted sport court plan provided for your review includes two (2) pickleball courts and one (1) tennis court. The footprint for these courts is visibly smaller than the previous double tennis court footprint. The court itself is situated to the west so as to meet up with the current gravel path used to access the tennis courts. The proposed path on the west and south end of the courts is to be a concrete path so gravel does not travel onto the courts themselves during use.

Entrances to the courts will be situated at the northeast, southeast, and southwest corners of the courts. An additional access is located at the mid-point of the west wall as well. The chain-link fencing surrounding the pickleball courts is 6' tall, the traditional height for pickleball enclosures. There is also a 4' partition wall to separate play between the two (2) pickleball courts. The height of fencing which runs the perimeter of the tennis court is 10' tall. This is also the recommended height for tennis court enclosures. The Village Engineer explained the varying height between the three (3) courts is due to the difference in recommended heights for the two (2) sports. It is the intent of Staff to ensure there is enough fencing to separate all three (3) courts while also understanding there is not a need for all enclosures to be 10' in height. To allow for additional navigation between courts, a 2 1/2' opening will be included between each corner of the dividing chain-link fence between each court. The coloration of the courts has been determined to be a traditional blue and green schematic with white court boundary lines. The court itself will be laid asphalt with the coloration applied on top of the asphalt mix.

DPW Supervisor Thicke has identified two (2) facets of the projects that may see a cost savings due to the ability to complete demolition work "in house" as well as the ability to acquire poles and install lighting fixtures saved from the previous tennis courts in Heritage Park.

Several aspects of the rendering include alternative bid items. These items are believed to be worthwhile components of the project, however bid estimates reflect the potentiality of these items to be donated or they may cause budgetary overages and are items that can potentially be approved or denied later in the bid approval process.

First, the proposed landscaping is an alternative bid item because it is the opinion of Staff these materials and labor have the potentiality of being donated by a local contractor or could be done by Staff. The proposed landscaping also includes accent boulders and planter beds located along the north and south boundary of the fence line of the courts. Next, the observation benches will be an alternate bid item as there are current efforts underway to have these donated in honor or in memory of loved ones to families that reside in the Village. The Village Engineers assisting with this project estimated



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Fireman's Park Tennis Courts Reconstruction Plan

DATE SUBMITTED: May 7, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

these benches to exceed \$3,000 each to purchase and install. A summary of memorial benches previously installed in Heritage Park has been provided for your review. Typically, these memorial benches can cost between \$700-\$900 for the production and shipment of the bench. Barco Products is the vendor traditionally chosen by Staff to produce these durable recycled-plastic benches which are given a cedar like coloration and are constructed to be 4'-8' long. An alternate bid will also be solicited for a black coating to be applied to the chain-link fencing which runs the full exterior of the courts and acts as a divider between the two (2) pickleball courts and the tennis court. This black coating is an add-on item that aesthetically is more visibly appealing to the project but may not fall within the allocated funds for the courts. It will be to the discretion of the Park Commission and Village Board to accept or reject any aspects of submitted bids for work.

Estimated Costs for Materials and Installation

The following costs include the materials and installation for the previously mentioned aspects of the project. Please note, the estimates provided may be bid at a higher or lower rate. It is estimated to cost between \$2,000-\$3,000 for the engineering materials proposed tonight. Current bidding market conditions indicate there may be an ability to save money on a variety of items associated with the project, as many public projects are being put on "hold". Estimates have been categorized into "Base Bid" and "Alternate Bid" calculations below. Staff will note the cost for excavation has been previously mentioned as a potential savings if the DPW team is able to conduct this work "in-house."

Base Bid Items

- Excavation - \$12,500
- Asphalt and Base Aggregate - \$28,100
- Sidewalk Concrete - \$5,500
- Fencing and Gate Doors - \$22,370
- Pickleball Posts and Nets - \$2,100
- Tennis Court Posts and Net - \$1,200
- Paint for Courts and Striping - \$2,500
- Volley Wall - \$7,500
- Lawn Restoration - \$7,800
- Total Base Bid Estimate - \$89,570**

Alternate Bid Items

- Black Fence Coating - \$6,742
- Landscaping Mulch, Shrubs, Stone and Planters - \$6,640
- Benches - \$7,000
- Garbage Receptacle - \$2,500
- Total Alternate Bid Items Estimate - \$22,882**

Timeline of Project

Should the Park Commission approve the proposed design and project specifications, Staff would then work alongside Cedar Corporation Engineers Ron Dalton and Patrick Beilfuss to provide a notice of project bidding on May 19th for publication. Once properly noticed, the bid would be advertised for two (2) weeks and published twice, the first publication being Tuesday, May 26th and the second advertisement on Tuesday June 2nd. The request for bids would be solicited directly to the two (2) contractors previously interested, Munson Inc. and Frank Armstrong Paving. On Tuesday June 9th, there would be a public bid opening where community members and Park Commission members would be welcome to attend while bid submissions are reviewed. Next, a special Park Commission meeting would take place Thursday, June 11th, or thereabout, so the winning bid could be examined and potentially recommend approval by the Village Board. The final approval required would be made by the Village Board at the Thursday, June 18th meeting. It is the hope of Staff that groundbreaking for this project would occur early to mid-July with significant completion of the courts by the end of August.



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Fireman's Park Tennis Courts Reconstruction Plan
DATE SUBMITTED: May 7, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY:

[Signature]
Village Deputy Treasurer

Initial Project Costs: Variable but estimated to be \$130,000
Future Ongoing Costs: 7-year maintenance costs of approx. \$8,000
Physical Impact (on people/space): Potential construction of multi-use sport court
Residual or Support/Overhead/Fringe Costs: Administrative and labor

ATTACHMENTS:

1. Cedar Corporation Rendering for Tennis Court and Pickleball Courts, Dated May 8, 2020
2. Cedar Corporation Estimated Opinion of Probable Cost, dated May 8, 2020
3. Draft Donor Letter for Tennis Court Reconstruction, Dated May 1, 2020
4. Barco Memorial Park Benches, 6' Cedar panels and black brackets

STAFF RECOMMENDATION:

Motion to approve the bid summary and rendering for the construction of a tennis court and pickleball courts at Fireman's Park, subject to the review and approval of Village Engineer Ron Dalton.

