



AGENDA  
SPECIAL PARK COMMISSION MEETING  
RICHFIELD VILLAGE HALL  
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN  
AUGUST 10, 2016  
**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. May 11, 2016 – Regular Meeting
5. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action items on the agenda, only. Public comments are not a public hearing and are typically a one-way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the Chairman.)
6. DISCUSSION/ACTION ITEMS
  - a. Discussion/Action regarding the Athletic Field Reservation Policy
  - b. Discussion regarding Heritage Park Master Planning
  - c. Discussion regarding Bark Lake Park minor and major site improvements
  - d. Discussion regarding the Staff Park Operations Report
7. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at [www.richfieldwi.gov](http://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](http://www.richfieldwi.gov) with as much advance notice as possible.



**AFFIDAVIT OF POSTING**

Pursuant to Sec. 985.02(2), Wis Stats., I, SUSAN RUSHMER, being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.
2. I hereby certify that I posted a copy of the attached:

PARK COMMISSION MEETING 8/10/2016

on 8/5/2016 (date), 1:00 PM (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Susan Rushmer  
Signature

8/5/2016  
Date

Personally came before me this 5<sup>th</sup> day of August, 2016.

Margaret M. Runnells  
Notary Public, State of Wisconsin  
My commission expires 9/25/16

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I further certify that a copy has been posted to the Village website [www.richfieldwi.gov](http://www.richfieldwi.gov).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4 a

Park Commission Meeting  
5/11/2016  
Village of Richfield, 4128 Hubertus Road, Hubertus, WI

6:00 p.m.

**1. Call to Order/Roll Call**

Park Commission Chairman Tom Wolff called the meeting to order at 6:01 p.m.

Present at the meeting was Park Commission Chairman Tom Wolff, Commissioners Dick Becker, Paul Bernard, Ken Meeks, Heidi Woelfel, Larry Schmitt, Don Filipiak, Village Administrator Jim Healy and Administrative Services Coordinator KateLynn Schmitt.

**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. March 9, 2016 – Regular Meeting**

Motion by Commissioner Meeks to approve the meeting minutes from the March 9, 2016 Regular Park Commission meeting; Seconded by Commissioner Bernard; Motion passed without objection.

**5. DISCUSSION/ACTION ITEMS**

**a. Discussion/Action regarding the requested dates for the Richfield Historical Society's Annual Events**

Administrative Services Coordinator KateLynn Schmitt gave an update about the upcoming events in the Richfield Historical Park.

Motion by Commissioner Bernard to authorize the list of 2016 Richfield Historical Society event dates and times in the Village Historical and Nature Park; Seconded by Commissioner Meeks; Motion passed without objection.

**b. Discussion regarding Heritage Park Master Planning**

Administrative Services Coordinator Schmitt presented the timeline for the Heritage Park Master planning process.

**c. Discussion regarding Ash Borer and comprehensive tree planning for the Village parks**

Administrative Services Coordinator Schmitt gave a brief update about the way in which Staff would be moving forward to create an inventory of Ash Borer's in the Village park system, and the action plan Staff intended to create in order to address the invasive species.

**d. Discussion/Action regarding the addition of a 2<sup>nd</sup> batting cage in Fireman's Park**

Administrative Services Coordinator Schmitt introduced the topic and stated the new batting cage would be located directly next to the other newly installed batting cage in Fireman's Park.

Motion by Commissioner Meeks to approve the site alteration in Fireman's Park for the installation of a new 17' x 74' batting cage subject to the General Conditions of Approval listed below.

General Conditions of Approval:

1. The Richfield Rockets organization will provide all funding for the batting cage and for the installation of any pad and/or any maintenance associated with the inside area of the batting cage in which the new batting cage shall be located on each year.

Seconded by Commissioner Becker; Motion passed without objection.

**e. Discussion/Action regarding dugout improvements in Fireman's Park**

Administrative Services Coordinator Schmitt introduced the topic stating that the Rocket's organization would be utilizing their own resources and volunteers in to construct new dugouts.

Motion by Commissioner Woelfel to approve the site alteration in Fireman's Park for the installation of new dugouts subject to the General Conditions of Approval listed below.

General Conditions of Approval:

The Richfield Rockets organization will obtain a building permit from the Building Inspectors office in order to ensure the stability of the newly constructed dugouts, and the compliance of the dugouts with any Village building codes.

Seconded by Commissioner Schmitt; Motion passed without objection.

**f. Discussion regarding the Staff Park Operations Report**

Administrative Services Coordinator Schmitt gave a brief update about Richfield park activities and events.

**2. ADJOURNMENT**

Motion by Commissioner Filipiak to adjourn; Seconded by Commissioner Meeks; Motion passed without objection at 6:41 p.m.

Respectfully Submitted,

KateLynn Schmitt  
Administrative Services Coordinator

6 a



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: August 10, 2016

SUBJECT: Athletic Field Reservation Policy Review  
DATE SUBMITTED: August 5, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTIONS: PLEASE SEE BELOW POLICY QUESTIONS LISTED IN **BOLD** TYPE.*

*ISSUE SUMMARY:*

The 2016 baseball season was the first year in which the Village's Park Commission enacted a "field reservation policy" which facilitated the scheduling of the two (2) youth baseball organizations that primarily utilize Village of Richfield's fields. Per the direction of the Park Commission, Village Staff documented a number of different potential points of discussion as the season progressed and we are happy to say that both organizations were provided field access, with RYBSA having 730 games and/or practices at Heritage Park and the Rockets scheduling 520 games and/or practices at Heritage Park and Fireman's Park.

