

AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
October 14, 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. July 14, 2020 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion regarding recognition of 2020 Eagle Scout Projects to improve public spaces
 - b. Discussion/Action regarding Nature Park Master Plan
 - c. 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

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
July 21, 2020
6:00 PM

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:01 p.m.

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

Also Present: Administrative Services Coordinator Jen Keller and DPW Supervisor Brett Thicke.

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. May 13, 2020 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the May 13, 2020 Regular Park Commission meeting; Seconded by Commissioner Filipiak; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion /Action to recommend Village Board denial of bid for the construction of a tennis court and pickle ball courts in Fireman's Park

Chairman Meeks asked if a spring 2021 project would be cheaper.

Administrative Services Coordinator Keller indicated routine public projects such as road improvement projects are publicly bid in February or March of each year because there tends to be lower costs for projects bid at the beginning of the calendar year.

Commissioner Wallenkamp voiced his support of waiting to construct new courts in 2021 as construction in the fall of 2020 would have led to minimal use of the amenity in the same calendar year accompanied by a full winter season of wear and tear to the courts.

Commissioner Sommers asked how a better bid document and project design would be sought moving forward and asked if the Village could contract with a different engineering firm.

Administrative Services Coordinator Keller stated Staff, Engineers and willing contractors would review the previously designed bid document and make necessary changes before presenting a revised project to the Park Commission.

DPW Supervisor Thicke stated the Village works with Kunkel Engineering for Highway Improvement Projects and with Cedar Corporation for various other projects.

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Commissioner Woelfel stated the engineering firm hired to design and publicly bid the project should not charge a fee for revisions and rebidding of the tennis court and pickleball courts project.

Commissioner Wallenkamp requested that a member of the Cedar Corporation engineering team attend the November Park Commission meeting to present a revised project design and bid document.

Commissioner Sommers asked what the new timeline would be for a project bid in the spring.

Administrative Services Coordinator Keller stated a revised design could be proposed by November, with changes to that proposal reviewed for a second time in January of 2021. It would be the discretion of the Park Commission to recommend Village Board authorization to publicly bid the project.

Motion by Commissioner Filipiak to recommend to the Village Board the rejection of all bids for the reconstruction of a tennis court and pickleball courts in Fireman's Park and to rebid the project in spring of 2021, pending budgetary approval; Seconded by Commissioner Sommers; Motion passed without objection.

b. Discussion/Action regarding Nature Park Master Plan community members and stakeholders' surveys

Chairman Meeks voiced support for permanent bathroom to be an option for a future improvement to Nature Park. Chairman Meeks also hoped the trees would be trimmed around the observation decks and to ask survey questions regarding what improvements could be made to the observation decks and trails so they would be utilized more.

Commissioner Woelfel recommended a play feature constructed of wood and including a sandbox. The Village of Saukville has a playground apparatus similar to the one described. It was also recommended to be a potential Eagle Scout project.

Commissioner Murray voiced support for the inclusion of a proposed amphitheater as a future amenity and asked that it be proposed to the community via a survey question.

Commissioner Bernard stated the stakeholder questionnaire included great questions and could be utilized for the formulation of the community survey.

Commissioner Sommers suggested asking in the community survey why residents may not visit or utilize the amenities in Nature Park.

Motion by Commissioner Bernard to approve the drafted stakeholder survey and to authorize staff to author a community survey for the gathering of information for the Nature Park Master Plan; Seconded by Commissioner Woelfel; Motion passed without objection.

c. Discussion regarding General Park Operations Report

Administrative Services Coordinator (ASC) Keller provided an update regarding youth soccer and baseball/softball. DPW Supervisor Thicke stated the use of Google Docs for scheduling has provided a better means of communication between all organizations. Next, ASC Keller updated the Park

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Commission on the application process with the Wisconsin Department of Transportation for the placement of two (2) Community Wayfinding signs on highway 175 for Fireman's Park.

ASC Keller stated Richfield Days has been cancelled along with several other community events such as Art at the Mill, the Richfield Threshere and Harvest Festival, and the St. Gabriel's Flea Market.

An update was provided regarding current Eagle Scout projects. There are two (2) Eagle Scouts constructing park signs, one (1) Eagle Scout constructing an enclosure for the Bark Lake Park Port-A-John, and one (1) Eagle Scout constructing containers for waste bins in all Village Parks and Boat Launches.

DPW Supervisor Thicke mentioned painting efforts at the Village Parks Building would be completed by month's end.

6. ADJOURNMENT

Motion by Commissioner Filipiak to Adjourn at 6:52 PM; Seconded by Commissioner Bernard; Motion passed without objection.

Respectfully Submitted,


Jen Keller
Administrative Services Coordinator

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VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 14, 2020

SUBJECT: Honoring of local Eagle Scout Candidates
DATE SUBMITTED: October 9, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

DISCUSSION ONLY: RECOGNITION OF EAGLE SCOUT PROJECTS IMPROVING PUBLIC SPACES

ISSUE SUMMARY:

The Village of Richfield has a long and storied history of partnerships in the Boy Scouts of America. The concept of selfless services is one that the Village of Richfield values deeply. Tonight, we honor local Eagle Scout candidates Janson Duerst of Boy Scout Troop #139 and Jamison Duehring of Boy Scout Troop #110 for the completion of their tremendous projects which have improved the Richfield Parks System.

Both individuals have been invited to attend the Park Commission meeting the evening of October 14th to share their experience with the Park Commission. Should both individuals be present, the Park Commission will have the opportunity to ask each Eagle Scout Candidate questions regarding their projects.

FISCAL IMPACT:

REVIEWED BY: _____

Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

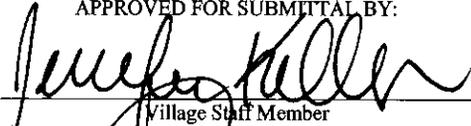
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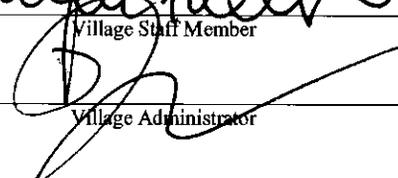
1. Letter honoring Eagle Scout Candidate, Jamison Duehring (Forthcoming)
2. Letter honoring Eagle Scout Candidate, Janson Duerst (Forthcoming)

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:



Village Staff Member


Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

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

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

5b



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 14, 2020

SUBJECT: Nature Park Master Plan Update and Discussion
DATE SUBMITTED: October 9, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

DISCUSSION ONLY: REVIEW OF NATURE PARK MASTER PLAN SURVEY RESPONSES AND COST ESTIMATES FOR FUTURE IMPROVEMENTS

ISSUE SUMMARY:

Update to Planning Process

Earlier in the year, Staff and Park Commission members began the process of developing a Master Plan for the Nature Park. During the July meeting, the Park Commission directed Staff to seek cost estimates for the following amenities:

1. Improvements to grading of the trails and adding finer stone to comply with ADA guidelines
2. Improvements to the façade of the two (2) observation decks, one (1) open air shelter, and Port-A-John enclosure
3. Development of the northeast corner of the park to transform the downhill path to the pond into a sledding hill area
4. Installation of bathrooms near the parking area
5. Construction of a learning space in the Park, to include a tiered seating amphitheater, a pavilion and fire pit area within the space

On August 26th, Staff conducted a site inspection alongside Village Engineer Ron Dalton to gather more information regarding these improvements so that cost estimates could be created and be as accurate as possible. An estimates sheet has been attached for your review. Projects itemized include: 12"x18" signs for tree identification, 6' aggregate or 8' of aggregate for a new walking path/loop in the open space that is ADA compliant, restrooms and well and septic associated with the project, an amphitheater, expansion of the parking, restoration of the asphalt millings along the path at the northeast corner down to the pond area, and the addition of bicycle path tiles.

Staff concluded the carpentry work to improve the façade of the open-air shelter, the Port-A-John and the observation decks was nominal and could be a project either an Eagle Scout Candidate or the Village DPW crew could complete.

Preparing Surveys for Stakeholders and Community Members

Due to COVID-19 health concerns, Staff recommend a physical questionnaire be mailed to all property owners close to the Park in lieu of a public workshop. The survey was also to be published online so community members and park visitors have the ability to participate anytime. Staff published the survey online via SurveyMonkey and promoted the survey online via the Village website as a "Village Highlights" item and on the Village social media pages. Laminated signs were also posted in the park to encourage visitors to complete the survey online. Included for your review are the community survey questions and stakeholder questions, responses to those questionnaires and surveys as well as the revised Nature Park Master Plan document. In total, 143 surveys were mailed to property owners within 3,000 feet of Nature Park. 50 surveys were returned to Village Hall. The online survey was also a great way to collect feedback. While the survey was online from August 28th through October 2nd, another 47 responses were collected, totaling 97 responses!

Changes to note in this updated Nature Park Master Plan include:

- Page 21, Updated tree inventory and walking trails map
- Page 22, Updated Community Survey responses
- Page 30, Updated Stakeholder feedback



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 14, 2020

SUBJECT: Nature Park Master Plan Update and Discussion

DATE SUBMITTED: October 9, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

- Page 32, Updated Goals and Objectives
- Page 38, Appendices with Stakeholder Questionnaire, Community Survey, Project estimates, and lease to farm public land.

It is the hopes of Staff that the Park Commission can review what has been updated in the Master Plan and confirm or amend any of the proposed project. Staff then plan to make necessary changes and finalize the sections related to proposed project, future needs, and complete the general budget estimate worksheet, (pages 33 – 36).

FISCAL IMPACT:

REVIEWED BY: _____
Village Deputy Treasurer

Initial Project Costs: Engineering Costs

Future Ongoing Costs: Maintenance

Physical Impact (on people/space): N/A

Residual or Support/Overhead/Fringe Costs: Administrative time

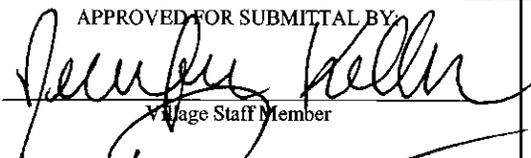
ATTACHMENTS:

1. Updated Draft of Nature Park Master Plan, dated October 9, 2020

STAFF RECOMMENDATION:

None.

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. _____

NATURE PARK MASTER PLAN

(WORKING COPY—LAST UPDATED 10.8.2020)

DATE OF PLAN ADOPTION :

Acknowledgments

We especially thank the park users, community members, neighborhood residents, organizations, and the many others who participated in the development of these plans. Your thoughts, concerns, and ideas have shaped the vision for these parks and will guide improvements for Nature Park for years to come.