APPROVED FOR SUBMITTAL BY:

[Signature]
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. _____



Village of Richfield

Firemans Park

May 8, 2020

Estimated Opinion of Probable Cost

Pickleball and Tennis Courts

Cost Estimate to Construct Pickleball and Tennis Courts

ITEM	QUANTITY	UNIT COST	TOTAL COST
COMMON EXCAVATION / SITE GRADING	625 CY	\$20.00	\$12,500.00
6" BASE AGGREGATE UNDER SIDEWALK AND COURTS	480 TN	\$20.00	\$9,600.00
2.5" ASPHALT	185 TN	\$100.00	\$18,500.00
4" CONC. SIDEWALK	1100 SF	\$5.00	\$5,500.00
10' FENCE	350 LF	\$45.00	\$15,750.00
6' FENCE	174 LF	\$30.00	\$5,220.00
4' FENCE	25 LF	\$24.00	\$600.00
3' GATE	4 EA	\$200.00	\$800.00
PICKLEBALL NET POSTS / GROUNDSLEVES	4 EA	\$350.00	\$1,400.00
PICKLEBALL NETS / CENTER STRAP / ANCHORS	2 EA	\$350.00	\$700.00
TENNIS NET POSTS / GROUNDSLEVES	2 EA	\$400.00	\$800.00
TENNIS NET/ CENTER STRAP / ANCHORS	1 EA	\$400.00	\$400.00
PAINT -ASPHALT 30 GAL	4 EA	\$575.00	\$2,300.00
WHITE PAINT ON ASPHALT - COURT LINES	4 GAL	\$50.00	\$200.00
PRACTICE WALL 10' X 20'	1 EA	\$7,500.00	\$7,500.00
LAWN RESTORATION	3120 SF	\$2.50	\$7,800.00
SUBTOTAL CONSTRUCTION			\$89,570.00
CONTINGENCY 8%			\$7,165.60
TOTAL			\$96,735.60

ITEM ALTERNATE BID	QUANTITY	UNIT COST	TOTAL COST
10' FENCE COATED *	350 LF	\$12.00	\$4,200.00
6' FENCE COATED *	174 LF	\$8.00	\$1,392.00
4' FENCE COATED *	25 LF	\$6.00	\$150.00
3' GATE COATED *	4 EA	\$250.00	\$1,000.00
LANDSCAPING BEDS - MULCH	980 SF	\$2.00	\$1,960.00
PLANTS / SHRUBS	16 EA	\$45.00	\$720.00
STONES	12 EA	\$80.00	\$960.00
BENCHES	2 EA	\$3,500.00	\$7,000.00
TRASH RECEPTACLE	1 EA	\$2,500.00	\$2,500.00
PLANTERS	4 EA	\$750.00	\$3,000.00
SUBTOTAL CONSTRUCTION ALTERNATES			\$22,882.00

* This represents an additional cost over the base cost above.

CONTINGENCY 8%	\$1,830.56
TOTAL	\$24,712.56

SUBTOTAL CONSTRUCTION AND ALTERNATES	\$112,452
CONTINGENCY 8%	\$8,996
ENGINEERING AND ADMIN	\$12,000
TOTAL CONSTRUCTION ALL ELEMENTS	\$133,448



May 1, 2020

Business Name
Attn: (Individual's Name)
Street Address
WI, Zip

RE: Contribution for Community Tennis Court Construction

Dear (Individual's Name),

My name is Jen Keller, I am the Administrative Services Coordinator for the Village of Richfield. I'm writing you today to promote a community-wide effort to raise funds for the reconstruction of the Village of Richfield Tennis Courts located in Fireman's Park in the northeast corridor of the Village. These courts were originally constructed in the 1980's and have been utilized by many families, summer school programs, and community organizations for decades. While we have actively worked to maintain these courts, time has taken a toll on this vital park amenity and it is time to grab our shovels and construct a new and improved sport court!

As a prominent business in the Community, we ask that (Insert Business Name) considers contributing to this vital community amenity in the Village of Richfield Parks system. Current estimates for the reconstruction of the court's ranges from \$89,000-\$100,000. We understand the importance of public engagement between local businesses and residents of our wonderful Richfield community. We kindly ask that you consider contributing to this exciting 2020 park improvement!

Should you have interest in discussing this project further, I can be reached at 262-628-2260 ext. 113 or via email at asc@richfieldwi.gov. I plan on reaching out to you as a follow up the week of May 11th to see if there are any questions I may be able to answer.

Sincerely,

Jen Keller
Administrative Services Coordinator
Village of Richfield

[← BACK TO PRODUCT DETAILS](#)

Memorial Park Bench

\$738.85

ADD TO CART - 1 +



Options

4' 6' 8'
4' 6' 8'

Select Board Color

- Evergreen
- Black
- Desert Tan
- Cedar
- Gray
- Brown

Select Frame Color

- Black
- Brown
- Evergreen

NEXT →

Text

My Designs

CAPTURE

START OVER

ZOOM 66%



PRODUCT OVERVIEW

5b



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Eagle Scout projects to improve public land
DATE SUBMITTED: May 6, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE PROPOSED IMPROVEMENTS TO PUBLIC LAND?

ISSUE SUMMARY:

Staff met with Ben Loosen in early March to discuss potential Eagle Scout projects which would benefit the parks throughout the Village. After identifying a handful of options, Ben indicated he was most interested in pursuing the creation of uniform park signage and would seek Park Commission approval of designs before proceeding. In the weeks following that meeting, Administrative Services Coordinator Jen Keller and DPW Supervisor Brett Thicke were contacted by Jamison Duehring, a second Boy Scout inquiring about the possibility of completing an Eagle Scout project for the Village. Jamison quickly indicated he had taken time to review the Bark Lake Park Comprehensive plan and hoped to create a Bark Lake Park sign as well as an enclosure for the Port-A-John unit in the park. Staff felt each Scout could continue with their interest in reconstructing signs, with the condition that the Village Engineer would draft a sign "template" so that each Scout would produce an identical sign. Staff presents the Park Commission with three (3) considerations for improvements of public lands:

- (1) Park Commission consideration for the approval of the proposed signage, to be installed on P-1, Parks and Recreation District properties at Nature Park/Historical Park, Heritage Park, Fireman's Park, and Bark Lake Park
- (2) Park Commission consideration of the location of each sign
- (3) Park Commission consideration of the proposed Port-A-John enclosure at Bark Lake park

Design of Park Signage

The proposed signage is classified as a "ground sign" per Village Code, Chapter 309 "Signs" by definition these signs are, "a freestanding sign affixed to or placed on the ground and independent of any buildings or other permanent structure."

The following language further explains the size regulations for signs placed on property zoned P-1, Parks and Recreation District,

"Ground signs shall not exceed 10 feet in height, for ground monument signs, above the main center-line grade of the nearest street and shall not exceed 32 square feet on one side at the street property line but may be increased in sign area size one square foot for each one foot the sign is set back from the street property line to a maximum of 150 square feet on one side"

Two (2) design options are before the Park Commission which would comply with provisions of Village Code related to the construction of a sign. "Park Sign Option 1" incorporates 4" x 4" treated or cedar post which is buried a minimum of 4'. The main post is held by carriage bolts and lettering is created with a router. The sign would be hung from the arm of the sign with the use of screw eye lag bolts. The proposed "Park Sign Option 2" was designed using a 8" x 8" treated or cedar post and also requires at least 4' of the post is buried in a concrete footing. The diagonal support arm of the sign would be held with lag bolts and the main pots would be held by carriage bolts. The wooden sign would be hung with screw eye lag bolts and the post would be covered with a wood or copper cap. It was the intent for Staff to present these two renderings as examples of a simplified sign and a more decorative design.



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Eagle Scout projects to improve public land

DATE SUBMITTED: May 6, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

Location of Signage

The second consideration before the Park Commission relates to the location of each sign once they are ready to be installed. Village Code, Chapter 309 "Signs" outlines setback requirements for signs constructed on P-1, Parks and Recreation District properties,

"Only one ground sign shall be allowed to be constructed on a street frontage of a single (individual) property, and no ground sign shall be placed closer than 150 feet to another ground sign or projecting sign. Ground monument signs must be at least 10 feet from public rights-of-way and not within a vision triangle, unless otherwise reviewed and approved by the Plan Commission. Ground pole signs in P-1 Districts are not permitted."

