

INFORMATIONAL NOTICE

Richfield Village Park Commission

Wednesday, September 9, 2015

5:00 pm

Bark Lake Park
946 Bark Lake Drive
Hubertus, WI 53033

Notice is hereby given that there may be a quorum present of Village Park Commission Members during a park tour on September 9, 2015 at Bark Lake Park, 946 Bark Lake Drive, Hubertus, beginning at 5:00 pm. The purpose of which is information gathering.

There will be no formal action taken at this event. All items requiring action will be placed on future park commission agendas.



AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
SEPTEMBER 9, 2015
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 8, 2015 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion and possible recommendation to the Village Board regarding the Youth Sports Program Field Reservation Policy
 - b. Discussion regarding the development of a Bark Lake Park Master Plan
 - c. Discussion regarding the Staff Park Operations Report
6. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

1. Call to Order/Roll Call

Commission Chair Tom Wolff called the meeting to order at 6:02 p.m.

Present at the meeting were Commissioners Dick Becker, Paul Bernard, Don Filipiak, Ken Meeks, Village Administrator Jim Healy and Administrative Services Coordinator KateLynn Schmitt.

Commissioner Larry Schmitt and Heidi Woelfel were excused absences.

2. Verification of Compliance with Open Meetings Law

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

3. Pledge of Allegiance

4. Meeting Minutes

a. May 13, 2015 – Regular Meeting

Motion by Commissioner Filipiak to approve the meeting minutes from the May 13, 2015 Regular Park Commission meeting; Seconded by Commissioner Bernard; Motion passed without objection.

5. DISCUSSION/ACTION ITEMS

a. Discussion regarding RYSBA/Rockets youth sports program

Jeff Northern, President of the Richfield Youth Baseball and Softball Association (RYBSA), gave a presentation about the current state of the organization, the difficulties they've had this past year, and what direction they plan to head in, in 2016.

Chris Matheson, RYBSA Vice-President, gave a brief presentation about the points of contest for both organizations and the future of the youth sports organizations.

Bill Theis, President of the Richfield Rockets program, spoke in regards to the reasoning for the separation of the two organizations. Mr. Theis stated the Rocket members are concerned about safety because of the varying skill levels of select kids playing with kids that our not on select teams. Mr. Theis also stated that the organization would be looking at options to provide Rockets players with opportunities to play during the week of their 2016 season.

Commissioner Meeks said that the two organizations need to work together to figure out their current conflicts. If the two were unable to come to some sort of an agreement then the Village would ultimately come to a decision for them that neither would likely like.

Commissioner Filipiak stated that he did not want to see the Rockets develop a recreation type program that would ultimately hurt the RYBSA organization.

Commissioner Bernard believed that the Rockets rec program would compete against RYSBA and that our park system would ultimately not support two competing but similar programs.

Bill Theis, from the Richfield Rockets organization, stressed the importance of being more selective for their program purely from a safety standpoint. Those players with lesser ability and lesser desire to hold the sport to that standard would end up getting hurt during competitive play.

Jeff Northern asked that the Park Commission take into account that the RYBSA program is open to everyone, and an all-encompassing youth sport organization is something he believes the Village should be in favor of.

Commissioner Becker asked when they refer to safety issues what types of safety issues they are referring to.

Bill Theis stated that pitchers throwing balls at a much faster speed could inadvertently hurt basemen or batters that are unfamiliar with the speed and force of those incoming balls.

Commissioner Meeks said he's been to games and has not seen the types of safety issues they are referring to. He believed stray forceful balls or pitches could happen to any player whether they are just in RYSBA or Rockets.

Chairman Wolff thanked everyone for attending the meeting to give the Park Commission an overview of the issues and problems that have been happening.

b. Discussion regarding the new development of a Bark Lake Park Master Plan

KateLynn Schmitt, Administrative Services Coordinator, gave a brief description of progress on the Bark Lake Park Master Plan. Schmitt briefly discussed a Bark Lake Park Planning Public Workshop Meeting that was held by Ms. Schmitt to get input from the public on what they would like to see at Bark Lake Park in the future. Ms. Schmitt also explained that ideas generated from the Public Work Shop would be presented in the first draft of the Bark Lake Park Master Plan.

c. Discussion/Action regarding a Pickle Ball site alteration in Fireman's Park

Motion by Commissioner Filipiak to approve the site alteration in Fireman's Park for the inclusion of striping for one (1) tennis court to include a pickle ball court; Seconded by Commissioner Meeks; Motion carried without objection.

d. Discussion regarding the Staff Park Operations Report

Administrative Services Coordinator KateLynn Schmitt gave a brief overview of current events and activities in the Richfield park system.

6. ADJOURNMENT

Motion by Commissioner Bernard to adjourn; Seconded by Commissioner Meeks; Motion passed without objection at 7:23 p.m.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 9, 2015

SUBJECT: Athletic Baseball and Softball Field Reservation Policy
DATE SUBMITTED: September 4, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO RECOMMEND APPROVAL TO THE VILLAGE BOARD THE ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY?

ISSUE SUMMARY:

At the July 8th, 2015 Park Commission Meeting, the Park Commission heard discussion from the two (2) main youth sports organizations that utilize the Village of Richfield Heritage and Fireman's Parks baseball fields, regarding the upcoming changes to their relationship/2016 season. At this meeting, Staff was given direction to work with the two (2) organizations in order to develop a policy that would service everyone and provide for a working relationship that gives access to both youth sports organizations in our park system.

Immediately following the July Park Commission meeting, Staff began looking at youth sport recreation policies in surrounding communities in order to get an idea of the way in which other municipalities address youth sport organizations and recoup administrative and maintenance costs for field use. This policy was constructed by pulling the best pieces from those surrounding communities and altering them to make them applicable to the Village of Richfield and the facilities we have in our parks.