VILLAGE OF RICHFIELD BOARD OF TRUSTEES

John Jeffords, President
Dan Neu, Trustee
Bill Collins, Trustee
Tom Wolff, Trustee
Rock Brandner, Trustee

VILLAGE OF RICHFIELD PARK BOARD

Ken Meeks, Chariman
Heidi Woefle, Board Member
Don Filipiak, Board Member
Paul Bernard, Board Member
Diane Sommers, Board Member
Patrick Murray, Board Member
Hank Wallenkamp, Board Member

VILLAGE OF RICHFIELD STAFF

Jim Healy, Administrator
Jen Keller, Administrative Services Coordinator
Deanna Hupe, Deputy Treasurer
Donna Cox, Deputy Clerk
Brett Thicke, DPW Supervisor
Bob Muesch, Shop Foreman
Dave Janzer, Highway Department
Michael Tiedke, Highway and Parks Department
Randy Hottenroth, Highway and Parks Department
Cole Broetzmann, Highway and Parks Department
Joshua Hack, Highway and Parks Department
Sue Rushmer, Treasurer's Assistant
Deb Remich, Office Assistant

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Introduction

Purpose of the Nature Park Master Plan

Demographics and Trends

VILLAGE DEMOGRAPHICS

Like most municipalities around the country, the Village of Richfield experienced tremendous growth from the early 1990s to the early 2000s. The rate of population growth experienced in Richfield, 7.2% and 15.3%, respectively, were significantly higher than what occurred in the State of Wisconsin.

When examining the data by age demographics, the primary age group in Richfield has continued to be the ‘Baby Boomer’ generation, ages 50-64, followed closely by ‘Generation Xs’ in the age range of 39-49. Congruent with the Village’s 2004 overall Village Comprehensive Plan, the Village has continued to see a downward decline in the number of children in the Village (0-17). The Village has seen the direct impact in this demographic needs change most recently in the request for a pickle ball court in Fireman’s Park. Providing amenities to all demographics and users is something the village must remain vigilant in doing during future park planning endeavors.

The Village’s Park Commission, Village Board, and Park Staff have a common and unified goal, to ensure that our parks serve a full spectrum of our community’s recreational needs. By continuing to monitor population trends, area classroom sizes and by maintaining the close partnerships with our youth sports organizations, the Village will be able to respond better to community needs, resolve conflicts among groups of different park users before they occur and manage park assets more efficiently and effectively.

RECREATION TRENDS

Nature Park is one (1) of four (4) Village owned “Community Parks,” three (3) others include:

Name/Description	Acres	Park/Site Type	Ownership	Features/Facilities
Fireman’s Park	13.7	Community	Village of Richfield	Baseball fields, basketball court, picnic tables, shelters, playground equipment
Heritage Park	66.5	Community	Village of Richfield	Baseball fields, picnic tables, shelter areas, playground equipment, soccer fields, walking trails, concession stands

The Village of Richfield continues to have a “surplus” in the allotted acreage it has allocated for all three (3) “Community Parks”, which means the provided amenities are more than suitable for our current residents pursuant to NPRPA standards. It is important the Village identifies its other “Community Parks” and the amenities provided there so we may better understand which amenities are already being provided for at other areas throughout the Village and what we might be deficient in.

Park Type	Existing Acreage	Acres/1000 Persons	Acres NRPA Recommends	Surplus or (Deficit) Acreage
Community	172.2	5 to 10	55.3 to 110.6	116.9 to 61.6
Notes: 2010 Population = 11,339				

Relationship to Other Plans

The Nature Park Master Plan is designed to help implement capital improvements and projects in the park over the next five (5) years. The park master plan is compatible with other planning efforts in the Village including the Village of Richfield's Comprehensive Plan and the Village of Richfield Master Park Plan. In the creation of this plan both the Comprehensive Plan and Master Park Plan were referenced in order to ensure the planning criteria set forth was what is desirable for the Village based upon what was approved previously by the Village Board and Park Commission. It is important that changes within related plans are updated into the individual park master plans to ensure we are offering the community a comprehensive recreation system.

The Comprehensive Park Master Plan was completed and approved by the Village of Richfield Park Commission in 2014. This was the first step in the development of a focused outline to Park Planning in the Village of Richfield.

At the July, 2014 Park Commission meeting the Park Commission voted to approve the Comprehensive Park Master Plan with the following motion:

Motion by Commissioner Heidi Woelfel to approve R2014-07-01, a Resolution Addendum to the 2013-18 Comprehensive Park Plan to include park improvements as an 'Action Plan' pursuant to the requirements of the Wisconsin DNR and to forward the 2013-2018 Comprehensive Park Plan onto the Village Board for formal adoption; Seconded by Commissioner Don Filipiak; Motion passed without objection.

While the Comprehensive Plan gives a broad outline of substantial future projects to pursue, the Park Commission approved this plan under the assumption that more specific plans would be brought forth to give a more encompassing outline and picture as to the development of each individual park.

The implementation of these individual Master Park Plans, and the future projects and items outlined in the plans, will give more clarification to Commission Members, Staff and the public as to the needs of the Village's park system.

The Comprehensive Master Park Plan outlines general necessities for the Village Park system. Staff will utilize this plan as a starting point in order to expound upon those ideas and create master plans that will be utilized in future Capital Improvement Planning and Budgeting criteria.

These Park plans are necessary to ensure that the Park Commission and Staff have direction in where to focus energy and resources in our Village Park system. Staff will continue to track general maintenance and park planning projects throughout the life of the Master Plan in order to ensure, at the time of Master Park Planning updates, we have the necessary information to make immediate and decisive decisions regarding the Comprehensive Park Master Plan and Individual Park Plans.

One Park within the Village that Staff is not responsible for the Master Planning of is the Village of Richfield Historical Park. The Village of Richfield's Historical Park is managed by the Richfield Historical Society via a management agreement held with the Village. Because of this, Master Planning is completed by a number of individuals within the Historical Society and a file of the Master Plan is held at Village Hall. In the same way our Master Plans help us to focus our energy and resources on particular projects in one park at a time, the Richfield Historical Park Master Plan is utilized in the same capacity and gives their Board direction on where to focus energies in the Historical Park.

Park Master Planning Schedule

Due to Staff limitations the Village is forced to focus their energies on only one Park Planning Process per year. Village Staff chose to begin with the Bark Lake Park Master Plan in order to immediately address issues related to intent and use of the Bark Lake Park. We also sought to create a planning and documentation process that could be duplicated as a base format for the remaining park Master Plans. Moving forward, updates to the Park Master Plans will generally be conducted as follows:

2020	Nature Park Master Plan
2021	Fireman's Park Master Plan
2022	Comprehensive Park Master Plan
2023	Bark Lake Park Master Plan
2024	Heritage Park Master Plan
2025	Nature Park Master Plan
2026	Fireman's Park Master Plan
2027	Comprehensive Park Master Plan
2028	Bark Lake Park Master Plan
2029	Heritage Park Master Plan
2030	Nature Park Master Plan
2031	Fireman's Park Master Plan
2032	Comprehensive Park Master Plan
2033	Bark Lake Park Master Plan
2034	Heritage Park Master Plan
2035	Nature Park Master Plan
2036	Fireman's Park Master Plan
2037	Comprehensive Park Master Plan
2038	Bark Lake Park Master Plan
2039	Heritage Park Master Plan

As the Village grows, so will the anticipated need for a larger Village Staff and resources. During this period of growth, the planning schedule may alter due to a shift in demands.

Community Input & The Planning Process

Community engagement was an important part of the planning process to produce this park master plan. Input was solicited from a wide range of stakeholders, and park users. Staff met with the most important stakeholders of this project including: the Richfield Historical Society, Richfield Boy Scout Troop (include all troops) and Hill and Gully Snow Riders. Village Staff sought to gain feedback from the various community stakeholders and relay that information to the Park Commission throughout the Park Planning Process. The Village Park Commission meets regularly on a Bi-Monthly basis which gave Staff ample time to schedule meetings and gain community feedback between Park Meetings.

Below is the list of scheduled dates vital to the Park Planning Process.

Date	Nature Park Master Planning Timeline
April 27, 2020	Meeting with Engineers to Discuss Site Planning
May 8, 2020	Preliminary Staff Assessment of Park Needs
June 17, 2020	Meeting with Richfield Historical Society
July 27, 2020 (<i>Tentative</i>)	Send Survey to local Boy Scout Troops and Hill and Gully Snowriders
August 28, 2020 – October 2, 2020	Online/Mailed Community Member Survey
September 25, 2020	Preliminary Site Plan and Cost Estimates back from the Engineers
October 14, 2020	Finalize list of Nature Park Master Planning Projects
October 30, 2020 (<i>Tentative</i>)	Final Site Plan and Cost Estimates back from Engineers
November 11, 2020 (<i>Tentative</i>)	Park Commission implementation of Nature Park Master Plan
November 18, 2020 (<i>Tentative</i>)	Village Board implementation of Nature Park Master Plan

A preliminary assessment of park amenities was conducted in May and June of 2020. An inventory of the shelters, observation decks, benches, and other various amenities was completed. Because the largest users of this park are the neighboring Richfield Historical Society members, the Hill and Gully Snow Riders, we offered the opportunity for those organizations to meet with staff and discuss what they believed to be their most important needs within a short time period. Staff reached out to several Boy Scout troops in the area and conducted follow up to gather feedback. Unfortunately there were no responses to those requests for feedback via a stakeholder survey.

Residents within 3,000 feet of Nature Park were notified of the survey via a mailed letter and physical survey, accompanied by a self-addressed and postage on the envelope. Of the 143 surveys mailed, 50 were returned. Online, there were 47 surveys completed. In total, the survey results available in this document capture 97 responses from Richfield residents. Staff included survey information in the Richfield Happenings, on social media via Instagram and Facebook, and on the Village website for six (6) weeks.

The survey that was created included demographic questions such as how old the survey participant was and how far they traveled to community parks. Then, participants were asked to rank the condition of current amenities, priorities a list of proposed new amenities, and to leave any comments regarding what they appreciated most about Nature Park and what they would like to propose as an improvement that had not been listed already.

In addition to the public and community input, the Nature Park Master Plan has benefitted from the efforts of key Park Commission members who visit the park on a regular basis. Their input was largely gained through site visits, meeting discussions, and visits to neighboring community nature preserves.

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Nature Park Master Plan

Site Conditions & Analysis

According to NPRA standards, Nature is a “Community Park”. The following are NPRA standards and definitions for each category of parkland, along with the ratio of park acreage to residential population, and the service radius the respective classifications of parks serve.

COMMUNITY PARK

“Parks intended to serve passive and active recreational needs of several neighborhoods or subdivisions. These parks include all of the improvements found in neighborhood parks as well as other possible features such as lighted athletic fields, courts designed for competitive athletics, swimming pools, walking trails, restrooms, picnic conservation lands. These parks are usually located within a short drive or walk of intended users.”

Typical Size: 5 to 40+ acres

Per Capital Standard: 5 to 10 acres per 1,000 residents

Accessibility Standard: 1 to 2 mile radius

Nature Park is a moderately utilized park. It’s main amenities include horse trails, walking trails, two (2) observation/viewing decks, bird watching stations, and one (1) park shelters with electrical service and seating which may be reserved at Village Hall along with the observation decks.