It will also be the decision of the Park Commission whether or not the preexisting signs at a few of Village Parks will remain where they are currently are located or be torn down and replaced should the Park Commission be of a mind to approve one (1) of the two (2) proposed designs.

Staff has attached the Washington County GIS aerial overviews to indicate where current signage exists, if any, and where alternate locations may be considered. Nature Park/ Historical Park currently has a sign constructed at the west entrance of the Park on STH 164. Proposed location #1 would replace the current sign. Alternatively, the proposed location #2 was placed at the north end of the Park, so as to avoid replacing the sign that currently exists and conversely "adds" a sign to the park at the second access. It's important to note, Staff would work in concert with the Richfield Historical Society in order to proceed with proposed location #2, as well as seek their opinion regarding the potential removal of the current sign at the STH 164 entrance. The proposed locations for Fireman's Park signage include two (2) options which are as far east as they can be, without being situated on private property owned by the Richfield Volunteer Fire Company. Proposed location #1 is in the southwest corner of the park and proposed location #2 is situated in the southcentral area of the park between the outfield of the baseball diamond and site for the current and future tennis courts. Heritage Park location #1 proposes the replacement of the current sign located at the east entrance of the park. Alternatively, proposed location #2 would allow for the installation of a sign at the south entrance to the park, where no signage is currently present. Lastly, Bark Lake Park proposed sign location #1 is at the furthest northwest point of the park, while proposed location #2 is placed closer to the flag, just north of the shelter.

Bark Lake Park – Portable Facility Enclosure

A final component of improvements to public lands before you tonight includes a proposal of a permanent enclosure for the Bark Lake Park Port-A-John unit. Currently, the unit sits near the open-air shelter and is exposed on all four sides. Jamison Duehring has provided staff the following description of the project,

"My conceptual plan for the enclosure includes concrete, 2x4's, 1x6's, galvanized metal poles, and other hardware. I have the enclosure designed to have a concrete slab below the unit and have the metal pipes and vertical wood siding around it on three sides. The depth of the concrete will be around 4 inches deep and have 4 inches of gravel below the concrete. The pipes that hold up the boards would be installed in a hand-dug hole, and have concrete poured around to keep it sturdy. There are three horizontal rows of 2x4's to secure the vertical cedar 1x6's to complete the enclosure. I plan to use cedar planks for the exterior because they will last longer than most other boards and look nice for the park."

Renderings of the enclosure have been provided for your review as an attachment.



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

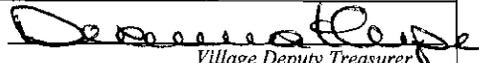
MEETING DATE: May 13, 2020

SUBJECT: Eagle Scout projects to improve public land

DATE SUBMITTED: May 6, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: Engineering Costs

Future Ongoing Costs: Maintenance

Physical Impact (on people/space): New signage at Village Parks and permanent enclosure for Bark Lake Park portable facility

Residual or Support/Overhead/Fringe Costs: Administrative time

ATTACHMENTS:

1. "Park Sign Option 1" rendering from Cedar Corporation Engineer Patrick Beilfuss
2. "Park Sign Option 2" rendering from Cedar Corporation Engineer Patrick Beilfuss
3. GIS aerial overviews of proposed sign locations
4. Village Code Chapter 309.23(C), Signs
5. Bark Lake Park Port-A-John Enclosure Drawings
6. Eagle Project Navigation Guide

Design of Signage

Motion to approve "Park Sign Option ?" as a template for the construction of signs at all Village Parks by Scout Loosen at Nature Park/Historical Park, Fireman's Park and Heritage Park and by Scout Duehring at Bark Lake Park.

Location of Signage

Motion to approve park signage to be installed at proposed location #? at Nature Park/Historical Park.

Motion to approve park signage to be installed at proposed location #? at Fireman's Park.

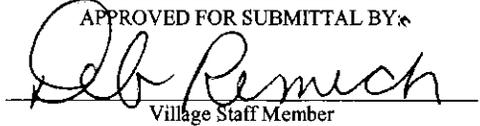
Motion to approve park signage to be installed at proposed location #? at Heritage Park.

Motion to approve park signage to be installed at proposed location # at Bark Lake Park.

Bark Lake Park Improvement

Motion to approve the proposed Port-A-John enclosure submitted by Scout Duehring for improvement to Bark Lake Park

APPROVED FOR SUBMITTAL BY:


Village Staff Member

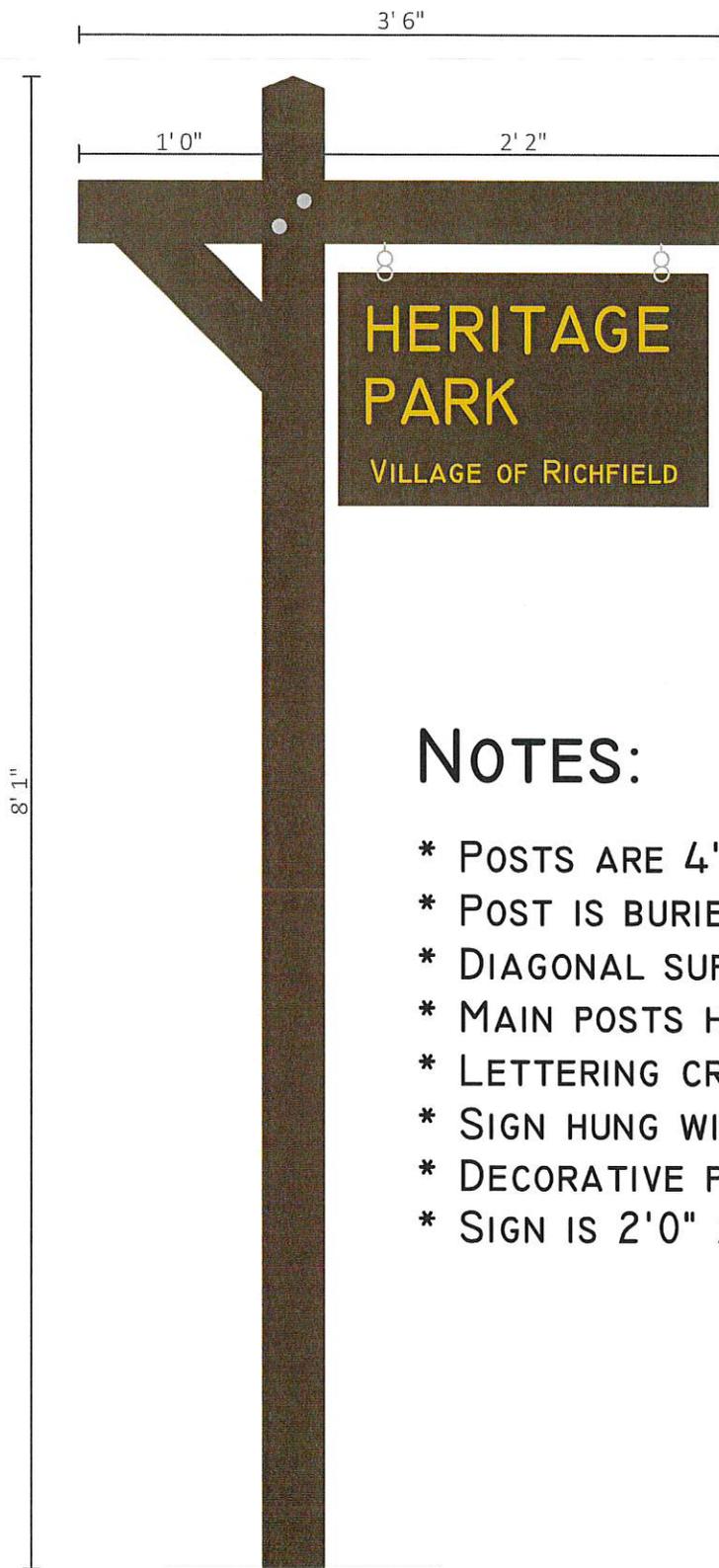
Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