The policy, which has been attached in your packet for review tonight, addresses three (3) specific areas of concern. Those areas of concern being:

- 1) Access to fields
- 2) Fees assessed
- 3) Information to be kept on file at Village Hall

The new policy under Section 4.2, provides priority in scheduling to the Richfield Youth Baseball and Softball Association (RYBSA) and Richfield Rockets organization in Heritage and Fireman's Parks. Heritage Park being RYBSA's main hub park and Fireman's Park being the Richfield Rockets main park. Stipulations under the policy state that either organization may allow for additional scheduling/access to, *"those individuals/organizations that make requests to use their fields during reasonable time-slots. Reasonable access shall be what is deemed necessary by the Village Administrator and/or Park Commission."*

After discussing this policy with Park Commission members and the youth sport organizations, we believe the standpoint moving forward will be to continue to allow for both youth sport organizations to utilize the fields while still giving priority to RYBSA at Heritage Park and to Rockets at Fireman's Park.

The intent of the policy is to allow for the continued coordination between the two (2) organizations. If they are able to work out specific scheduling conflicts during weekday play then they may continue to do so together. If they are unable to work out a scheduling conflict, they may appeal to the Administrator and/or Park Commission for a further review and either may have an overriding authority to grant access to the park during the requested time.

The new policy also states that the two (2) organizations must provide Village Staff with a list of field reservations for their season and a roster of players as well. These two (2) lists will be used in conjunction in order to determine the field reservation costs. Those youth sports organizations that are "priority level two (2) organizations", in which 60% of their



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athletes are Richfield residents, will be charged a lesser fee than those organizations that have a higher population of outside residents.

Priority level two (2) organizations that also schedule 150 game and/or practices will receive a \$5.00 discount on both their field rental and deposit fees. The estimated games for the RYBSA organization is 650 games/practices. At \$5.00 a game, they will pay approximately ~\$3,250 for a fee and \$3,250 for a deposit that will be fully reimbursed at the end of their season if no additional fees are assessed. The estimated games for the Rockets organization is 550 games/practices. At \$5.00 a game they will pay approximately ~\$2,750 for a fee and \$2,750 for a deposit that will be fully reimbursed at the end of their season if no additional fees are assessed. Additional fees may be assessed for improper use of the fields/open space that results in additional maintenance required by Village Staff.

Finally, the additional information that will now be required for those youth sports groups/teams/organizations will be liability insurance coverage to be kept on file at Village Hall provided to Staff at the time of field reservation.

After speaking with both youth sports organizations regarding the field reserve policy before you tonight, both had the following comments/concerns (paraphrased):

RYBSA requested the submission deadlines for games/practices be moved back to April. Their registration deadlines and dates are in February and with the incorporation of their new RAGE organization they will need additional time to coordinate game dates and deadlines.

Rockets requests warranted a scheduling hierarchy that was incorporated under section 4.2 of the policy. This hierarchy for field use continues to give priority to each organization in their specific park, but allows for games to take precedence over practices in both parks.

Tonight Staff is looking for feedback and/or a recommendation of approval of the policy to the Village Board with the knowledge that Staff will continue to be involved with the organizations to ensure a working relationship that adheres to the guidelines in the policy.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Staff time.
Future Ongoing Costs: Variable.
Physical Impact (on people/space): Usage of Heritage Park and Fireman's Park.
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

- 1) Village of Richfield Athletic Baseball and Softball Field Reservation Policy

STAFF RECOMMENDATION:

Motion to recommend approval of the Village of Richfield Athletic Baseball and Softball Field Reservation Policy to the Village Board.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 9, 2015

SUBJECT: Athletic Baseball and Softball Field Reservation Policy

DATE SUBMITTED: September 4, 2015

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

James J. Sklar

Village Staff Member

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

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

KateLynn Schmitt

Village Administrator



VILLAGE OF RICHFIELD, WISCONSIN

ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY

1.0 PURPOSE:

To create a clearly defined policy for the personal, private, group and team use of the Village of Richfield baseball and softball fields. The Village of Richfield provides outdoor recreation fields for the use and enjoyment of the citizens of Richfield. This policy is designed to be used by Village Staff when reviewing requests for the use of these facilities.

2.0 ORGANIZATIONS AFFECTED:

Personal/Individual Field Use

Individuals wishing to use the public recreation fields under the jurisdiction of the Village may do so at their leisure on a first-come, first-serve basis, providing the fields have not been previously reserved by another party. Reservations will be listed on the Village website at www.richfieldwi.gov.

Group/Team use and Reservations

Groups and teams wishing to utilize the recreation fields on an on-going basis may do so with prior scheduling approval from Village Staff. All requests must be made in writing using the Park/Facility Rental Permit form available at the Village Hall or online at www.richfieldwi.gov.

3.0 POLICY:

The procedures that have been established by Village Staff in conjunction with the Park Board and youth sports organizations have been established using a priority based hierarchy that gives priority to Village of Richfield sponsored programs and organizations while allowing for the adequate compensation meant to reimburse the Village for not only the use and maintenance to fields, but also the administration of fee's and scheduling.

4.0 PRIORITY IN SCHEDULING VILLAGE OWNED FIELDS:

4.1 Village sponsored programs

4.2 Richfield Youth Baseball and Softball Association (RYBSA), Richfield Rockets, businesses and resident-based leagues (60% of participants are residents of Richfield). Leagues must provide rosters with individual player addresses prior to the first field reservation date.

4.2.1 During the months between April through the end of their season July the Richfield Youth Baseball and Softball Association (RYBSA) manages the scheduling of those fields in Heritage Park. RYBSA shall provide a comprehensive list of dates and games to Village Staff by April 1st of each year. RYBSA shall grant access to those individuals/organizations that make requests to use their fields during reasonable time-slots. Reasonable access shall be what is deemed necessary by the Village Administrator and/or Park Commission.

4.2.1.1 The expected hierarchy of field scheduling at Heritage Park as deemed appropriate by the Village Administrator and Park Commission is generally as follows:

1. **RYBSA Games**
2. **Rockets Games**

3. **RYBSA Practices**
4. **Rockets Practices**
5. **All other individuals/organizations games/practices**

4.2.2 During the months between April through August the Richfield Rockets organization shall manage the scheduling of the Fireman’s Park field. Rockets shall provide a comprehensive list of dates and games to Village Staff by April 1st of each year. Rockets shall grant access to those individuals/organizations that make requests to use their fields during reasonable time-slots. Reasonable access shall be what is deemed necessary by the Village Administrator and/or Park Commission.