Site Conditions & Analysis Continued

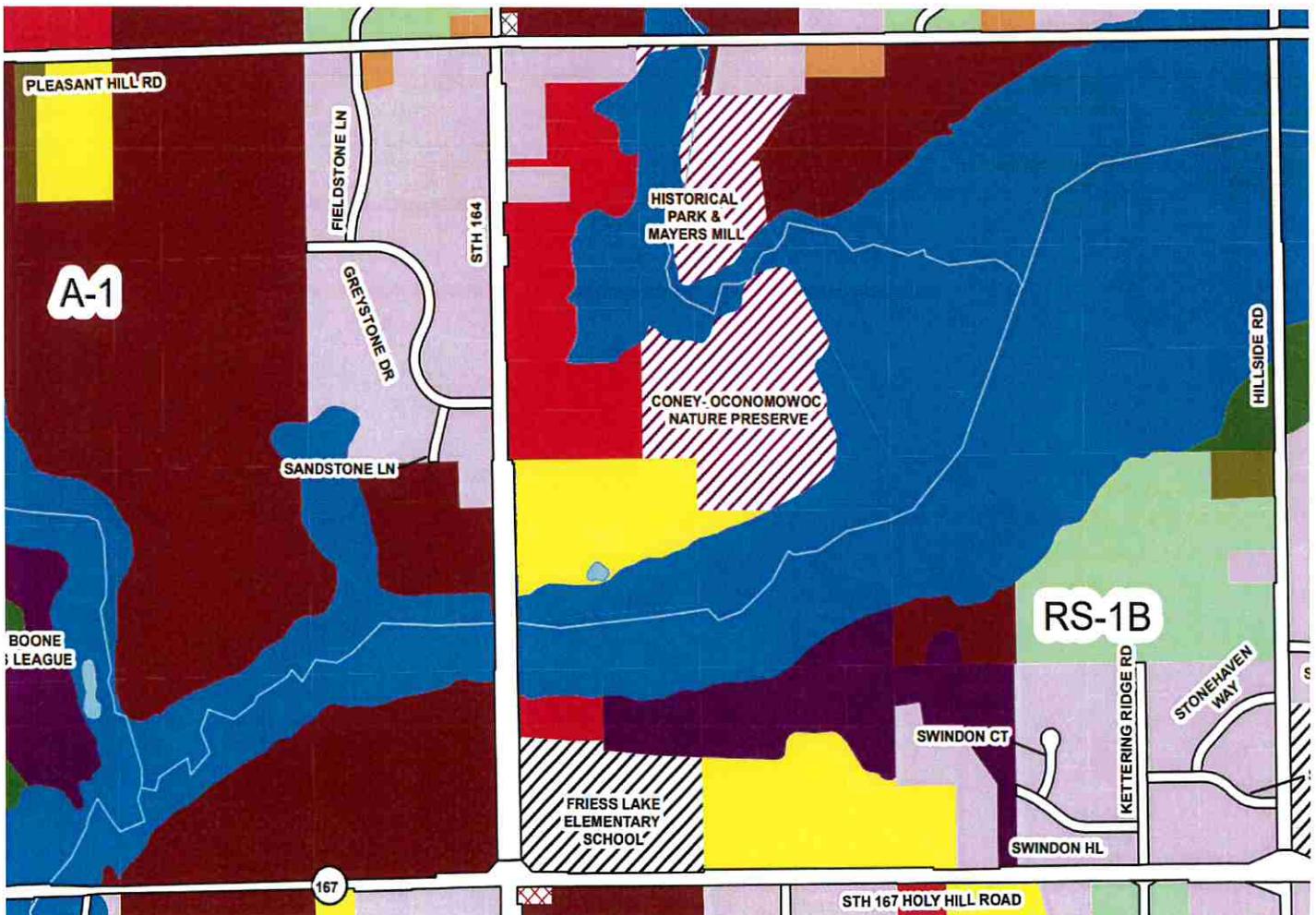
ZONING & TOPOGRAPHY

Nature Park is located in Section 9 of the Village of Richfield. In evaluating the park's potential use, it's important to review the Zoning Map. Nature Park directly abuts the Richfield Historical Park. The vast majority of Nature Park is located on parcel V10_0193. Two (2) additional parcels, V10_0194 and V10_019600A makeup the access parcel and the southern portion of the Park. All three (3) parcels are zoned P-1 Park and Recreation District.

P-1 Park & Recreation District: This district is intended to provide for areas where the recreational needs, both public and private, of the population can be met without undue disturbance of natural resources and adjacent uses.

Nature Park is landlocked to the north and to the west, with the Historical Park and private development. There may be potential for additional land to be gained to the east and south of the Park. There are several areas of open space currently, but for that area to be utilized in any way, site grading and preparation will need to occur.

In preparation of the Nature Park master planning discussions, Staff took an inventory of the current amenities in Nature Park as well as their condition. It was ultimately determined the current amenities provided are adequate, with several higher priority investments in various areas of the Village which could be pursued in order to better accommodate Village residents.



Site Analysis

The aerial overview below illustrates the existing conditions and site analysis for Nature Park and demonstrates how much park land is occupied by wooded wetlands in the northern region of the park. Issues and opportunities identified through the analysis are on the following two (2) pages:

SITE ANALYSIS MAP

Parcel Outline		Shelter	
Parking		Observation Deck	
Open Space Area		Leased Farm Land	



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



East Observation Deck



Bird Watching Station



Open Space Rutting—West of Pond



Bench and Sign for Pond



Hill and Open Space Near Pond



Horse Trail Marker



Open Air Shelter



Nature Park/Historical Park Entrance Sign



Park Sign on STH 164



Outdoor Charcoal Grill



Nature Park Regulation Sign



Trail Wayfinding Sign



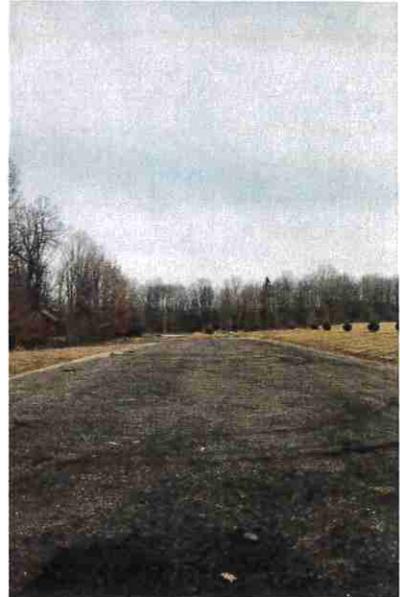
Port-A-John Unit and Enclosure



Park Access—Facing West



Parking Lot—View facing North



Waste Receptacle



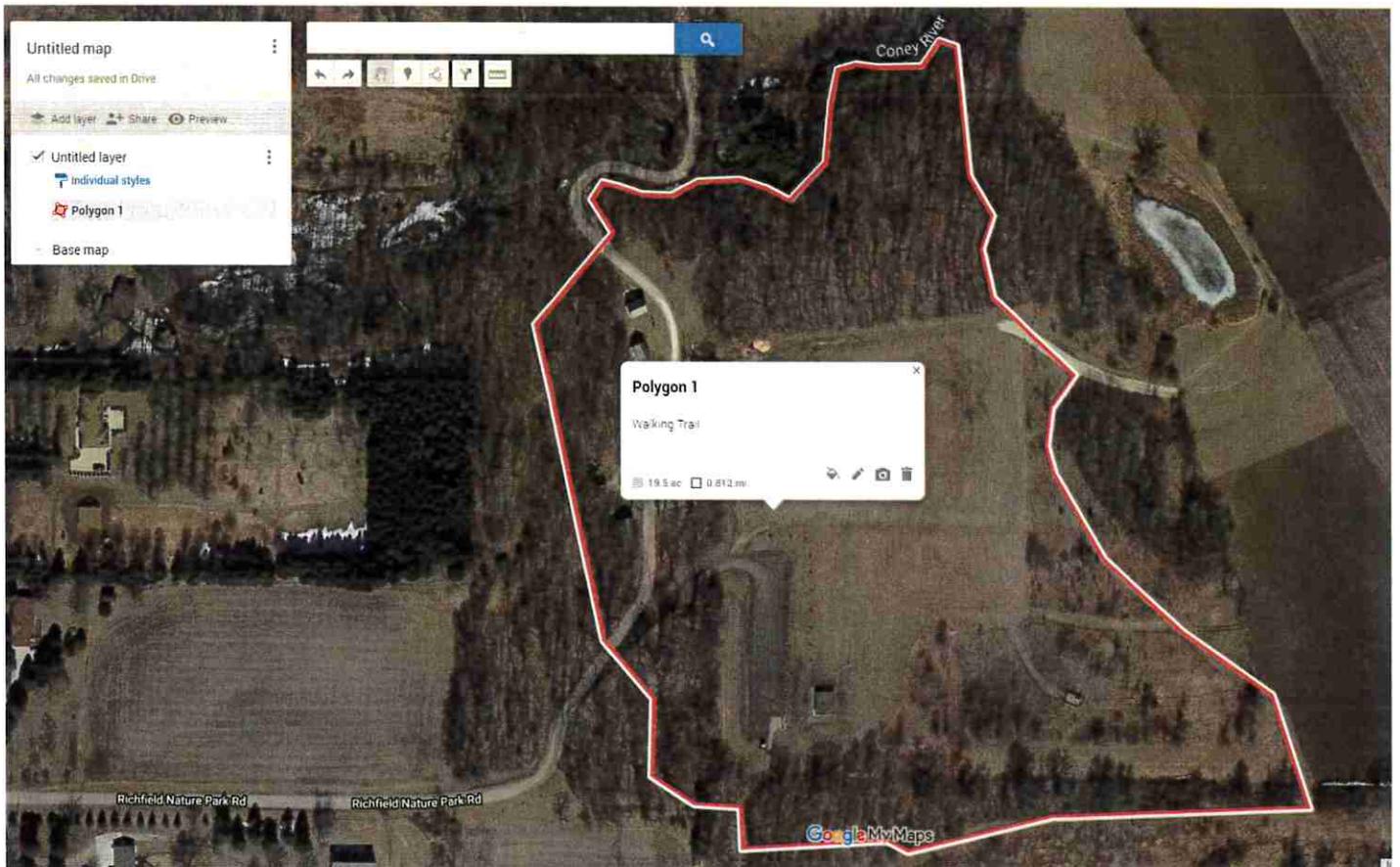
Handicap Parking Sign



2020 Tree Inventory

Tree	Number	Tree	Number	Tree	Number
American Basswood	2	Cherry and Plum Spp.	4	Norway Maple	1
American Elm	13	Colorado Spruce	5	Norway Spruce	8
Apple Spp.	7	Crimson King Norway Maple	10	Quaking Aspen	12
Autumn Blaze Maple	2	Eastern Redcedar	3	Red Elm	10
Black Cherry	15	Glossy Buckthorn	2	Shagbark Hickory	2
Boxelder	11	Hawthorn Spp.	2	Siberian Elm	13
Bur Oak	1	Mulberry Spp	1	Sienna Maple	4
Burgundy Belle Maple	4	Northern Red Oak	4	Somerset Maple	3
Callery Pear Spp	1	Northern White-Cedar	2	Sugar Maple	7

