

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