4.2.2.1 The expected hierarchy of field scheduling at Fireman’s Park as deemed appropriate by the Village Administrator and Park Commission is generally as follows:

1. **Rockets Games**
2. **RYBSA Games**
3. **Rockets Practices**
4. **RYBSA Practices**
5. **All other individuals/organizations games/practices**

4.3 Non-resident based leagues.

5.0 FACILITY USE REQUESTS:

- 5.1 All requests for facility reservations must be made in writing using the Park/Facility Rental Permit form with a full list of potential games/practices (if those potential games/practices exceed 5 dates they may be attached to the form in another format i.e. excel spreadsheet).
- 5.2 Reservations will be accepted starting the first working day in January and will be considered on a priority basis until April 1 each year. After April 1, reservations are accepted on a first-come, first-serve basis. Payment is due on April 30th.
- 5.3 Tournament requests will be taken November 1, and priority will be given to those tournaments that have been booked in the past, for that same weekend as well as any regular season play that would occur on those dates. All others will then be considered.
- 5.4 Requests filed after the dates listed above will be handled on a space available basis. Priority scheduling does not apply after this date.
- 5.5 Make sure that all of the dates, times and field preparation needs are listed on the permit request submitted.
- 5.6 The usage fee paid will provide exclusive use of the field for a two (2) hour block of time and is charged whether the use is for a game or practice.
- 5.7 No reservations for athletic fields will be issued for use prior to April 1.
- 5.8 All reservations will be given priority over walk-on use.
- 5.9 Groups/teams using the athletic/recreation fields must comply with all park regulations.

6.0 RESERVATION FEES AND CHARGES:

Softball & Baseball Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0
2	\$10/Field	\$10/Field

3	\$100/Field	\$15/Field
Priority Level 2 Youth League Phased Discount for 150 rentals or more. Field Rental: Subtract \$5.00 per Field Rental Fee and Deposit Fee.		

- 6.1 The deposit must be paid in conjunction with all other fees prior to April 30th. The deposit will be retained for violation of any of the established policies and procedures, for damages to the field or for failure to properly clean the area.
- 6.2 The field reservation fee includes mowing of the grass, dragging of the diamonds and moving bases as needed. The field preparation fee includes raking and lining of the diamonds.
- 6.3 NO REFUNDS will be made on reservation fees for fields not used for games or practices.
- 6.4 Groups may cancel up to 20% of their field reservation by April 30th and receive a full refund. If field reservations are cancelled after April 30th or more than 20% of field reservations are cancelled, there will be no refund.
- 6.5 Priority 1 and Priority 2 organizations may hold tournaments/scrimmages using the regular field rental fees.
- 6.6 Tournaments/scrimmages involving teams outside of Priority 1 and Priority 2 organizations are charged according to the tournament charges under the Park Rental Fees.
- 6.7 All group reservations will be confirmed with a contract.

7.0 WEATHER CANCELLATIONS:

- 7.1 Village staff shall make determination whether or not the field conditions allow for the field to be used. Following the start of field use it is the responsibility of the organization scheduled for the field to make the decision as to whether or not field conditions allow the game to continue. If continued use of the field in inclement conditions creates excessive wear or damage to the fields or facilities, Village Staff may invoice the organization for the repair costs. Failure to compensate the Village for any invoiced charges will result in the loss of field use privileges.
- 7.2 Rain cancellations may be rescheduled at no additional cost, but they will not be refunded. Games will be rescheduled on a space available basis.

8.0 LEVELS OF MAINTENANCE:

- 8.1 The Village is responsible for the mowing of all fields.
- 8.2 The Village is responsible for aerating, over-seeding and weed control.
- 8.3 The field reservation fee includes mowing of the grass and dragging of the diamonds as needed. The field preparation fee includes moving of the bases to the desired field dimensions, raking and lining of the diamonds.
- 8.4 Grooming and lining of softball fields to be done by the Village of Richfield crews during weekday play and on weekends in which Village Staff has customarily been available for tournament play. If additional maintenance is necessary during weekends in which Staff has not been made available those youth sports organizations utilizing the fields may designate individual(s) who have been made knowledgeable about field maintenance to take care of lining, hand dragging and general maintenance.

8.5 Absolutely no non-Village vehicles of any type are permitted on any Village park property. Additionally, no materials (sand, sawdust, Diamond Dry, etc.) are to be added to the baseball and softball infields by any field users.

9.0 INSPECTION OF FIELDS AND SITE AMENITIES PRIOR TO USE:

9.1 Upon arrival to each facility, the permit holder is responsible to inspect the site for unsafe conditions, which may be caused from vandalism, severe weather conditions or prior use.

10.0 INSURANCE:

10.1 Liability insurance coverage is required for group/team/organization use only, not individuals.

10.2 Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Richfield as an additional insured.

10.3 A certificate of insurance shall be filed with the Village of Richfield along with the Park/Facility Rental Permit at the time of field request. This certificate shall confirm said coverage and provide the Village with 30 days advance written notice of cancellation, change or termination of said insurance policy.

Date adopted by the Village of Richfield Park Board

September 9th, 2015

Date adopted by the Village of Richfield Village Board

September 17th, 2015

Date to be effective

November 1st, 2015



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 9, 2015

SUBJECT: Bark Lake Park Master Planning
 DATE SUBMITTED: September 4, 2015
 SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: NONE.

ISSUE SUMMARY:

Village Staff has been coordinating the Bark Lake Park Master Planning process since the general outline of Master Planning deadlines were submitted at the May 13th, 2015 Park Commission Meeting. Since that time Staff, has worked to collect data through hosting a Public Information/Workshop Bark Lake Park Master Planning Meeting, distributing survey's online, gathering input from the Bark Lake Association, and meeting with professional consultants regarding the development of the same. At the July 8th, 2015 Park Commission meeting, Staff presented a list of "immediate" and "future needs" for the Park Commission to review and comment on.