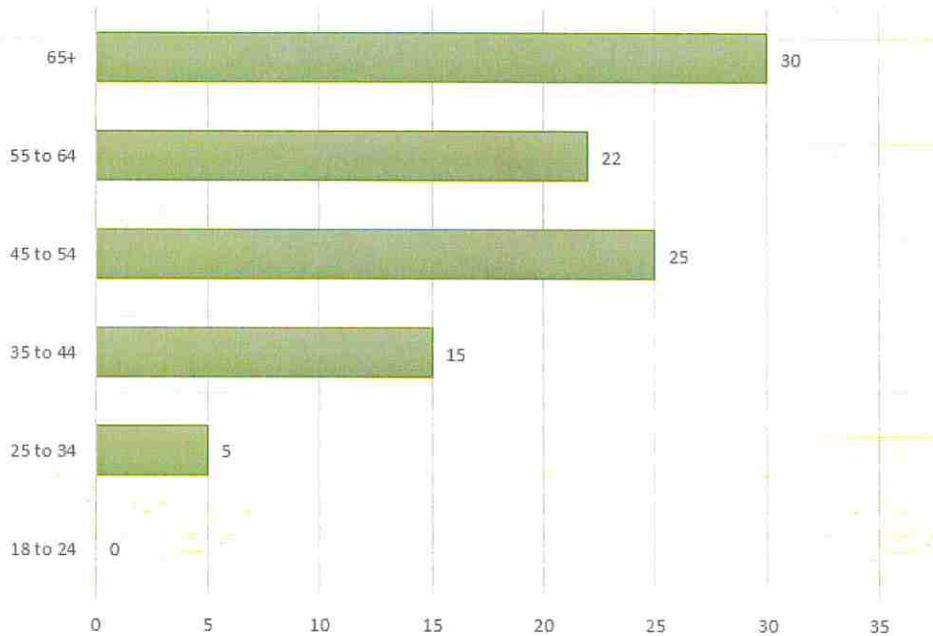
Map of Current Walking Trail



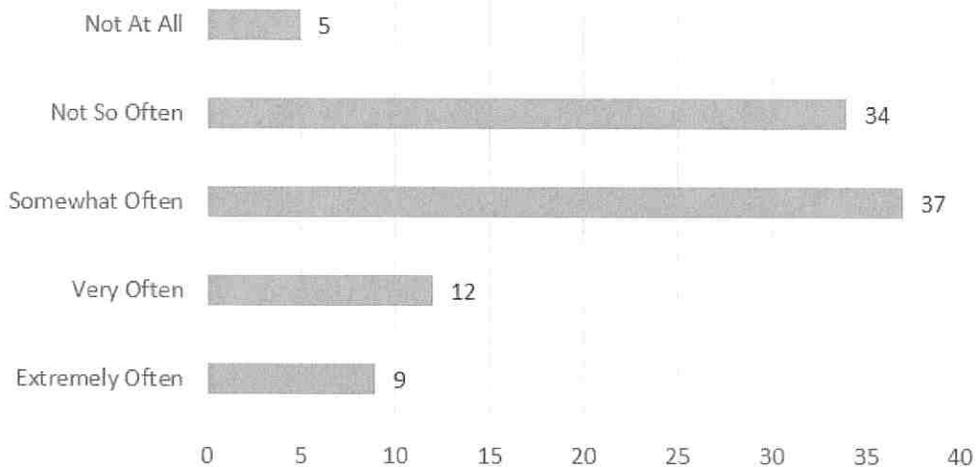
Community Survey

In March of 2020, Staff and the Park Commission changed the way in which public input was gathered for the purpose of master planning for Nature Park. The reason for this change was due to the State of Emergency declared by Wisconsin Governor Tony Evers during the Coronavirus Pandemic. Instead of having a Community Workshop with physical interaction taking place in a public setting, Staff transitioned over to a mailed and virtual survey where a series of 13 questions were posed to those who live within 3,000 feet of Nature Park. The survey was also made available online via Survey Monkey. In total, 143 surveys were mailed to residents that lived near Nature Park. After the collection period concluded on October 2nd, a total of 50 mailed surveys were returned to Village Hall and 47 surveys were completed online. The 97 responses to the community survey have been summarized on pages 22 through 29.

Question 1: What is your age?



Question 2: On average, how often do you visit Nature Park?

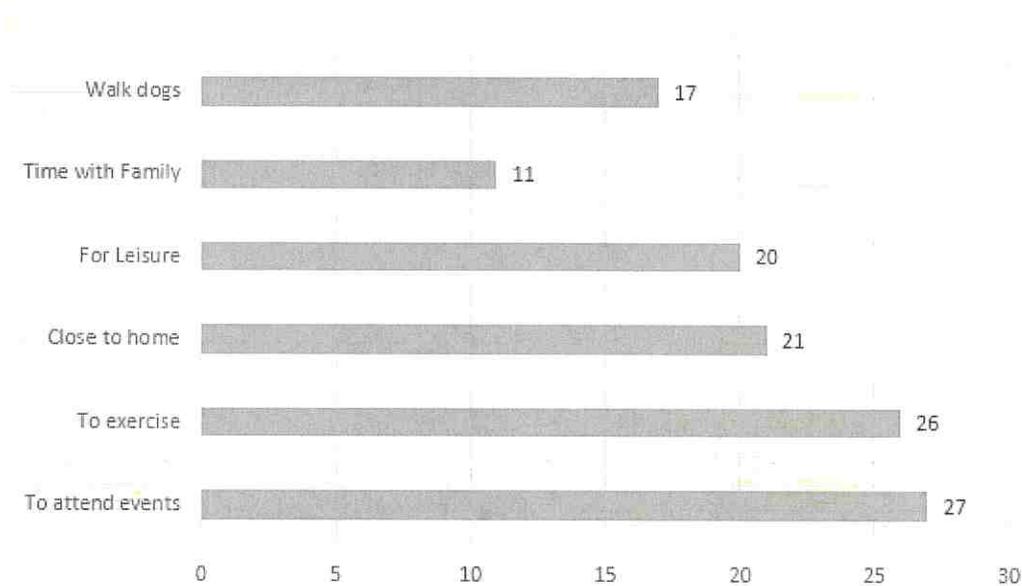


Community Survey

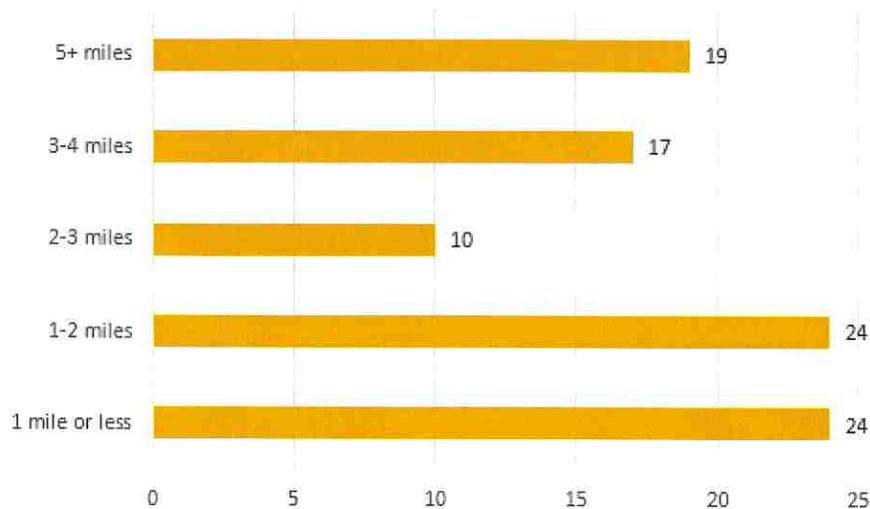
Question 3: If you answered “not at all” to the previous question, please state the primary reason for not visiting Nature Park.

Response 1	No interest.
Response 2	Unaware park existed.
Response 3	No walking trails.
Response 4	Not much to do there.
Response 5	No interest, have access to private property.
Response 6	I use Heritage Park daily. The Nature Park doesn't have traveled walking trails and I don't feel safe because it's more remote and less people there.
Response 7	Didn't know about it.
Response 8	Not enough activities or events for children.

Question 4: What is your primary reason for visiting Nature Park?

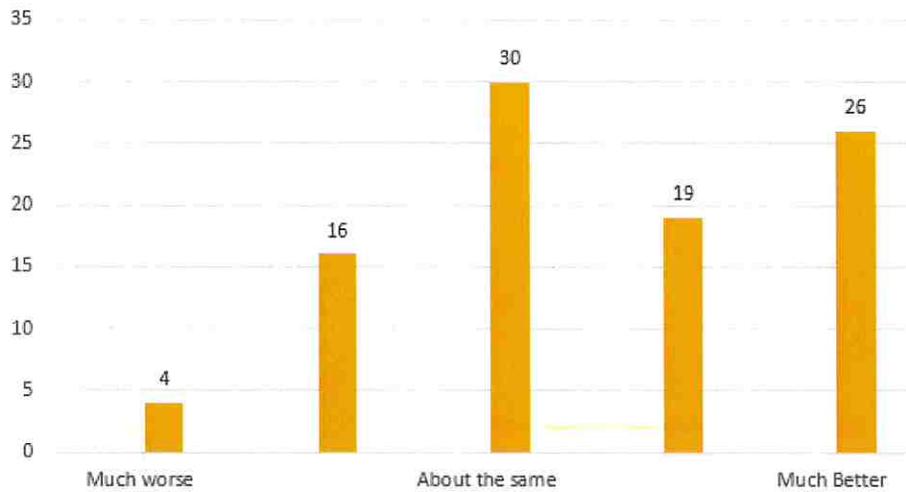


Question 5: How far do you normally travel to visit parks in the community?