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

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

PARK SIGN OPTION I

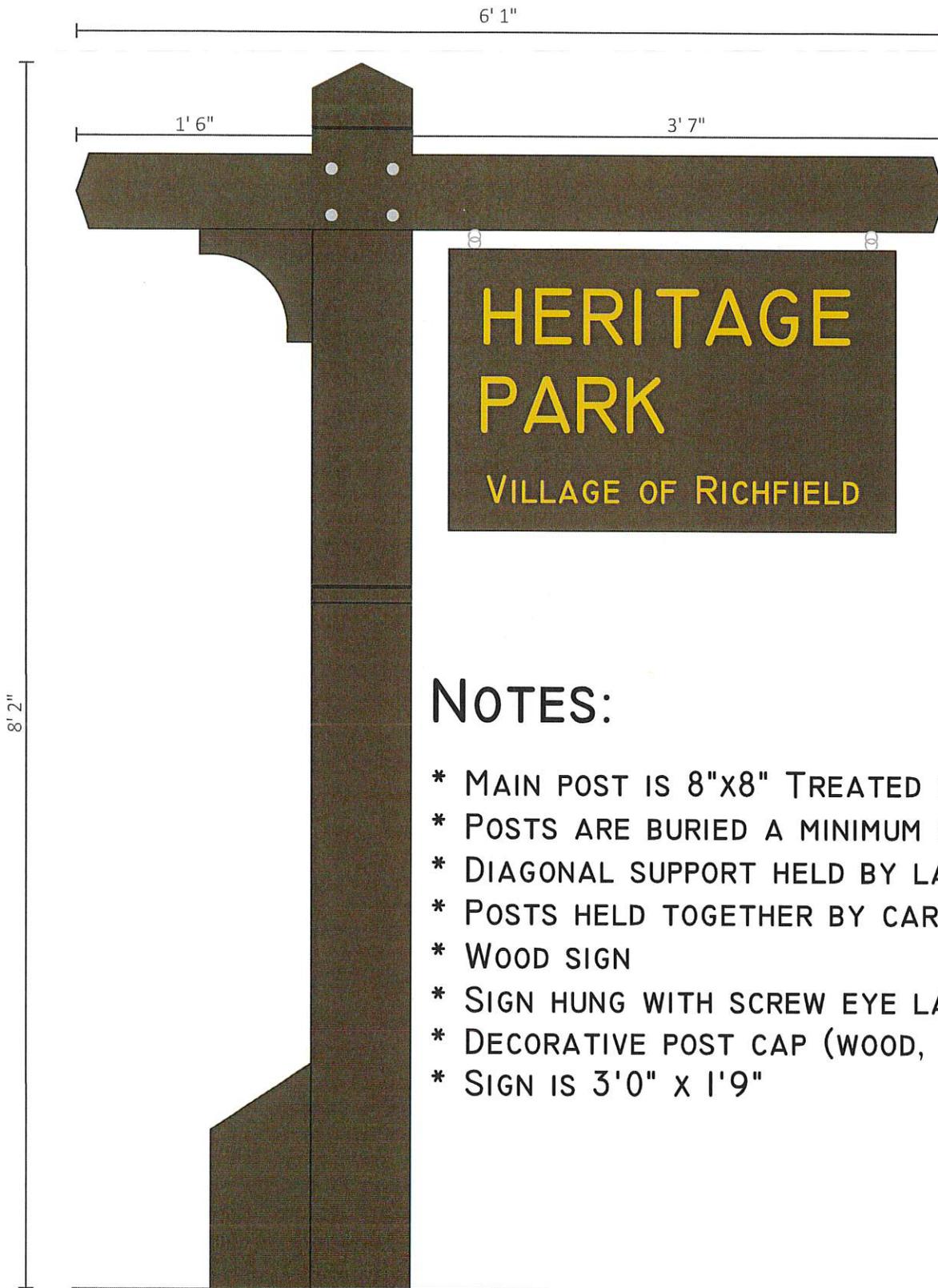


Posts Extend Minimum 4' Below Surface

NOTES:

- * POSTS ARE 4"X4" TREATED OR CEDAR
- * POST IS BURIED A MINIMUM 4'
- * DIAGONAL SUPPORT HELD BY LAG BOLTS
- * MAIN POSTS HELD BY CARRAIGE BOLTS
- * LETTERING CREATED WITH ROUTER
- * SIGN HUNG WITH SCREW EYE LAG BOLTS
- * DECORATIVE POST CAP (WOOD OR COPPER)
- * SIGN IS 2'0" X 1'3"

PARK SIGN OPTION 2



NOTES:

- * MAIN POST IS 8"X8" TREATED OR CEDAR
- * POSTS ARE BURIED A MINIMUM 4'
- * DIAGONAL SUPPORT HELD BY LAG BOLTS
- * POSTS HELD TOGETHER BY CARRAIGE BOLTS
- * WOOD SIGN
- * SIGN HUNG WITH SCREW EYE LAG BOLTS
- * DECORATIVE POST CAP (WOOD, COPPER OR CUT)
- * SIGN IS 3'0" X 1'9"

Posts Extend Minimum 4' Below Surface

NATURE PARK / HISTORICAL PARK GIS AERIAL



● = CURRENT SIGN LOCATION & PROPOSED LOCATION #1

● = PROPOSED LOCATION #2



FIREMAN'S PARK GIS AERIAL (NO CURRENT SIGN)