The data and information collected has been used and incorporated into the newly drafted Bark Lake Master Plan document before you this evening. This document has been designed to outline appropriate development concepts for Bark Lake Park itself and is also designed as a planning roadmap that highlights key projects which will be incorporated into other Village of Richfield Budget, CIP, and Comprehensive Planning documents.

The plan is broken up into two main sections. The first serves as an introduction to the Village itself with the following categories:

- Purpose of the Bark Lake Park Master Plan**
- Demographics and Trends**
- Relationship to Other Plans**
- Community Input and The Planning Process**

The second section focuses on the restrictions, needs and future proposed improvements for the Bark Lake Park Master Plan through the following sections:

- Park Location**
- Site Conditions and Analysis**
- Site Analysis Map**
- Inventory of Features**
- Needs Assessment and Park Goals**
- Park Master Plan and Proposed Improvements**
- Park Master Plan Proposed Concept Map**
- Proposed Projects and Future Needs**
- Proposed Phasing and Implementation**

On Wednesday September 2nd, 2015 Village Staff met with Village Engineers, Jennifer O' Leary and Ron Dalton, who have done extensive work on various park planning documents in order to obtain feedback on the overall design/layout of the plan and to also ask for the development of a concept plan that would be incorporated into the plan. Key pieces that were identified as necessary for the concept plan included the addition of the following potential amenities:

Multi-Use Court	Concrete Slab	Bubbler	ADA Playground Surface
Park Sign	Benches	Picnic Tables	Scrambler
Gravel Path	Swing Set	Charcoal Grill(s)	Monkey Bars



VILLAGE OF RICHFIELD
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The engineers are confident they will be able to generate a concept plan and response to the document before the end of September. Particular attention is being given to the design of this Master Plan because it will serve as a guideline for all of the future plans we develop for the remainder of the Village Parks. Staff is confident we will be able to present a final copy of the plan at the November 11th Park Commission Meeting.

Tonight any feedback Park Commission members have regarding the initial rough draft will be taken and considered in the final phase of planning.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Staff time.
Future Ongoing Costs: Variable
Physical Impact (on people/space): Park Development.
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

- 1. 2015 Bark Lake Park Master Plan Rough Draft

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

[Signatures]
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.

Richfield

BARK LAKE PARK MASTER PLAN

Village of Richfield

Adopted: November 11, 2015



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 Bark Lake Park for years to come.

VILLAGE OF RICHFIELD BOARD OF TRUSTEES

John Jeffords, President
Dan Neu, Trustee
Bill Collins, Trustee
Sandy Voss, Trustee
Rock Brandner, Trustee

VILLAGE OF RICHFIELD PARK BOARD

Tom Wolff, Chariman
Heidi Woefle, Board Member
Ken Meeks, Board Member
Larry Schmitt, Board Member
Don Filipiak, Board Member
Dick Becker, Board Member
Paul Bernard, Board Member

VILLAGE OF RICHFIELD STAFF

Jim Healy, Administrator
KateLynn Schmitt, Administrative Services Coordinator
Laura Johnson, Deputy Clerk
Adam Schmitt, DPW Supervisor
Bob Muesch, Shop Foreman
Dave Janzer, Hwy Department
Brett Thicke, Hwy Department
Andrew Prendergast, Hwy Department
Annie Stuetgen, Parks Department
Lance Nighbor, Parks Department
Margaret Runnells, Office Assistant
Brad Calder, Planning/Administrative Intern

CONTACT FOR FURTHER INFORMATION:

Village of Richfield—Village Hall
4128 Hubertus Road
Hubertus, WI 53033
(262) 628-2260
www.richfieldwi.gov

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Introduction

Purpose of the Bark Lake Park Master Plan

The Village of Richfield, Wisconsin boasts a wealth of amenities for its residents, making it a desirable place to live and visit. One of its greatest resources is the natural and open spaces. This master plan focuses on the future of the only neighborhood park located within the Village of Richfield: Bark Lake Park. The purpose of this master plan is to guide park improvements by establishing an overall vision for the park, addressing existing issues related to circulation, access, activities, and outlining strategies for implementation and maintenance.



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 additional amenities to those in aging demographics is something the Village must remain cognizant of as equally important when future park planning.

The Village’s Park Commission, Village Board, and Park Staff have a common and unified goal, to ensure that our parks serve our community’s recreational needs. By continuing to monitor population trends and reaching out to our Village’s youth sports organizations and residents with opportunities for active participation, the Village will be able to respond better to community needs, resolve conflicts among groups of different park users, and manage park assets more efficiently and effectively.

RECREATION TRENDS

While Bark Lake Park is the only Village owned “Neighborhood Park,” several other parks throughout the Village which are privately owned would also be classified under this category. Those being:

Name/Description	Acres	Park/Site Type	Ownership	Features/Facilities
Amy Belle School	8.5	Neighborhood	School District	Playground equipment, ball field, basketball courts
Richfield School	8.8	Neighborhood	School District	Playground equipment, ball fields, basketball courts
Friess Lake School	27.0	Neighborhood	School District	Playground equipment, ball fields, basketball courts
Friess Lake School	40.0	Conservancy	School District	Wooded, undeveloped
Plat School	5.0	Neighborhood	School District	Playground equipment, ball fields, basketball courts
St. Augustine School	5.0	Neighborhood	Private	Playground equipment, ball fields, basketball courts
St. Gabriel School	10.0	Neighborhood	Private	Playground equipment, ball fields, basketball courts

Overall, the Village has a surplus in the allotted acreage it has allocated for “Neighborhood Parks” which means the provided amenities are more than suitable for our current residents pursuant to NRPA standards. It’s important the Village identifies its other “Neighborhood 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
Neighborhood	69.3	1 to 2	11.3 to 22.6	58 to 46.7

Notes: 2010 Population = 11,339

Relationship to Other Plans

The Bark Lake Park Master Plan is designed to help implement capital improvements of the park over the next 5 years. The park master plan is compatible with other planning efforts in the Village including the Village of Richfield Comprehensive Plan and the Village of Richfield Master Park Plan. It is important that changes within related planning efforts are updated into the park master plan for Bark Lake Park in order to offer the community a comprehensive and well-connected recreation system.