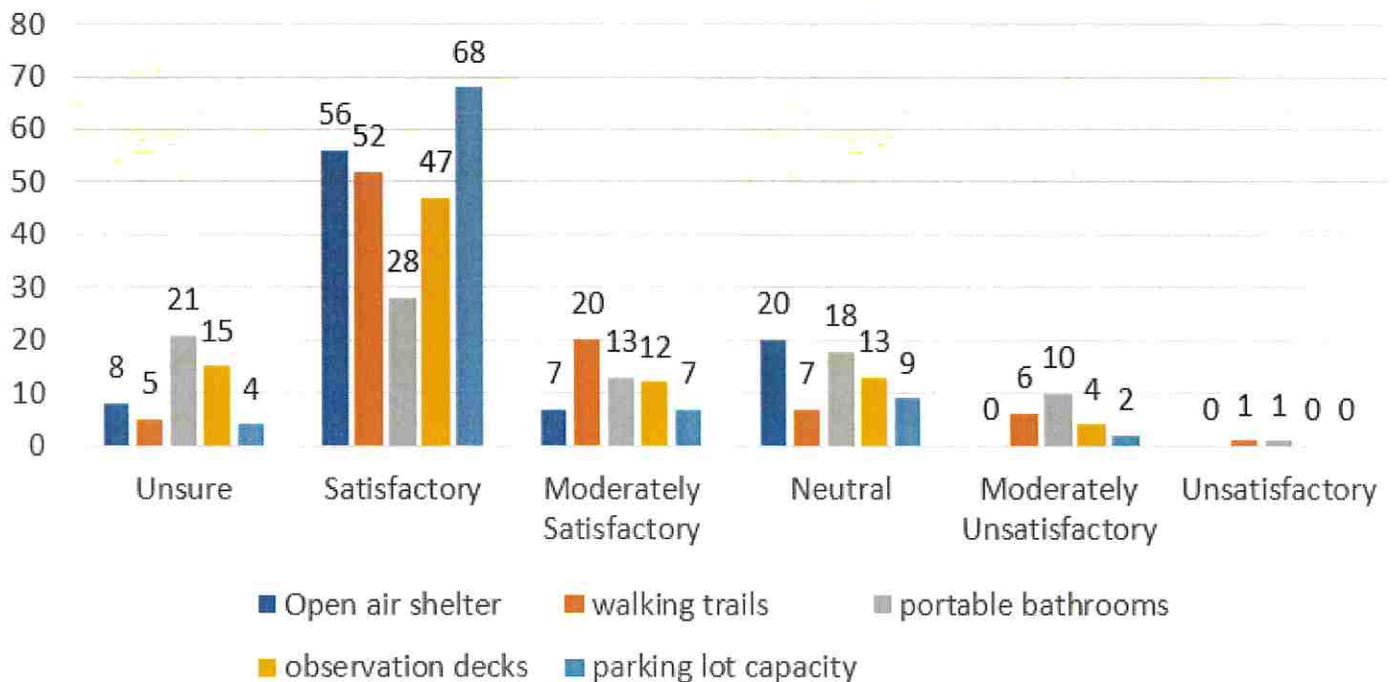


Community Survey

Question 6: How would you rate the amenities of Nature Park compared to other nature preserves?

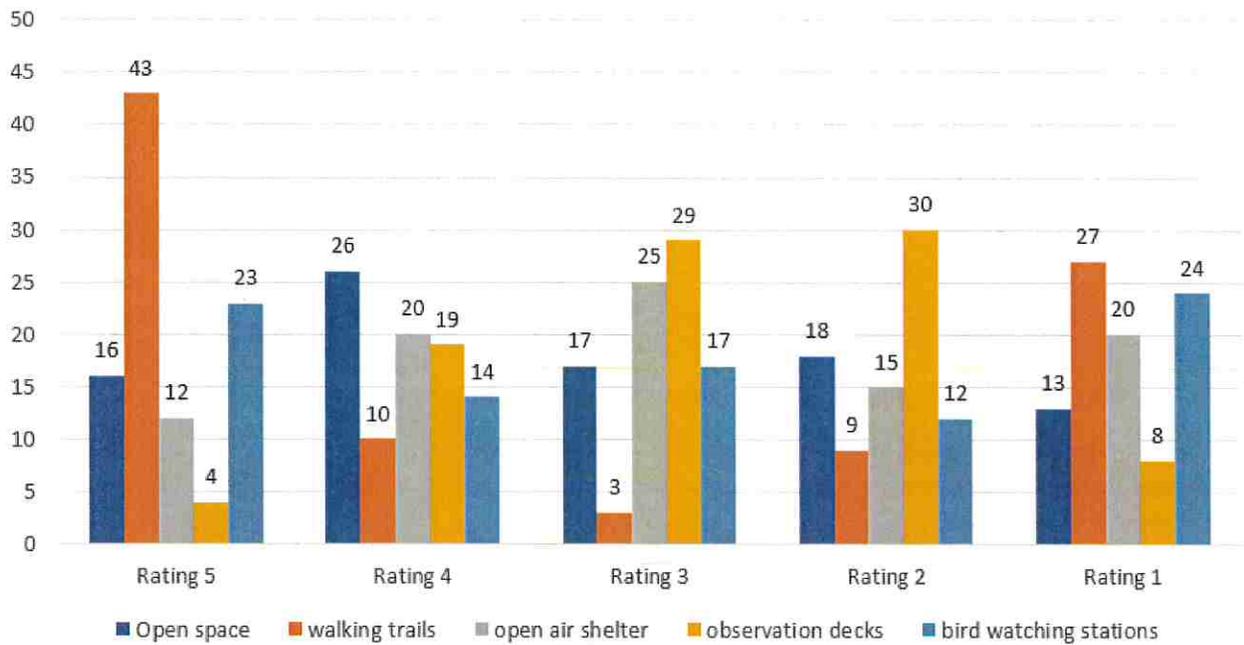


Question 7: Please rate the condition of the following amenities in Nature Park : Open air shelter, walking trails, portable bathrooms, observation decks, and parking lot capacity.

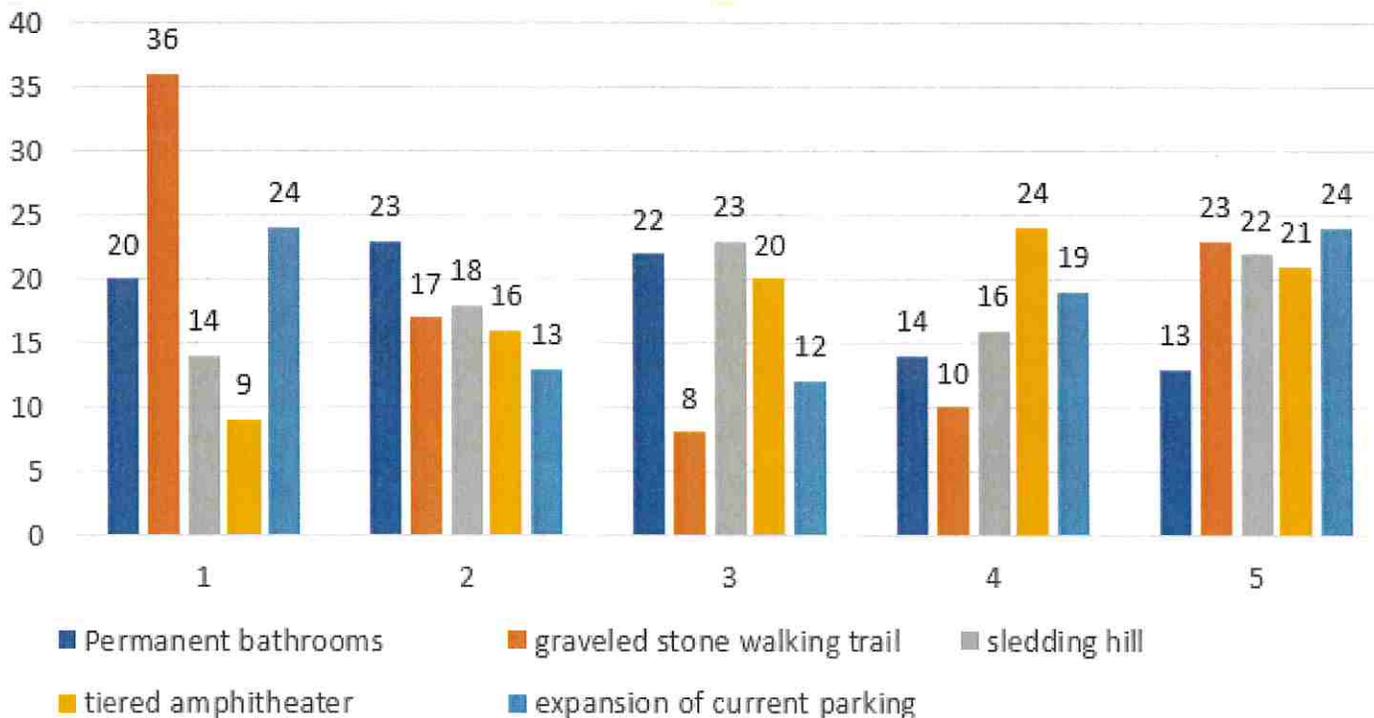


Community Survey

Question 8: Please prioritize the following Nature Park amenities in order of greatest importance to you (5) and least importance to you (1) : Open space, walking trails, open air shelter, observation decks, bird watching stations.



Question 9: Please rank the list below of proposed future additions to Nature Park in order of most preferred (5) to least preferred (1): Permanent bathrooms, graveled stone walking trail, sledding hill, tiered amphitheater, expansion of current parking.



Community Survey

Question 10: What do you like most about Nature Park?

Response 1	The trails
Response 2	The openness
Response 3	Neat.
Response 4	Natural trails by the water.
Response 5	The events at the park, Maple Fest and Threshere. The Blacksmith building is really neat when it's operating.
Response 6	Wonderful asset in community. Keep the land!
Response 7	Walking trails.
Response 8	Proximity to home.
Response 9	Openness.
Response 10	Being outside, wildlife.
Response 11	Walking trails.
Response 12	Creek, Buildings, Paths.
Response 13	Trails.
Response 14	Quiet natural park.
Response 15	Threshere.
Response 16	Quiet, simple place to walk.
Response 17	It's close, has good trails.
Response 18	The open space and the trails.
Response 19	walking trails.
Response 20	Trails and the structures.
Response 21	Closest park to our home, very clean.
Response 22	Serenity, Naturalness.
Response 23	Enjoying the nature hiking with family.
Response 24	How close it is.
Response 25	We have it available.
Response 26	The trails and creek.
Response 27	Close to home.
Response 28	Historical Buildings, activities
Response 29	Close to home for walks and beautiful.
Response 30	Trails can be treacherous due to hills.
Response 31	The mill, the creek and events.
Response 32	How it blends well with the Richfield Historical Society area. As well as the openness and kept mostly natural.
Response 33	close to home
Response 34	It's close by.
Response 35	Quiet and peaceful feeling.
Response 36	That it is a "nature" park. Quiet and relaxing where people can walk and enjoy nature.
Response 37	Open space.
Response 38	The old buildings

Community Survey

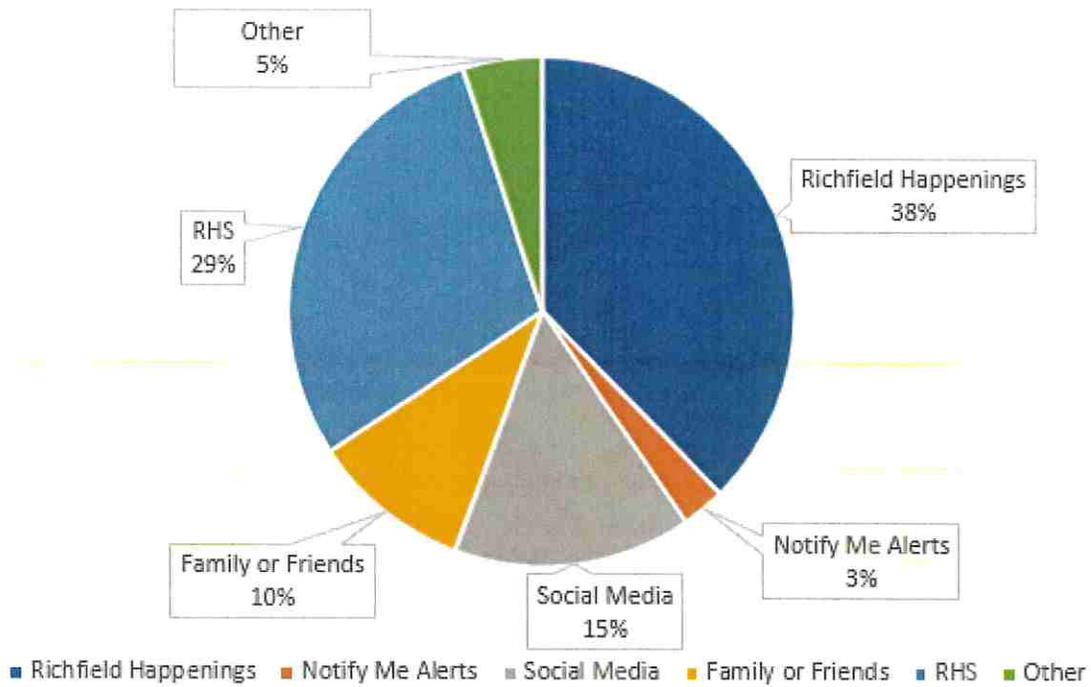
Question 10 Continued: What do you like most about Nature Park?