● = PROPOSED LOCATION #1

● = PROPOSED LOCATION #2

HERITAGE PARK GIS AERIAL

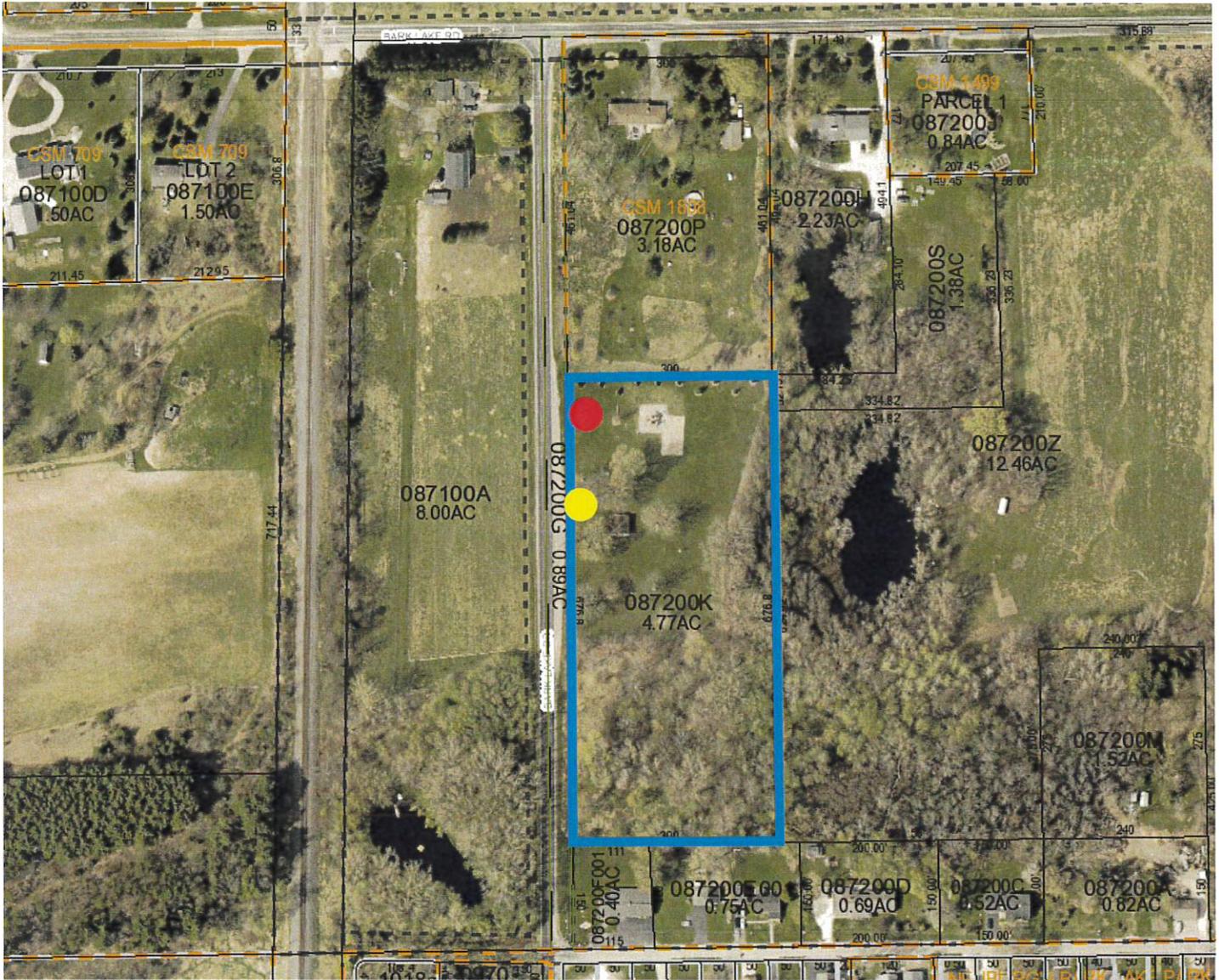


● = CURRENT LOCATION AND PROPOSED LOCATION #1

● = PROPOSED LOCATION #2



BARK LAKE PARK AERIAL (NO CURRENT SIGN)



● = PROPOSED LOCATION #1

● = PROPOSED LOCATION #2



Chapter 309. Signs

Article IV. Signs Permitted with Permit

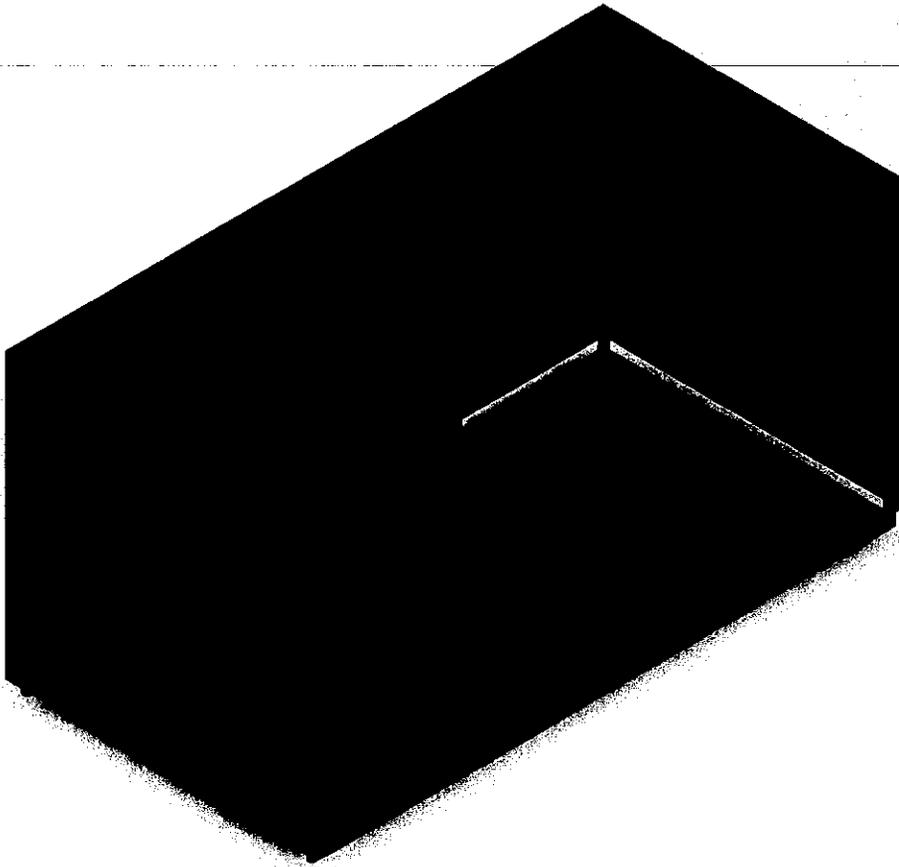
§ 309-23. P-1 Park and Recreation Districts.

[Amended 2-17-2011 by Ord. No. 2011-2-1]