Community Input & The Planning Process

Community engagement was an important part of the planning process to produce this park master plan and input was solicited from a wide range of stakeholders, and park users. An assessment of park needs was conducted early in the process amongst Village Staff. Those assessments were relayed during the Bark Lake Park Master Planning Workshop process and prioritization of those projects also took place at that time.

Residents and public members of the community were asked for their input about needs for each park through an online questionnaire.

Feedback to the projects and ideas generated were relayed to the Park Commission throughout the Master Park planning process and contributed to the development of a preferred plan.

In addition to public and community input, the park master plan has benefitted from the efforts of key staff at the Village of Richfield who work directly on activities, safety, and operations and maintenance of the park on a regular basis. Their input was largely gained through site visits, work sessions, and one-on-one meetings with park and planning staff.

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Bark Lake Park Master Plan

Park Location

Bark Lake Park, in the southwest part of the village, is one of the largest community parks in the Village of Richfield. Located on Bark Lake Drive just south of Bark Lake Road. It encompasses 5 acres and has a mix of recreation use. A large majority of this park is taken up by wooded and swamp land, while open space and recreational uses otherwise encompass the park. To the north and east residential homeowners surround the current park. The road is adjacent to the western most border of the park, and residents pull off to the gravel shoulder of this road to park. Through the wooded land to the northern most border is the old #3 fire Richfield Fire Station is located. This fire station was utilized as a satellite location before the construction and completion of the STH 175 fire station. It is currently utilized for storage. Bark Lake Park was dedicated to the then Town of Richfield in 1990 from the Richfield Volunteer Fire Company. The Certified Survey Map dated May 14th, 1990 states:

“This conveyance is subject to the real estate herein conveyed being used exclusively for park, fire department or public purposes and if sold to private parties or used for private purposes, then this conveyance shall be null and void and the real estate revert to grantor or it’s successor. At no time shall said premises be used for a public dump or for public garage disposal purposes.”

The location of Bark Lake Park provides a beautiful setting for park visitors. Located just north of Bark Lake in the Village of Richfield It’s open space provides generally flat areas for recreation. Tree plantings dot the landscape throughout the northern part of the park and are scattered throughout.



Site Conditions & Analysis

A Bark Lake Park Master Planning Meeting in which residents within 500' of Bark Lake Park were notified via a letter in the mail about the Master Planning Process and input was requested. Bark Lark Park is unique to the Village of Richfield for several reasons including it's size. Because Bark Lake Park is a five (5) acre lot it has the potential to be classified as either a Neighborhood Park or a Community Park defined in the Village of Richfield's 2013-2018 Comprehensive Park Outdoor Recreation and Open Space Plan as:

NEIGHBORHOOD PARK

"A park designed to serve a residential neighborhood or subdivision. Neighborhood parks typically include playground equipment, unmarked play areas and picnic facilities. Larger neighborhood parks may include basic baseball/softball fields, courts (tennis, volleyball, basketball, etc.), picnic areas, or restroom facilities. These parks should be within a comfortable walking distance of intended users."

Typical Size: 1 to 5 acres

Per Capital Standard: 1 to 2 acres per 1,000 residents

Accessibility Standard: 1/4 to 1/2 mile radius

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 fro 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

Bark Lake Park is currently the only Neighborhood Park located in the Village of Richfield. It is a quaint park that users in the area may bike to on side roads. It's main amenities include a park shelter with electric that may be reserved at Village Hall and playground equipment. Residents in the surrounding area regularly walk to and utilize this park and it's open space.

At the Bark Lake Park Master Planning Public Workshop meeting the potential expansion of the park, it's open space and potential amenities was discussed with the idea in mind of brining this park to a Community Park standard. While the park's total lot size is five (5) acres the fact that only approximately three (3) acres of the park is able to be utilized as open space, or service various amenities means that if we were to ever achieve the Community Park minimum acre standard the Village would have to fully utilize all five (5) acres of the lot. Upon review of the topography of the lot and in speaking with residents who go to and utilize the park expansion of the park would not be a feasible/necessary endeavor in the foreseeable future.

Site Conditions & Analysis Continued

ZONING & TOPOGRAPHY

Bark Lake Park is located in Section 23 of the Village of Richfield. In evaluating its potential use it's important to review the Zoning Map along with the 100 year floodplain maps because of its proximity to Bark Lake. The current parcel V10_0872_00K is zoned and general stated as:

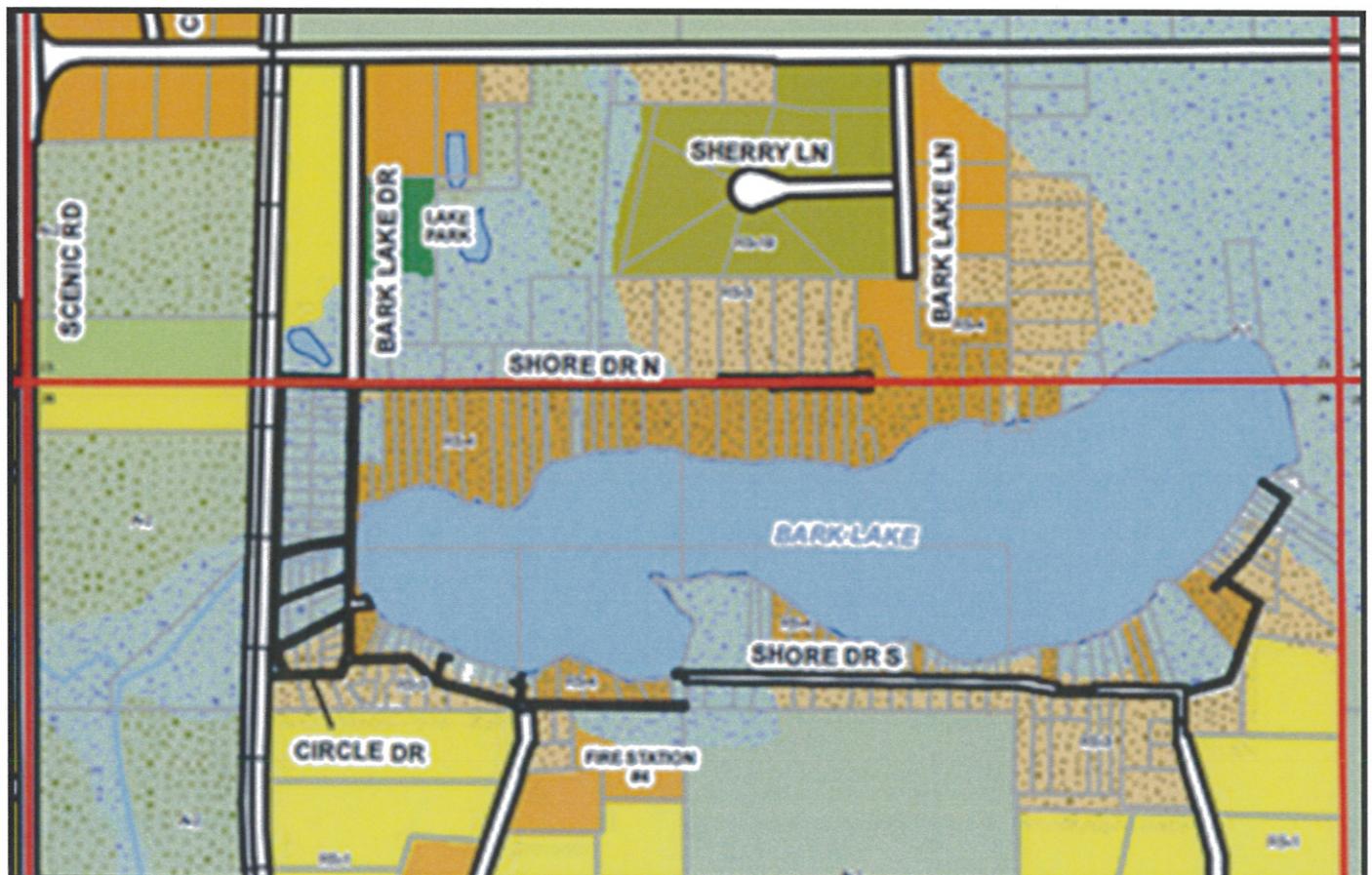
P-1 Park & Recreation District: This district is intended to provide for areas where the recreational needs, both public and private, of the population can be met without undue disturbance of natural resources and adjacent uses.

And

F-1 Floodland District: This district is intended to preserve in essentially open space and natural use, lands which are unsuitable for intensive development purposes due to poor natural soil conditions and periodic flood inundation and shall include all land and water area lying within the delineated forecast 100-year recurrence interval flood or as delineated on the county shoreland-floodland map.

The northernmost portion of the property is where the main park activity takes place, and the southernmost portion of the property is the area largely unutilized. The unutilized area is covered in trees and marsh/swamp land. Mosquitos and various animals inhabit this marsh land, and make it currently unusable for residents visiting the parks.

Taking out the trees and altering the natural landscape of the park could be explored in the future, but



Site Conditions & Analysis Continued

Residents present at the Bark Lake Park Master Planning Public Workshop Meeting were not in favor in changing the natural landscape of the park for reasons related to expansion. They indicated the current size and usable area was adequate for their needs.

In the future Staff may want to explore the feasibility of trail installation or throughout this currently unutilized marsh land area. A walking trail leading residents through various potential vantage point locations might be something that could be explored in the future if the Park Commission and surrounding residents were of a mind to support such an installation.



Site Analysis

Figure 2.2 illustrates the existing conditions and site analysis for Bark Lake Park and demonstrates how much park land is occupied by wooded wetland to the southern most area of the park. Issues and opportunities identified through the analysis are as follows:

SITE ANALYSIS MAP

- Parking 
- Open Space Area 
- Playground Equipment 
- Shelter 
- Usable Park Boundry 
- Parcel Outline 



Inventory Features

CONDITIONS OF EXISTING FEATURES AND AMENITIES

A full report of the existing conditions for Bark Lake Park were documented by Village Staff and are included below. Park Amenities were given a classification of poor, fair, good or new.

FEATURES	CONDITION AND NOTES
Athletics	
Open Space	Fair—holes line the entire park area and make mowing difficult
Play Features	
Playground (1)	Good—Playground equipment was installed in 2007 features include slides, a bridge and rock climbing wall
Sand Digger (1)	Good—This amenity was installed at the same time as the playground equipment still fully operational
Other Amenities	
Picnic Tables (2)	Fair—Usable paint chipping regular vandalism each year i.e. name scraping and spray painting
Bench (1)	Poor—Wooden usable bench
Trash Can (1)	Fair—Barrel garbage can, bee's, animals and bugs frequent the can
Dog Signs (2)	New—Dog signs were recently placed in the park
No Motorized Vehicle Signs (2)	New—Signs were recently placed in the park
Shelter (1)	Good—Sound structure minor graffiti cleaned up each year
Trees (23)	Good—Pine, Oak and Hickory trees
Lights (4)	Poor—The park currently has four (4) lights none of which are operational, the pavilion also has the potential for one additional flood light
Parking	Good—Parking is along the shoulder of Bark Lake Road
Landscaping Incorporated	Poor—The current flag pole does not have lighting elements so not flag can be displayed because it would not be lit at night and the there is no sign for the time capsule that is buried at this location
Port-A-John (1)	New—A temporary bathroom facility is brought to this location each year

Inventory Pictures



Bark Lake Shelter



Playground Equipment



Picnic Tables (2)



Sanddigger



Park Bench



Landscaping



Dog Waste Signs (2)



No Motor Vehicle Signs (2)



Inventory Pictures



Park Lights



Park Lights



Open Space



Trees



Parking



Open Space



Open Space

Needs Assessment & Park Goals

Needs and desires for improving Bark Lake Park were identified through a Bark Lake Park Master Planning Meeting in which residents within 500' of Bark Lake Park were notified via a letter in the mail about the Master Planning Process and input was requested. At the August 4th Bark Lake Association Meeting residents of the association and from the lake were also asked to provide input and feedback regarding the list of immediate vs. future needs assessment.