Response 39	Openness
Response 40	Nature and history in one
Response 41	Convenience of location. Nature itself The historical buildings Beautiful location
Response 42	The creek, trails, and nature.
Response 43	A great place to enjoy the outdoors
Response 44	How open it is
Response 45	The peacefulness & beauty
Response 46	Proximity to where I live
Response 47	Historical aspect of facilities, educational opportunities, serenity of area
Response 48	It's quite, not busy, natural and well-maintained.
Response 49	The wide open views to the east, the walking trail to the pond, and the observation deck. Parking is also convenient.
Response 50	Peaceful. Well maintained.
Response 51	Wildlife
Response 52	I like the wide paths and the variety of woods, creek bottom, upland and grassy field.
Response 53	That there's no amphitheater or sledding hill, and that the trails have no gravel. It's a nature park.
Response 54	Peaceful and quiet, close to home.
Response 55	Openness and its proximity to the Historical Park.
Response 56	Peaceful and not overly crowded., the wooded trails and open spaces.
Response 57	Threshere
Response 58	trails
Response 59	Trails
Response 60	Quietness and many trees
Response 61	Not overly populated.
Response 62	Nice mix of wooded areas, open areas, winding trails, historic buildings, rustic in appearance.
Response 63	Historical buildings
Response 64	The historical buildings and dam, sluice.
Response 65	Quiet, removed atmosphere
Response 66	it's space and opportunity for new additions in the park
Response 67	Walking trails are well maintained and the park is not usually busy, have trails to ourselves most Saturdays
Response 68	The terrain. Historical buildings. Proximity to home and the events.
Response 69	The setting
Response 70	Close to home
Response 71	Do not know enough about it to answer
Response 72	Proximity
Response 73	trails

Community Survey

Question 11: How do you learn about activities in Nature Park?

How Do You Learn About Activities in Nature Park?



Question 12: What passive recreational activity does Nature Park lack that you would like to see as a future improvement?

Response 1	More walking paths. Bike paths would be nice.	Response 19	More walking paths.
Response 2	Mountain biking trails.	Response 20	Better walking trails.
Response 3	Better parking.	Response 21	Walking path.
Response 4	More natural walking paths, not gravel.	Response 22	Longer walking path.
Response 5	Biking path and sledding hill.	Response 23	Frisbee golf.
Response 6	Wildlife observation.	Response 24	ATV trails.
Response 7	Biking path and cross country skiing.	Response 25	Biking path and walking path.
Response 8	More walking paths.	Response 26	Wildlife observation.
Response 9	Improved trails.	Response 27	Walking and bike path.
Response 10	More benches on trails.	Response 28	Wildlife observation.
Response 11	Beer garden.	Response 29	Areas to observe nature and wildlife. More seating needed.
Response 12	Walking path in area currently farmed. Which is deed restricted per DNR, purchased for Nature Park purposes only.	Response 30	Walking paths.
Response 13	Keep up the good work.	Response 31	Biking Path
Response 14	walking path.	Response 32	Activities for younger children 4-6 years old.
Response 15	Nature stations.	Response 33	camping
Response 16	Walking path.	Response 34	Keep bikes out
Response 17	Walking path.	Response 35	you have pretty much everything. Keeping walking trails easy to walk (not muddy)
Response 18	Biking and walking path.		

Community Survey

Question 12 responses continued:

Response 36	Old fashioned baseball game. Graveled or paved walking path. Expand parking lot for historical activities. Need buildings for historical records and education meetings for the public.
Response 37	Cameras for security. It is so far back away from the highway. I am afraid to go there by myself.
Response 38	More walking paths
Response 39	Informative placards
Response 40	walking paths
Response 41	None
Response 42	Leave it as is. There is enough in the historical park.
Response 43	Biking opportunities
Response 44	more benches in bird watching areas
Response 45	Maybe frisbee golf? Prepped cross country ski trails?
Response 46	it's just fine the way it is.
Response 47	Biking path
Response 48	I would suggest that the 'nature preserve' is left "as is". Wildlife should be left to mother nature for future generations.
Response 49	Hiking paths that do not get muddy every time it rains.
Response 50	Mountain bike trails
Response 51	walking paths
Response 52	Walking path
Response 53	Geocaching
Response 54	More walking paths
Response 55	Walking and biking paths
Response 56	wildlife observation would be great.
Response 57	No need to add much... if you need to cover the walking trails, use wood mulch, not gravel. Other than that it's great just the way it is.
Response 58	Exercise stations
Response 59	Planting a native prairie and walking path.
Response 60	Biking path
Response 61	A play area for children, for example a jungle gym type structure.
Response 62	None, I'm happy with the park!
Response 63	Bike path
Response 64	Biking path

trails left Biking path historical walking paths park
 walking need bikes

Stakeholder Meetings

Richfield Historical Society

Meeting Date: June 17, 2020

In Attendance: Richfield Historical Society President Susan Sawdey, RHS Member Del Schmechel, RHS Member Herb Lofy, RHS Member Quint Miller, RHS Member Al Mayer, Administrator Jim Healy, Administrative Services Coordinator Jen Keller and DPW Supervisor Brett Thicke.

Richfield Historical Society Suggestions
Grading work along walking trails
Laying down additional stone along walking trails
Bathrooms serving both Richfield Historical Park and Nature Park
Expansion of the parking lot
Tree identification plaques throughout the walking trails

Hill and Gully Snow Riders Snowmobile Club

Meeting Date: August 18, 2020

In Attendance: Philip Pulvermacher, Club President

Hill and Gully Snow Riders Responses to Questionnaire:
<p>Question: On average, how frequently do you (and those contributing to these questions) visit the Richfield Nature Park in a year. If you do not visit Nature Park, please state why that may be.</p> <p>A handful of times per year to attend Richfield Historical Society events and to host the Hill and Gully Show. Also to utilize the snowmobile trails.</p> <p>Question: After reviewing the Nature Park Inventory and Map, what existing amenities do you believe should be improved?</p> <p>We wrap the shelter in the winter to enclose it. Enclosing the structure permanently wouldn't be recommended by seasonally could be helpful. Additional parking for the event could be helpful. To park in the field, there's a larger bump or berm in the northern end. That bump could be graded better for those accessing the field. A better approach to get onto the field would be a nice improvement.</p> <p>Question : After reviewing the Nature Park Inventory and Park Map, what future amenities do you recommend the Park Commission consider incorporating into the Master Plan?</p> <p>Permanent bathrooms would be nice. When there are events, the STH 164 access could use a turn lane or a wider approach. Nature Park is a beautiful property that doesn't need much development. Additional messaging for events on the park sign could be beneficial.</p> <p>Question : Do any answers to Question #4 have potentiality to be projects that your organization partners with the Village to complete?</p> <p>Sure, an enclosure for the shelter would be very helpful. Additional issues over by the mill pond needing a bridge in the winter when it doesn't fully freeze.</p>

Needs Assessment & Park Goals

During this process, one of the most commonly heard topics from residents is that this Park is enjoyed as a nature preserve and residents do not generally want to see over development of the park. Village Staff and the Park Commission continue to try to accommodate those who believe Nature Park should go unchanged, but also continues to keep in mind the needs of the continued growth of younger families in the community. After having determined some of the immediate and future needs of Nature Park, Staff intends to propose the inclusion of larger capital expenditures into the Village's five (5) year Capital Improvement Plan.

It is understood that the needs lists generated on several of the previous pages are only meant to help guide discussions about improvements at Nature Park. Ultimately, the decision will be that of the Park Commission and the Village Board, what improvements are considered and implemented long-term.

MOST POPULAR ACTIVITIES

- Walking Trail Use
-
- Parties at Open Air Shelters

FEATURES TO STAY

- Observation Decks
- Shelters
- Current Parking

ISSUES

- Lack of additional amenities for children
- ADA accessibility and defined walking areas
- Lack of parking for large events
- Lack of permanent restrooms

OPPORTUNITIES FOR CHANGE

- Additional walking paths with crushed stone for even walking terrain
- Addition of permanent bathrooms
- Potential for expansion of parking areas
- Addressing deterioration of current amenities such as walking paths and observation decks

GOALS AND OBJECTIVES FOR NATURE PARK

1. [Goal #1] Develop an internal strategy to encourage and empower Village employees to point out deficiencies they see while performing routine maintenance in our park system.

[Objective #1] Create seasonal checklist (spring/fall) for general maintenance of current amenities.

2. [Goal #2] Secure funding for various park improvements/upgrades/future maintenance plans.

[Objective #2] Work with various approving bodies to illustrate the need for park improvements during budget time

3. [Goal #3] Improve clear lines of communications with and between Richfield Historical Society regarding shared-use areas

[Objective #3] Attend and coordinate meetings as needed.

Proposed Projects and Future Needs

The Nature Park Master Plan not only provides the vision and layout for the park features and amenities, it also suggests a tentative implementation schedule for proposed improvements. The timing of implementation depends on several factors including demand, financial feasibility, and construction phasing. It is important for the Village to know how proposed improvements will impact park budgets and future funding needs. This section includes a summary of anticipated initial capital (construction) cost estimates for park features and outlines a potential phasing strategy for implementation of the proposed improvements.

Page 37 of this document includes the estimated budget of capital costs for park improvements that are common and typical of “community parks”. These budget numbers will assist Village Staff and decision makers in weighing the various options and prioritizing a phased implementation for the park. The project budget numbers are rough estimates and are not intended to illustrate a commitment in any way for implementation. These numbers are to act as a guide to help convey the actual costs associated with park improvements. If a project is chosen for implementation, a detailed costing plan will need to be developed through a project design process.