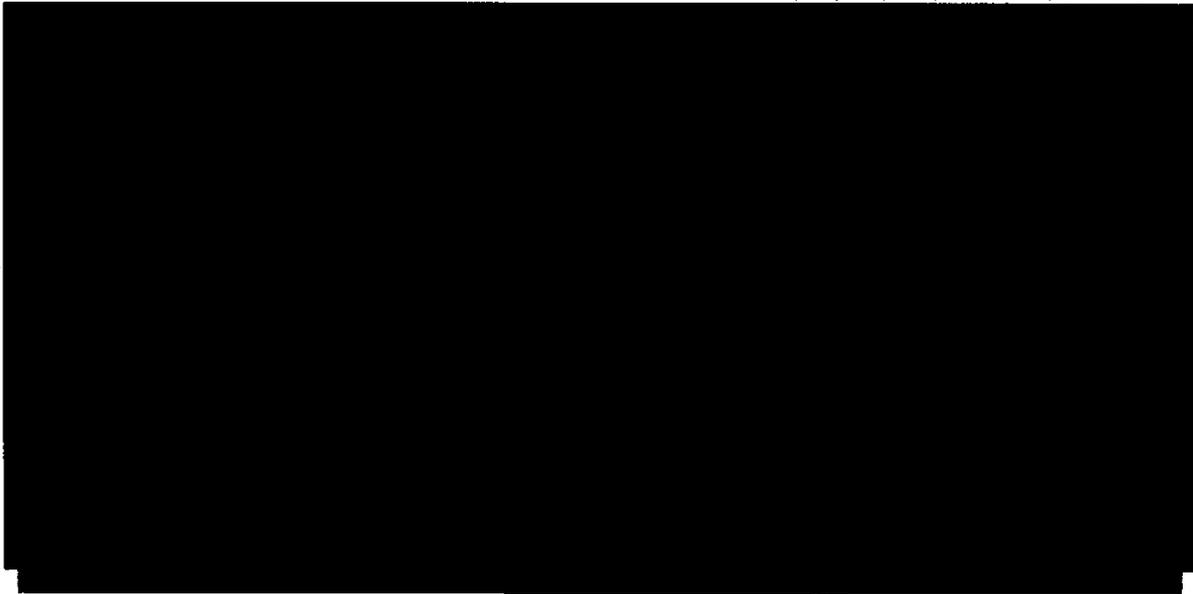
Signage for parks may only provide information to identify the facility or to promote public or private park events or functions directly related to the facility, unless explicitly stated elsewhere in this chapter. Advertising of products and/or services is not permitted, except as may be incidental to the message on a temporary sign or as a permitted temporary support banner. The following signs are permitted in P-1 Park and Recreation Districts, and publicly/privately owned park district properties, upon the granting of a permit and subject to the following regulations:

- A. Wall signs. Wall signs placed on or against the exterior walls shall not extend more than one foot outside of a building's wall surface and shall not exceed in sign area the equivalent of one square foot of signage for every linear foot of building frontage facing an access street for any one premises. Wall signs shall not extend above the ceiling level of the top floor of the building upon which they are located.
- B. Projecting signs. Projecting signs fastened to, suspended from or supported by structures on buildings shall not exceed 50 square feet in sign area or 100% of the setback from the property line as expressed in square feet, whichever is larger, for any one building, shall not extend more than six feet from the building facade, shall not extend into any public right-of-way, shall not be less than 10 feet from all lot lines or within vision triangles, shall not exceed a height of 20 feet above the adjacent center-line street grade and shall not be less than 10 feet above a sidewalk or 15 feet above a driveway or an alley, and may not be located within 150 feet of a ground sign.
- C. Ground signs. Ground signs shall not exceed 10 feet in height, for ground monument signs, above the main center-line grade of the nearest street and shall not exceed 32 square feet on one side at the street property line but may be increased in sign area size one square foot for each one foot the sign is set back from the street property line to a maximum of 150 square feet on one side. Only one ground sign shall be allowed to be constructed on a street frontage of a single (individual) property, and no ground sign shall be placed closer than 150 feet to another ground sign or projecting sign. Ground monument signs must be at least 10 feet from public rights-of-way and not within a vision triangle, unless otherwise reviewed and approved by the Plan Commission. Ground pole signs in P-1 Districts are not permitted.^[1]
[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- D. Bulletin boards. Bulletin boards may be permitted up to 32 square feet upon issuance of a permit from the Building Inspector. Such signs shall be set back from the property line at least 1/4 of the building setback requirements of the district in which they are located and be illuminated only to the extent necessary to permit reading of the sign from a maximum distance of 10 feet.

Port-A-John Enclosure – Top Left Angle



Port-A-John Enclosure – Front





Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.

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VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Nature Park Inventory Assessment

DATE SUBMITTED: May 8, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

DISCUSSION ONLY: NATURE PARK MASTER PLAN ASSESSMENT OF NEEDS AND PLAT OF SURVEY.

ISSUE SUMMARY:

In late February, a site visit to Nature Park was made by Administrative Services Coordinator Jen Keller and DPW Supervisor Brett Thicke. During this site visit photos of all park amenities were taken, and a condition analysis of those amenities was created. Attached for your review is the inventory memo and preliminary assessment of park needs. Additionally, a 2020 Plat of Survey was created by Cedar Corporation for Nature Park. This survey will assist Staff and the Park commission with planning efforts for future expansion or addition of amenities in the park.

Earlier this year, Staff presented the Park Commission with a series of dates for the purpose of completing portions of the Nature Park Master Plan incrementally. Since that meeting, there has been a series of setbacks for this project due to a major election and shift in the way business has been conducted "as usual." With that being said, an amended schedule is provided below for your review. Please note, the date of Park Commission and Village Board approvals remains the same from the previously drafted schedule. All dates with an asterisk coincide with a regularly scheduled Park Commission Meeting. Updated notes to the schedule have been left in bold Amendments to the following schedule can be discussed the night of the meeting.

- 4//27/2020 – Meet with engineers to discuss site planning. **(Completed virtually – 2020 Plat of Survey attached)**
- 5/8/2020* – Staff provides Park Commission a memo with preliminary assessment of park needs **(Draft attached)**
- 5/20/2020 – Stakeholder Meeting 1: Richfield Historical Society **(Change to Virtual)**
- 6/8/2020 – Public Workshop Meeting **(Change to Online Survey)**
- ~~4/22/2020 – Community Survey published online~~
- 6/22/2020 – Stakeholder Meeting 2: Richfield Boy Scout and Girl Scout troops
- 7/13/2020 – Public Workshop Meeting 2 **(tentatively scheduled for an in-person workshop)**
- 9/9/2020* – Park Commission Site Visit/Master Plan rough draft submittal and Finalize list of Master Plan projects
- 10/25/2020 – Final site plan drafted and cost estimates back from engineers
- 11/11/2020* – Park Commission Recommends Village Board adoption of the 2020 Nature Park Master Plan
- 11/18/2020 – Village Board considers adoption of 2020 Nature Park Master Plan

FISCAL IMPACT:

REVIEWED BY:

Village Deputy Treasurer

- Initial Project Costs: Engineering Costs
- Future Ongoing Costs: Maintenance
- Physical Impact (on people/space): New Signage at Village Parks
- Residual or Support/Overhead/Fringe Costs: Administrative time

ATTACHMENTS:

1. Nature Park Needs Assessment
2. Nature Park Plat of Survey, dated April 27, 2020



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: May 13, 2020

SUBJECT: Nature Park Inventory Assessment

DATE SUBMITTED: May 8, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

Deb Remuch

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. _____

Nature Park Assessment of Inventory

Features	Condition and Notes
Open Space	Fair - the open space throughout the park is in fair condition. Some work to reestablish grass and even out areas of rutting along the north end of the park could be done. Piles of lumber and poles remain at the northeast end.
Shelter (1)	Good - This shelter boasts ten electrical outlets, a roof in good condition, suitable drainage for the concrete slab and posts in good condition. Future improvements may include sanding and staining the structure and encasing wooden posts.
Picnic Tables (8)	Good - There are six (6) picnic tables in the open air shelter, and one (1) picnic table placed on each of the two (2) observation decks. The tables are in good condition, future improvements may include sanding and staining the picnic tables.
Observation Deck (2)	South Deck, fair - will need to have the trees surrounding the deck trimmed. The trail leading to the south deck has been paved and is ADA accessible. Sanding and staining the structure would improve the condition. East Deck, fair - minor trimming of trees surrounding the deck will need to be done. Sanding and staining the structure would improve the condition.
Trees	Good—The Nature and Historical Park trees are in good condition. There is an assortment of American Basswood, American Elm, Apple Spp., Black Cherry, boxelder, Bur Oak, Cherry and Plum Spp., Colorado Spruce, Eastern Redcedar, Glossy Byckthorn, Green Ash, Northern Red Oak, Hawthorne Spp., Northern White-Cedar, Norway Maple, Norway Spruce, Red Elm, Shagbark Hickory, Siberian Elm, Stump, Sugar Maple, White Ash. It is presumed all Green Ash and White Ash trees have been removed from the areas in which tree inventory was taken. Future plantings could include Aspen, Honey Locust, Linden, and varieties of Oak, Maple, Pine, Spruce and River Birch.
Benches (15)	Good - two (2) benches are placed along the outskirts of the pond area. The other 10 have been placed along the nature trail at each bird watching station. These benches were constructed in 2018 for an Eagle Scout project.
Parking Lot (1)	Good - the parking lot and park access from STH 164 was resurfaced in 2017 with the use of reclaimed asphalt.
Port-A-John (1)	Good - There is a three (3) sided enclosure for the Port-A-John in this park. The enclosure could benefit from being sanded and re-stained.
Nature Trails	Good - trails are visible and cleared throughout the park with signage.
Horse Riding Trails	Good - condition and clearing of this trails is good. Horse trail signs have been placed along the trail to help guide users. Orange ribbons appear to have been added to the large posts guiding the trail as well. These indicators may dictate locations where additional horse icons are necessary.
Bird Watching Stations (10)	Good - these stations are dispersed throughout the park along the nature trails. They are structurally sound and generally in good condition.

Features (Cont.)	Condition and Notes (Cont.)
Signs	At the entrance to the park there is one (1) park sign at the STH 164 entrance. In the parking lot there are signs with fair condition ratings. The handicap parking sign, welcome sign, and pet waste sign are beginning to fade and have minor bends in them.
Waste Receptacles (1)	Good - one (1) permanent waste receptacle located under the shelter. The addition of other receptacles at the shelter and trail access points could be improvements.
Grills (3)	Fair - the outdoor grills located around the shelter are in need of new coal catch pans. The current coal catch pans are rotting and could be replaced.

South Observation Deck



Paved Trail to South Observation Deck



Lumber and Poles Piled at North End of Open Space



Walking Trail Arrow



Bird Watching Station



Open Space Rutting—West of Pond



Bench and Sign for Pond



Hill and Open Space Near Pond



East Observation Deck



Open Air Shelter



Nature Park/Historical Park Entrance Sign



Park Sign on STH 164



Outdoor Charcoal Grill



Nature Park Regulation Sign



Trail Wayfinding Sign



Port-A-John Unit and Enclosure



Park Access—Facing West



Parking Lot—View facing North



Waste Receptacle



Handicap Parking Sign



Plat of Survey

Part of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, the North 10 acres of the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, and the North 50 feet of the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, all in the West half of Section 9, Town 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin

SURVEYOR'S CERTIFICATE

I, Mitchell J. Reimer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, and mapped that part of the Southeast Quarter of the Northwest Quarter, and the North 10 acres of the Northeast Quarter of the Southwest Quarter, and the North 50 feet of the Northwest Quarter of the Southwest Quarter, all located in West half of Section 9, Town 09 North, Range 19 East, Village of Richfield, Washington County, Wisconsin, more particularly described as follows:

Commencing at the West Quarter corner of said Section 09; Thence along the South line of the Northwest Quarter of said Section 09, S 89° 16' 35" E, 40.00 feet; to the Point of Beginning;

Thence, S 89° 16' 35" E, 1284.58 feet to the West line of the Southeast Quarter of of the Northwest Quarter of said section 9;
 Thence, N 00° 32' 18" E, 1321.33 feet along said line to the North line of the Southeast Quarter of the Northwest Quarter;
 Thence, S 89° 14' 49" E, 584.96 feet along said North line;
 Thence, S 28° 39' 49" E, 1516.16 feet to the Center of said Section 9;
 Thence, S 00° 20' 38" W, 328.79 feet along the East line of the Northeast Quarter of the Southwest Quarter of said Section 9;
 Thence, N 89° 16' 35" W, 1324.52 feet to the West Line of the Northeast Quarter of the Southwest Quarter of said Section 9;
 Thence, N 00° 18' 58" E, 278.84 feet along said line to the South line of the North 50.00 feet of Northwest Quarter of the Southwest Quarter of Section 9;
 Thence, N 89° 16' 35" W, 1284.56 feet along said line;
 Thence, N 00° 17' 33" E, 50.00 feet; to the Point of Beginning.

Said parcel contains 1761207 square feet or 40.43 +/- Acres.

That I have made such survey, land division, and map at the direction of Village of Richfield, 4128 Hubertus Road, Village of Richfield, Wisconsin, 53033. That such map is a correct representation of the exterior boundaries of the land surveyed, and that I fully complied with the provisions of, A-E 7 of the Wisconsin Administrative Code, in surveying, and mapping the same. Said survey is subject to easements of record and as shown.

Dated this 27th day of April, 2020.

Mitchell J. Reimer
 Mitchell J Reimer, P.L.S. #3123-8



WEST 1/4 CORNER SECTION 9
 TOWNSHIP 09 NORTH
 RANGE 19 EAST
 FOUND CONCRETE MONUMENT WITH
 BRASS CAP
 X=341309.885
 Y=124187.228

P.O.B. N00° 17' 33"E 50.00'

S89° 16' 35"E 1284.58'