MOST POPULAR ACTIVITIES

- Picnicking
- Parties in which the shelter is utilized
- Open space recreation use
- Playground equipment use

ACTIVITIES IMPORTANT TO KEEP

- Picnicking
- Parties in which the shelter is utilized
- Open space recreation use
- Playground equipment use

FEATURES TO STAY

- Playground Equipment
- Shelter

ISSUES

- Lack of Additional Amenities
- Maintenance of park features (lights)
- Lack of full utilization of entire area

OPPORTUNITIES FOR CHANGE

- Ample amount of open space for additional amenities
- Create Attractive Park Entry
- Tree sericulture

GOALS AND OBJECTIVES FOR BARK LAKE PARK

1. [Goal #1] In progress/Maintenance to Existing Features

[Objective #1] Provide general maintenance to current amenities

2. [Goal #2] Small Additions To/Permanent Upgrades

[Objective #2] Include in the budget and provide for upgrades to existing features and additional small amenities

3. [Goal #3] Capital Improvement Planning and Future Needs

[Objective #3] Additional potential future amenities will be brought before and considered each year at the time of Capital Improvement Planning

Park Master Plan & Proposed Improvements

The master plan for Bark Lake Park is based on the site analysis and needs assessment conducted with the community members at the June 24th Bark Lake Park Master Planning Public Workshop Meeting, the Bark Lake Association at the August 4th general association meeting, and Village Staff. The plan addresses issues and opportunities identified to achieve the goals established for the park. Figure 2-3 illustrates a potential master plan for Bark Lake Park. Proposed improvements and recommendations for change in the park are described below in relation to how they address goals for the park.

EXISTING FEATURES AND PROJECTS

As the master plan for Bark Lake Park is completed, several changes are already being planned for the park. During the community workshop meeting held on June 24th, 2015 the residents in attendance considered the following list of potential Park Planning Objectives.

Potential Projects/Amenities
Sanitary facility (include bubbler/water fountain)
Fill low spots throughout park
Additional picnic tables
Create an ADA compliant gravel path
Replace lights and include timers on those lights (this may include an update to electricity)
Replace flood light by pavilion
Put a solar light by the current flag pole
Install a sign for time capsule located by flag pole
Install park grills (with charcoal receptacles)
Fixed sealing garbage cans to prevent animal/bug attraction
Swing set feature
Basketball court
Shuffle board
Horseshoe pit
Tennis court
Eliminate wood chips and get rubber ADA compliant padding for play area
Permanent bathroom facilities
More benches
Enlarge the park (take out brush to create more open space)

These potential park projects were evaluated based on their immediate vs. their future need in Bark Lake Park. In this way Staff can prioritize the immediate items or projects to be considered in future years budgets vs. future year capital improvement plans. The immediate vs. future need list has been provided in Figure xx-xx. The results of this meetings and the two lists generated were presented to the Park Commission at the July 8th, 2015, regular meeting.

Proposed Improvements Map

IMMEDIATE NEEDS	POTENTIAL FUTURE NEEDS
Fill Low Spots Throughout Turf in Park	Swing Set
Additional Picnic Tables (2 more)	Basketball Court
Replacement of Lights/Timers on Lights	Shuffle Board
Floodlight by Pavilion	Horse Shoe Pits
Solar Light by Flag Pole	Tennis Court
Time Capsule (sign)	Eliminate Wood Chips add ADA Tire Surface
Upgrade to Electric	Permanent Bathroom/Sanitary Facility w/ Bubbler
Closing Permanent Garbage Can	
Additional Benches	
Grills (Charcoal Disposal Container)	
Path	

On August 4th, 2015 the Bark Lake Association hosted one of their annual meetings and presented the list of potential projects/amenities to the residents of the Bark Lake community. The most popular and overwhelming feedback received from residents was that the current open space was more preferable to them than a Basketball Court, but additional swing set features, horse shoe pits and grills would definitely be a preferable inclusion to the park and it's current use.

Park Master Plan Proposed Concept Map

Park Master Plan Proposed Concept Map

Proposed Projects and Future Needs

The Bark Lake Park Master Plan not only provides the vision and layout for the park features and amenities, it also suggests an implementation schedule for proposed improvements. The timing of implementation depends on several factors including demand, cost, 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 phasing strategy recommended for implementation of the proposed improvements.

Table xx-xx includes the estimated capital costs for park improvements proposed by this park master plan. These budget numbers will assist village staff and decision makers in weighing the various options and prioritize a phased implementation for the park. The project budget numbers are rough estimates and costs related to design, construction, construction administration and contingency.

Final numbers will need to be developed through detailed design for each improvement project. Specific site conditions for each project can substantially affect cost and material and labor can vary from year to year.

IN PROGRESS/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.

1. Purchase sod and focus on filling the low spots of the turf throughout the park in order to make mowing and maintenance for the park more manageable for Staff, and prevent accidents from falling when residents are utilizing the open space area.
2. There are a total of four (4) lights located in the park. Those lights are no longer operational. On-going maintenance will include the replacement of the lights and possible electrical wiring.
3. In addition to the regular lights the floodlight located on the pavilion has been disconnected. There has been some discussion about whether the replacement of this is necessary or not. Village Staff will look to determine this in the near future and replace the light or remove it if necessary.

SMALL ADDITIONS TO/PERMANENT UPGRADES

Several current features in the park have been requested for upgrade for practicality purposes. Those upgrades are listed below and additional smaller amenities will be included in future budgets to bring this small neighborhood park, back up to usable standards.