MAINTENANCE TO EXISTING FEATURES

These park features are either existing or under construction at the time of master plan completion and will be maintained as part of the park for the foreseeable future. (continue developing)

SMALL ADDITIONS TO/PERMANENT UPGRADES

There have been several requests that park amenities be updated for practicality purposes, these are listed below. Smaller amenities may be included in future budgets to increase the parks usability. (continue developing)

CAPITAL IMPROVEMENT PLANNING AND FUTURE NEEDS

The Village of Richfield has five (5) parks under it’s control which encompasses over 200 acres. This means Village Staff and Board members need to continue to be responsible managers of those parks and utilize all available allocated space under the Village of Richfield’s control to it’s fullest extent. Below is a list of those additional amenities that may be appropriate for this type of “community park”. (continue developing)

Proposed Projects and Future Needs Continued

Proposed Projects and Future Needs Continued



Proposed Implementation Strategy

Master Plans are meant to provide guidance or a roadmap for Staff and Board members in regards to the future development of a particular area of park land. Included in these plans are typically goals and objectives along with an implementation plan for how the organization can strategically pursue and achieve aspects which are desirable and financially feasible. In future budgets, our Staff will look to utilize the list of Potential Park Projects in the way they coordinate and plan for future expenditures. The first two lists generated in the Master Park Planning Progress/Maintenance to existing features and Small Additions to/Permanent Upgrades, are categories that Staff hopes to incorporate into immediate budget planning agendas. As monies become available, we will seek to perform maintenance in the park and keep these items generated as an on-going upgrade list to the park.

The Capital Improvement Planning/Future Needs list includes items that the Capital Improvement Planning Committee will look to evaluate each year. This committee evaluates how strong the need for those proposed projects are and then works to evaluate what we should do based on realistic funding levels the Village can provide. A certain amount of funding is regularly set aside for park improvement projects over a \$5,000 threshold. Generally park improvement projects over the \$5,000 threshold must be saved and planned for over a period of years. The three largest items in the Nature Park Master Plan Capital Improvements lists are the new permanent restrooms, well and septic installation, outdoor learning amphitheater, and new walking path.

During the creation of this plan, the Park Commission considered input from Village residents from the survey's received and multiple meetings with stakeholders of Nature Park. That information was combined and translated into a prioritized list of projects in order to better help guide the Park Commission in their future decision makings in Heritage Park.

(Add context of Historical Society events and dual park usage)

It is anticipated that going forward the Village will coordinate closely with the Richfield Historical Society and the Hill and Gully Snow Riders on proposed improvements to the park. The Village sees these organizations as valued partners and invested stakeholders in the success of this park so obtaining community 'buy-in' with proposed projects is seen as an important and valued strategic partnership.

Appendices I—Stakeholder Letter and Questionnaire



Greetings!

My Name is Jen Keller and I am the Administrative Services Coordinator with the Village of Richfield. We are contacting the (name of organization) in hopes of gathering input for the master planning process for the Richfield Nature Park, located at 1894 STH 164. As an identified stakeholder that utilizes Nature Park, we want to better understand what changes you would recommend for Park Commission consideration in the coming months.

The Richfield Nature Park has 40 acres of naturally preserved land which directly abuts the Richfield Historical Park. The Park boasts two (2) observation decks, walking trails, horse trails, one (1) open-air shelter, and 10 bird watching stations. A map of the park and amenity inventory has been provided on page 2, page 3 and page 4 of this packet. The Nature Park questionnaire is located on page 5. Please return your responses to questions on page 5 by Friday, August 21st. Responses may be returned electronically via email to asc@richfieldwi.gov or physically by printing and placing the response page in the Village Hall drop box at the front of the building.

Staff hope to incorporate your feedback in the Nature Park Master Plan which will be brought before the Park Commission this fall. Feel free to contact be via email or by phone at (262) 628-2260 should you have any questions.

Sincerley,

Jen Keller
Administrative Services Coordinator
Village of Richfield



Stakeholder Questionnaire

Nature Park Master Plan
Village of Richfield

Question 1: Please state the name of the individuals that contributed to this questionnaire.

Question 2: On average, how frequently do you (and those contributing to these questions) visit the Richfield Nature Park in a year. If you do not visit Nature Park, please state why that may be.

Question 3: After reviewing the Nature Park Inventory and Map, what existing amenities do you believe should be improved?

Question 4: After reviewing the Nature Park Inventory and Park Map, what future amenities do you recommend the Park Commission consider incorporating into the Master Plan?
(feel free to insert images or links to sites that depict what you would propose)

Question 5: Do any answers to Question #4 have potentiality to be projects that your organization partners with the Village to complete?

Appendices II—Nature Park Survey

Nature Park Master Plan Survey

Please complete the following 13 questions to assist the Village Park Commisison with the creation of a Nature Park Master Plan.

1. What is your age? 

- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 or older

2. On average, how often do you visit Nature Park? 

- Extremely often - several times per week
- Very often - once a week
- Somewhat often - once a month
- Not so often - once a year
- Not at all

3. If you answered "not at all" to the previous question, please state the primary reason for not visiting Nature Park. 

4. What is your primary reason for visiting Nature Park? 

- To attend events
- For Leisure
- To exercise
- To spend time with family and friends
- Because it is close recreation to home
- To walk dog(s)
- Other (please specify)

Appendices II—Cont.

9. Please rank the list below of proposed future additions to Nature Park in order of most preferred (5) to least preferred (1) 

- Permanent bathrooms
- Graveled stone walking trail
- Sledding hill
- Tiered amphitheater with outdoor learning area
- Expansion of current parking

10. What do you like most about Nature Park? 

11. How do you learn about activities or news regarding Nature Park?
*Select all that apply 

- Richfield Happenings Newsletter
- Family or Friends
- Notify Me alerts from Village Website
- Richfield Historical Society
- Social Media

Other (please specify)

12. What passive recreational activity does Nature Park lack that you would like to see as a future improvement? (For example, "passive recreational activity" could include wildlife observation, walking path, biking path, etc., which have minimal impact on the nature preserve) 

13. Do you have any other comments regarding Nature Park you haven't shared yet? Feel free to leave additional input in the box below. 

**THANK YOU FOR COMPLETING THIS SURVEY! PLEASE RETURN YOUR RESPONSES
TO VILLAGE HALL BY FRIDAY, OCTOBER 2ND, 2020**

Appendices III—Amenity Cost Estimates

General Cost Estimates - Proposed Nature Park Improvements

10/7/2020

Note: The estimates below are for planning purposes only. They are based on bid prices from similar projects and discussions with vendors. They were not based on an actual site evaluation and design. The actual costs may vary depending on site conditions.

Item	Description	Cost Range
1 Interpretive Signs 12"x18"	20 signs, two color, predrilled holes, 4"x4" post installed by Village.	\$1,000 to \$1,250
2 6' Aggregate Trail/Path - 330'	Clearing and grubing, aggregate, compaction and restoration.	\$8 to \$10 a lineal foot or \$2,640 to \$3,330
3 8' Aggregate Trail/Path - 1,540'	Clearing and grubing, aggregate, compaction.	\$10 to \$12 a lineal foot or \$15,400 to \$18,480
4 Restrooms	Huffcut Bobcat precast restrooms. One sink, two toilets, mens and womens. ADA compliant. Foundation, plumbing, electric. Set up included.	\$110,000 to \$125,000
5 40-person Ampitheatre	Excavation, block retaining wall, concrete seating, restoration. Stone fire pit.	\$40,000 to \$50,000
6 Parking Lot Expansion x11,500 sq. ft.	Asphalt millings salvaged from a Village project, topsoil excavation.	\$5,000 to \$7,000
7 Well	Well and plumbing.	\$20,000 to \$30,000
8 Septic System	Septic sytem and conncction to restroom building.	\$15,000 to \$20,000
9 Restoration Gravel Driving Area	20' - 300' long crushed aggregate.	\$2,000 to \$2,500
10 Bicycle Route Signs 6"x6"	12 signs, two color, predrilled holes, metal posts provided by and installed by Village.	\$200 to \$300

Projects 2, 3, 4, 7 and 8 are potentially grant eligible through the WDNR Stewardship Program.



Appendices III—Cont.