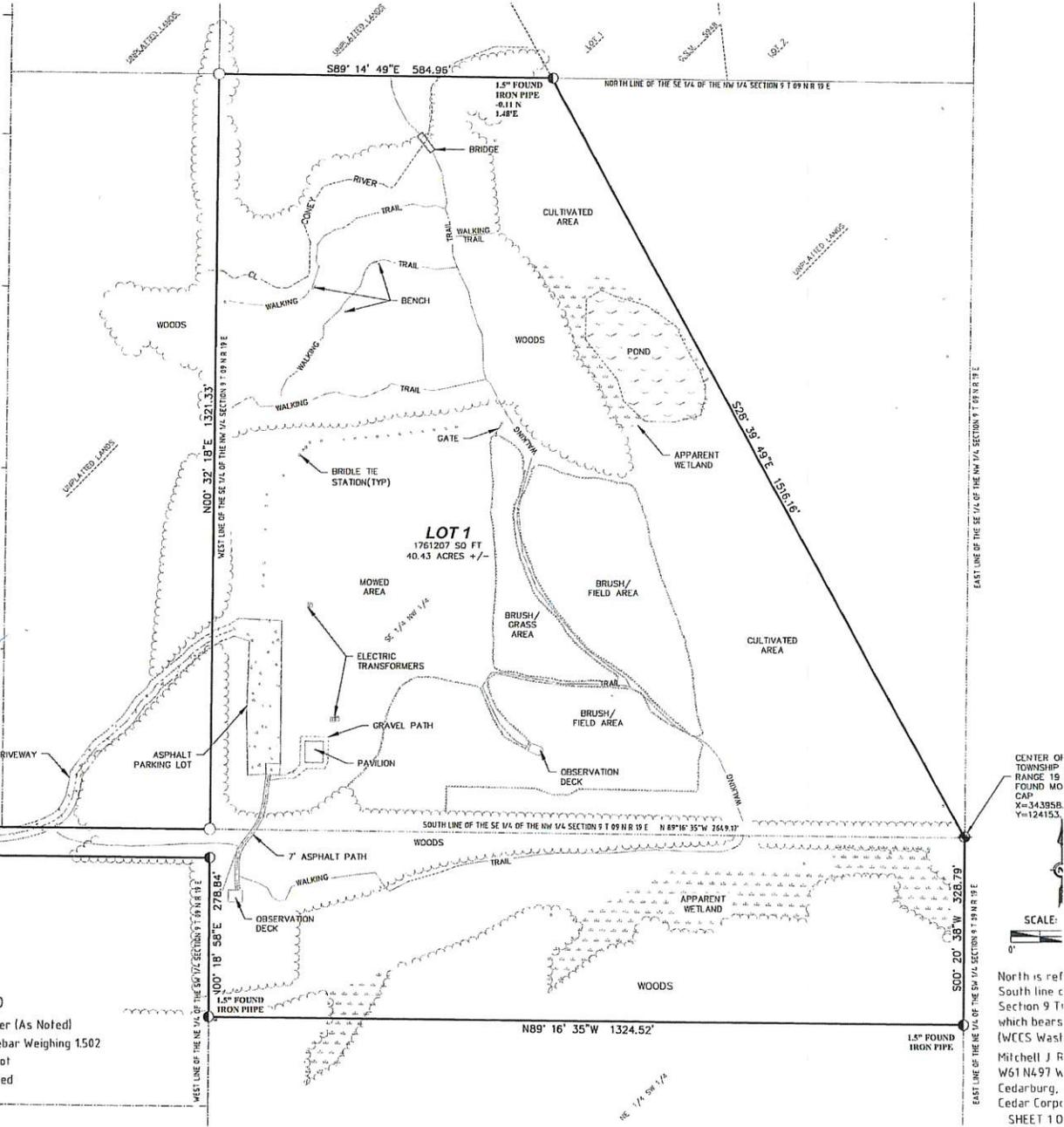
N89° 16' 35"W 1284.56'

S.T.H. 164
 R.O.W.

OWNER/PREPARED FOR:
 Village of Richfield
 4128 Hubertus Road
 Hubertus, WI 53033

LEGEND

- Government Corner (As Noted)
- Set 3/4" x 18" Rebar Weighing 1502 Pounds/Lineal Foot
- ⊙ Found Iron as noted



CENTER OF TOWNSHIP
 RANGE 19
 FOUND MO
 CAP
 X=343395.8
 Y=124153.

SCALE:
 0'

North is ref
 South line c
 Section 9 T
 which bears
 (WCCS Wast
 Mitchell J R
 W61 N497 W
 Cedarburg,
 Cedar Corp
 SHEET 10

5d

General Park Operations Report for May 2020

Park Commission Members,

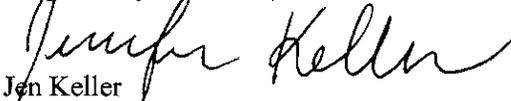
As a part of my position as Village Administrative Services Coordinator, I want to make sure that I have an on-going dialogue with everyone on the Park Commission about General Park Operations. It is important to me that I solicit feedback from this Commission to gain not only a greater personal/professional 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.**

- ✓ **Welcome, Hank!** Hank Wellenkamp was appointed to the Park Commission at the February 27th Village Board meeting. As a Village resident for 25 years and coach for many organizations, including Friess Lake Middle School and Richfield baseball and soccer, he certainly carries a deep appreciation for Village Parks and recreation.
- ✓ **New Village Hall Drop-Box.** Staff has purchased a drop-box that has been affixed to the building at the west entrance. All Board and Commission packets will be assembled and placed in this box for pick up by Commission members wanting to review printed packet materials. This drop-box reduces the cost to mail packets to Board and commission members, while also providing access to them much sooner than the traditional 3-5 days it takes to deliver these materials via First Class Mail. Access code information to the box will be provided to Park Commission members prior to our scheduled meeting.
- ✓ **Youth Sports Update.** RYBSA and RAGE will begin their seasons on June 1st, beginning first with practices, with games to follow. Staff will be provided an amended schedule as soon as one has been created. Soccer indicated interest in contracting for repairs for field #8 while it is not being used. It is possible a fall sports season will resume for Soccer and RYBSA. Staff will encourage our youth sports partners to adopt internal policies regarding COVID 19 safety measures such as sanitizing shared items/surfaces and the like. We will also advise these organizations of any future County Health Department recommendations which would apply to their activities.
- ✓ **Cancellation of Arbor Day Tree Planting.** The Amy Belle 4th graders, Amy Belle PTA President, and Village Staff, had planned for the planting of trees in Heritage Park for April 25th. Unfortunately, these plans have were cancelled for 2020 plantings. Staff have communicated interest to the AMY Belle PTA regarding a 2021 Arbor Day project.
- ✓ **Weed and Fertilizing Bids.** At the April 30th Village Board meeting, the Village Board approved a three (3) year contract for the maintenance of athletic fields via herbicide and fertilizer treatments with Yard Lines LLC. The contractor's bid for service came to a total of \$4,521.60 for one (1) application of fertilizer and herbicide, annually. This application (fertilizer only) is tentatively slated for Wednesday May 20th – Friday, May 23rd. A second application will depend on youth sports organizations being willing and able to pay for a second application. Additional proposals considered ranged from \$8,400 - \$14,000 and includes the three (3) other bids from local contractors. The 2020 Parks Department amount for this line item in the Parks budget was approved for \$5,000.

- ✓ **Community Roots.** The Community Roots program had received seven (7) requests from families in the community hoping to plant trees in honor or in memory of loved ones. Trees have been chosen for Nature Park, Heritage Park, and Fireman' Park. Species chosen include Sugar Maple, Red Maple, Red Oak and Burr Oak. Plaques will be available for an additional fee. Trees will be ordered by mid-May from Wayside Nurseries, Inc.

- ✓ **Richfield Days 2020.** The Richfield Volunteer Fire Company collaboratively met with other community partners earlier this month to discuss Richfield Days which is slated for August 21st – August 23rd. Tentatively, Richfield Days will continue to take place at Fireman's Park. One change that has been explored is the use of an overflow parking lot which would have a shuttle service for visitors to be transported from the lot to the festival ground. This addition allows for more parking as there has been a reduction in available parking space for this year's Richfield Days. The shuttle service would be offered Saturday night for festivities and fireworks. RVFC has stated they are constantly monitoring the recommendations and best practices from both the CDC and the County health department for updates. These updates will assist in the decision-making process regarding the continuation or cancellation of the festival.

Respectfully submitted,



Jen Keller
Administrative Services Coordinator