1. The pavilion at Bark Lake Park currently has two (2) picnic tables more picnic tables has been requested so that larger parties can more adequately be accommodated for. Currently getting additional tables to the park is not an easily accomplished endeavor for the DPW Staff and families hosting large parties have brought their own tables for more seating in the past.
2. The wooded land that encompasses a portion of the five (5) acre park is home to many different animals. The barrel garbage can means animals frequent this can scattering garbage throughout the pavilion and open space area. A more stable can with a closed lid would be better suited for this park because of it's proximity to a wooded area and it's location from Village Park. Being that it is the most underutilized of all Richfield Parks this can is most likely to be emptied the least.

Proposed Projects and Future Needs

1. The flag pole in Bark Lake Park is an asset to the park, but the lack of a light prevents Village Staff from hanging a flag on the pole. To fully utilize this pole Staff will look at potential solar light options in order to utilize the pole.
2. Buried at Bark Lake Park is a time capsule. Much like the time capsule located at Village Hall, which the Village does also do not have a sign for, Staff would like to provide a sign for this time capsule so that it is not forgotten and we might be able to always remember the Village's past.
3. One of the most popular activities in Bark Lake Park are small family events and parties. Picnicing is also a common activity seen in the park on a regular basis. One of the most highly requested additions to this particular park has been the installation of park grills so that cooking can be done on site in the park.
4. Additionally seating while mentioned before in regards to picnic tables is definitely something the Village will look to provide in the future. Benches and other forms of seating for this park will be explored and kept on an ongoing list for needs for any Eagle Scouts or other individuals looking for community service projects.

CAPITAL IMPROVEMENT PLANNING AND FUTURE NEEDS

The Village of Richfield only has five (5) parks under it's control with no intention of purchasing additional park land in the near future. That means Staff and Board need 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 would be appropriate for the community this park resides in and the residents it serves.

1. A swing set feature is one of the most utilized pieces of equipment in Heritage Park. This very basic piece of equipment would be easily installed in this park and may be one of the first additional amenities placed in the park in the near future.
2. Horse Shoe Pits are another simple amenity that requires very little in regards to upfront installation costs. The only downside is that very few residents have their own horse shoes and the Village would not maintain those for residents.
3. Elimination of Wood and install ADA compliant tire surface underneath the play area.
4. The installation of a path leading from the pavilion to the playground equipment is something that would be nice for those having parties making the flow of the park and the aesthetics more natural.
5. A Basketball Court is something currently only one (1) other Richfield park (Fireman's Park) has. Installing a Basketball Court would make this park unique to the Village in that regard.
6. A multi-use court of sort is something the Village intends to look into as well. Upon Staff discussions with our consultants these type of courts that service small parks are popular in various areas.
7. Shuffle Board would again be another potential unique feature that residents might begin frequenting this park on a more regular basis if we were able to provide this type of unique amenity.

Proposed Implementation Strategy

Master Plans are meant to provide guidance for Staff and Board members in regards to the goals and objectives our residents would like us to pursue and achieve. In future budgets our Staff will look to utilize the Master list of Potential Park Projects in the way they coordinate and plan. The first two lists generated in Master Park Planning *In progress/Maintenance to existing features* and *Small Additions to/Permanent Upgrades* are categories that Staff hopes to incorporate into immediate budget planning agenda's. As monies become available we will do 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 reevaluate each year. This committee evaluates how strong the need for those proposed projects each year and then works to evaluate what we should do based on realistic funding levels of the Village. First and foremost Staff and Board members must concurrently agree on the future vision of each park.

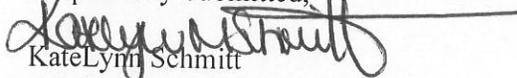
General Park Operations Report for September 2015

Park Commission Members,

As a part of my position as Administrative Services Coordinator, I want to make sure that I have a bi-monthly dialogue with everyone on the Park Commission about General Park Operations. It is important to me that I solicit feedback from this Commission in order 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. **The knowledge you each have of our park system is an invaluable resource that I intend on tapping into.**

- ✓ **Heritage Park Trails.** During summer months our parks customarily experience an influx of activity. Our DPW crews work in the parks daily to ensure our most prominent walking trails are maintained and kept clean. As we move into winter preparation our DPW Supervisor will be coordinating with those individuals who utilize the parks for snowmobiling and other activities to ensure safety and proper use of our parks is maintained for all users.
- ✓ **Richfield Historical Society Projects.** Richfield Historical Society (RHS), Project Coordinator, Del Schmechel, provided me with an update regarding a previously approved project in the Richfield Historical Park. RHS has recently been able to recruit an Eagle Scout to construct the proposed Library Boxes that were approved by the Park Commission at the regularly scheduled March 11th meeting. The Commission approved the construction and placement of up to three (3) new boxes in the Richfield Historical Park at heavy traffic flow areas.
- ✓ **Richfield Historical Park.** The Richfield Historical Society's next event will be the 17th Annual Threshere on September 19th and 20th from 9:00 AM to 5:00 PM. This event features a functioning steam engine powered threshing machine you can view in action the day of the event. Other activities include scarecrow making, building a log cabin, bidding on a silent auction, and taking a tour of the Messer/Mayer Mill, Mill House and Lillicrapp House/Welcome Center. This is the Richfield Historical Society's biggest annual event of the year, and all are encouraged to attend.
- ✓ **Richfield Soccer Club.** The recent division of the RYBSA and Rockets organizations has caused some concern amongst our other main youth sport program that operates out of Heritage Park. Because of this, Richfield Soccer will be making a few small changes to their bylaws as a preventative measure for potential conflicts. Richfield Soccer President Anderson will not be available this evening, but a prepared comment will be read aloud.
- ✓ **Nature Park Bridge.** Village Staff recently met with Craig Kunkel and Mitch Leisses, from Kunkel Engineering to discuss the construction of a new bridge in the Richfield Historical Park. Money was earmarked in the 2016-2020 Capital Improvement Plan for this project, but it appears the type of bridge originally sought goes above the budgeted funds. In discussions with Mr. Herb Lofy from the Historical Society, Staff has agreed to talk with our engineers about other options that might be a lesser cost to the Village. Our main concern is to construct a bridge that will be both financially feasible for the Village and a lasting asset for our park system.

Respectfully Submitted,



Kate Lynn Schmitt

Administrative Services Coordinator