Proposed 6' to 8' walking path, loop around open space

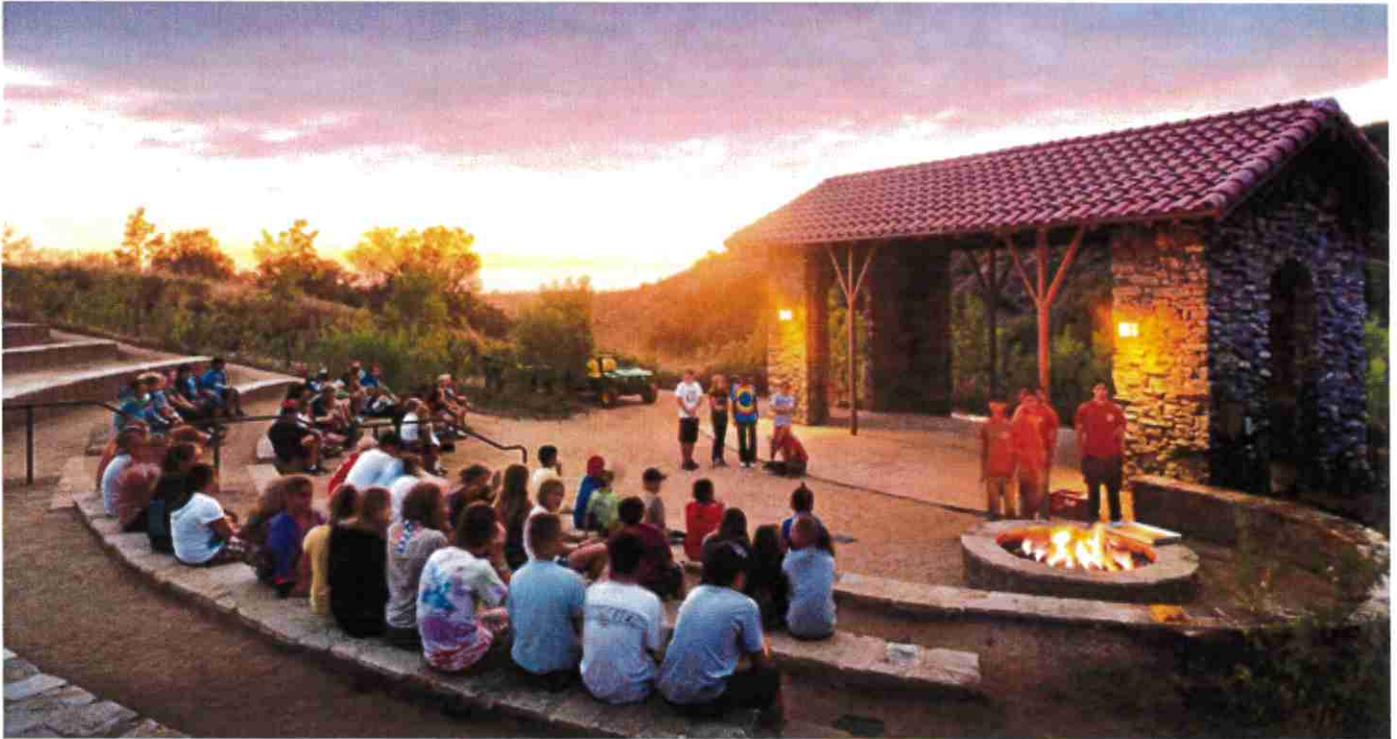


Proposed bike trail tiles

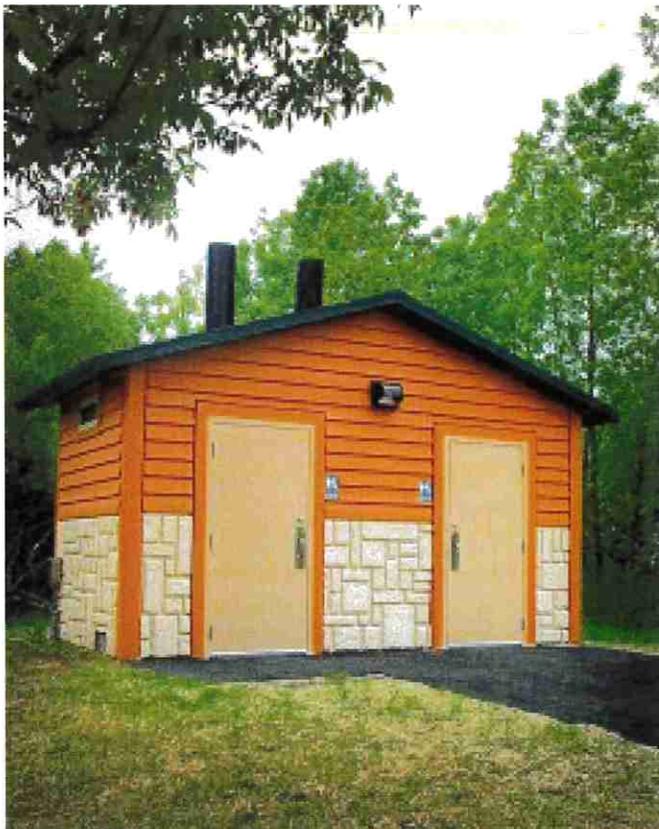


Appendices III—Cont.

Proposed outdoor learning space with amphitheater, fire pit, and pavilion



Proposed permanent restrooms



Proposed Interpretive Sign



Appendices IV—Lease to Farm Public Land

License Agreement to Farm Public Land

THIS LICENSE AGREEMENT TO FARM PUBLIC LAND is made this 18 day of December, 2020, between the VILLAGE OF RICHFIELD, a municipal corporation, of Washington County, Wisconsin ("VILLAGE"), and Herb Lofy, ("Licensee").

WITNESSETH:

The VILLAGE is the owner of a parcel of land located in the Village of Richfield, which is vacant public parkland located in Sec. 9, T9N, R19E and identified by Tax Keys: V10_0184, V10_0193, and V10_019300A. As the VILLAGE will not develop the park in 2020, and to limit weed growth during 2020, the VILLAGE will grant a license to Herb Lofy for the purpose of farming. In the event the VILLAGE chooses to change the use of these subject lands to a recreational use as commonly defined, a "Term of Convenience" of no less than 120 days shall be provided to the Licensee.

NOW THEREFORE, IT IS AGREED between the VILLAGE and Licensee as follows:

1. **Premises.** VILLAGE, in consideration of the covenants contained herein, agree to issue a License Agreement to Herb Lofy for the space and area referred to below as the "demised premises" for a fee upon the terms set forth for the purposes of farming.

2. **Demised Premises.** The demised premises consist of vacant public park land located in Sec. 9, T9N, R19E and identified by Tax Keys: V10_0184, V10_0193, and V10_019300A which consists of 19 acres. This land is currently utilized during the Thresheree for the benefit of Richfield Historical Society.

3. **Term.** The term of this license agreement is from January 1, 2020 to December 31, 2020.

4. **Obligations of Licensee.**

A. **Type of Operation.** The demised premises shall be occupied and used by Licensee for farming purposes only. It is understood that the crops planted will be, in part, to benefit the Richfield Historical Society for their annual Thresheree. These crops may be harvested and sold by the Licensee as he sees fit. The Village is not entitled to any proceeds from the sale of these crops.

B. **Hours of Operation.** The demised premises may be farmed between the following hours: daily from 6:00 a.m. to 10:00 p.m. which is consistent with park hours.

Appendices IV—Cont.

C. Cleanliness, Trash, Etc. Licensee shall maintain the demised premises in a clean, neat and sanitary condition.

5. License Fee. The License Fee shall be 19 acres at \$50.00 per acre for a total of \$950 per year. The full License Fee shall be payable January 1, 2020 or upon the successful execution of this document.

6. Insurance.

A. Fire Insurance. Licensee shall procure and keep in force fire and extended coverage insurance upon its improvements, furniture, furnishings, fixtures and equipment to their full insurable value and shall furnish the VILLAGE'S Deputy Clerk with evidence that coverage has been procured and is being maintained in full force.

B. Liability Insurance. Licensee shall maintain with insurance underwriters satisfactory to the VILLAGE a standard form of policy or policies of insurance in such amounts as may from time to time be approved by VILLAGE protecting both Licensee and VILLAGE against public liability, products liability and property damage. Licensee shall promptly, after the execution of this License Agreement, furnish such policy or policies for property damage growing out of any one accident or other cause in the sum of not less than \$1 million, for personal injury/death growing out of any one accident or other cause with liability of not less than \$1 million, the coverage to include products liability. It is understood that the specified amounts of insurance in no way limits the liability of Licensee and that Licensee shall carry insurance in amounts so as to indemnify the VILLAGE from all claims, suits, demands and actions. Licensee shall furnish a certificate from the insurance carrier or carriers showing insurance to be in full force during the term of this contract or shall deposit copies of the policies that give this coverage with VILLAGE'S Deputy Clerk.

7. Indemnity. Licensee agrees to defend and indemnify the VILLAGE from all fines, suits, claims, demands and actions of any kind by reason of any of its operations under this license agreement and agrees to assume all the risk in the operation of its business and shall be solely responsible and answerable in damages for any accidents or injuries to persons or property.

8. Signs. Licensee shall not erect, install, operate or cause or permit to be erected, installed or operated in or upon the demised premises, any signs or other similar advertising device without having first obtained the approval of the VILLAGE.

9. Land Condition at End of License. Licensee shall till the land after crops have been removed and return the land to its original condition, unless otherwise approved by the Park Commission, by no later than December 31, 2020.

Appendices IV—Cont.

10. **Non-assignment or Subletting.** Licensee shall not assign this agreement and its rights, in whole or in part, except with the prior written consent of the VILLAGE.

11. **Default.** In the event that Licensee shall fail to pay the agreed upon License Fee the VILLAGE shall have the right to terminate this License Agreement. In the event Licensee fails to keep and perform or shall violate the terms, covenants and conditions of this license agreement on its part to be kept and performed and Licensee shall not have cured or corrected this failure or violation within ten (10) days after written notice shall have been given to Licensee, the VILLAGE shall have the right to terminate this license agreement.

Upon the occurrence one or more of the events of default, Licensee's right to possession of the demised premises shall terminate, and Licensee shall surrender possession of the demised premises immediately. In this event, Licensee grants to the VILLAGE full and free license to enter into and upon the premises or any part of them to take possession with or without process of law and to expel and remove the Licensee.

12. **Not Joint Venture.** It is mutually understood and agreed that nothing contained in this License Agreement is intended, or shall be construed as, in any way creating or establishing the relationship of co-partners or joint venturers between the parties or as constituting the Licensee as the agent or representative of VILLAGE for any purpose or in any manner.

13. **Rules and Regulations.** Licensee shall observe all of the VILLAGE'S and Washington County ordinances as well as the State of Wisconsin Statutes regarding activity on the farmed property.

14. **Termination Without Cause.** If this License Agreement is determined to be invalid or beyond the authority of the VILLAGE or if the Village Board without cause acts to terminate this License Agreement, Licensee shall cease using the demised premises as an extension of its operation and shall abandon the same within 10 days after written notification of the termination. In the event of early termination by the Village Board, a pro-rata share of the payment received by the VILLAGE shall be returned to Lessee.

15. **Entire Agreement/Amendment.** The License Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This License Agreement may be modified or amended in writing, if the writing is signed by both parties and approved by the Village Board with a favorable recommendation from the Park Commission.

16. **Severability.** If any portion of this License Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a Court finds that any provision of the License Agreement is invalid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Appendices IV—Cont.

17. Governing Law. The License shall be construed in accordance with the laws in the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this license agreement on the day and year first above written.

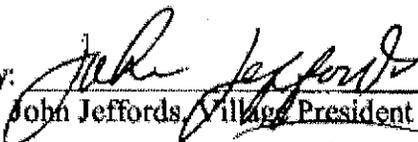
License Issuer:

Licensee:

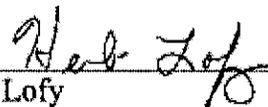
VILLAGE OF RICHFIELD

Herb Lofy

By:


John Jeffords, Village President

By:


Herb Lofy

Attest:


Jim Healy, Village Clerk

5c

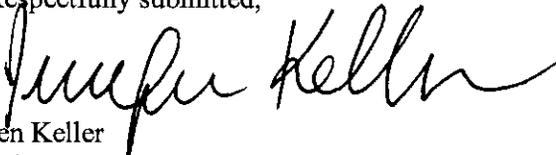
General Park Operations Report for October 2020

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.**

- ✓ **Richfield Soccer.** The Richfield Soccer Club has continued with the fall soccer season. The current season is scheduled to go through October 31st. The spring season is slated to start up on March 15, 2021.
- ✓ **Youth Baseball Update.** The Richfield Rockets and RYBSA had a remarkable summer season. Week to week scheduling was communicated well between the teams and our DPW Staff. Fall baseball concluded the first weekend in October.
- ✓ **Fireman's Park Wayfinding Signage.** Sign installation of the wayfinding signs is slated for the week of October 12th. Both northbound and southbound lanes of traffic on STH 175 will have a wayfinding sign installed pointing east to Fireman's Park. Should there be any issues with underground utilities, DPW Supervisor Thicke will coordinate with Washington County.
- ✓ **Herbicide.** A second application of Herbicide was completed in Fireman's Park and Heritage Park during the month of September.
- ✓ **Community Roots.** Two (2) families came forward looking to purchase trees in memory of a loved one. Donors have the option of having a tree planted in Fireman's Park, Bark Lake Park, Heritage Park and Nature Park. Staff hope to engage these donors in the spring for the purchase and planting of the trees. In total, nine (9) families applied to participate in the Community Roots Program in 2020.
- ✓ **Upcoming Projects.** DPW Staff plan to fill in low spots along the Heritage Park trails as well as do some tree trimming sometime this fall or early spring. Eagle Scout Ben Loosen will begin work on the Park Signage for Nature Park, Fireman's Park and Heritage Park.

Respectfully submitted,



Jen Keller
Administrative Services Coordinator