One of the biggest advantages of having these two (2) privately managed organizations is the fact that the Village, except for the purchase of land and day-to-day maintenance to the facilities, has largely not needed to hire additional Staff in order to manage program and activities in our park system. In order to keep this model, we must continue to find a way to provide reasonable access to our biggest youth sport programs that utilize our parks. The Village's goal in creating the Athletic Field Reservation Policy was to create a clearly defined method for schedule submission and distribution that both organizations would be able to easily interpret, understand and adhere to.

Some of the initial difficulties we had with the policy were in relation to the dates and deadlines we had established. In retrospect, perhaps they were too ambitious and not it was realistic enough of a timeline for RYBSA to know their participation enrollment and have their teams' schedules set. Rockets submitted a comprehensive schedule to Village Staff before the April 1<sup>st</sup> deadline. This schedule had a significant number of requests for dates and time slots in Heritage Park and after discussions with Rockets Operations Director Dave Dietrich, Staff was able to tweak the schedule to allow for more RYBSA practices.

During the month of April to the middle of May, the conflicts in scheduling largely affected RYBSA's organization, because as the policy states, games took priority over practices. During the first few weeks or months of RYBSA's season, all they do is practice. Therefore, the organization saw on 15 separate occasions instances where their practices needed to be moved around or cancelled all together because of a Rockets game on the various fields at Heritage Park. However, Village Staff appreciated those instances in which the Rockets organization was willing to make certain concessions to allow practices to occur during timeslots that were previously slated for games. We believe the Rockets organization understands that for a recreational-based organization, practice is equally as important, if not more important, than the playing of games to allow for the constructive on-field instruction of players wishing to learn the game of baseball.

Staff received the practice schedule from RYBSA which went through the month of May on April 14<sup>th</sup>, which was the day before fields were released to be open for use. The remainder of the RYBSA schedule listing dates and times for teams' games and practices for the remainder of the summer was released on May 2<sup>nd</sup>.

Due to the delay in receiving RYBSA's schedule, the entire "master schedule" for Heritage Park was not completed and released until the end of May. Throughout this time period, as additional requests for practices and adjustments were being directly requested to Staff by coaches from RYBSA and by Rockets Operations Director Dave Dietrich, Staff processed those requests and adjusted the schedule, when possible, to maximize field usage at Heritage Park. Staff



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attempted to the greatest degree possible to accommodate changes through various rescheduling. Taking this approach to in-house scheduling by Staff was done at the request of the Village Administrator. In hindsight, this was a violation of our own policy by Staff, which we believe occurred because of a tidal wave of unforeseen circumstances. This should at all costs be attempted to be avoided next year due to the time and effort that was involved in the process by Staff. However, to accomplish this task, realistic timelines must be set so that Staff can turn over the day-to-day scheduling at Heritage Park to the RYBSA organization and to the Rockets organization at Fireman's Park.

Having a year to analyze and review the policy's implementation, we see three (3) potential items for consideration that Staff would like to bring to the attention of the Park Commission. The first is requesting the two (2) organizations appoint a singular person to be the dedicated point of contact for working with one another. If the Village is truly going to be excising itself from this process in 2017, the framework needs to be in place so that constructive dialogue can occur between the two (2) groups. We believe that individual for the Rockets is Operations Director, Dave Dietrich. With the potential reorganization of the RYBSA Board and similar re-assignment of duties, at this point we are unsure as to who that direct point of contact will be for the RYBSA organization.

Second, we think it would benefit all parties if those individuals worked together with Village Staff to help develop realistic deadlines by which schedules must be set. While we learned this year that the coordination efforts for scheduling at Heritage Park were a tremendous responsibility and took a considerable amount of Staff time, the amount of work for the RYBSA organization exponentially increased this year with their successful partnerships with other area communities. Perhaps the solution to the scheduling conundrum is to first set a date by which RYBSA must submit their practice schedules to the Village by for the months of April and May. While this still entails a great degree of coordinated effort for the RYBSA organization, it allows them the flexibility to continue to work on game scheduling into the month of May and still gives adequate time and notice for the Rockets organization for the scheduling of their games and practices at Heritage Park. If these mutually agreeable dates and deadlines are not able to be met, then it shouldn't be to the detriment of the other organization and some sort of deterrent needs to be put in place to provide incentive to the organizations to submit on time.

The third relates to the intent of the policy itself and some of the potentially unintended consequences we saw this year. In looking at the scheduling for the first few months of both organization's seasons, as previously mentioned, several of the RYBSA practices were either not held or had to be rescheduled due to the Rockets' organization's games. For the overall viability of a recreationally based program, where children are first learning the game of baseball, we believe this is detrimental not only for the children but for the overall viability of the league going forward. To be clear, with the cooperation of the Rockets organization this year we were able to navigate a veritable "minefield" of conflict, much of which only existed in the first few weeks of each respective season.

Table with 3 columns: Dates, RYBSA # of Conflicts, Rockets # of Conflicts. Rows include April 4th-May 31st, June, and July.

\*Originally it was five (5) but Rockets worked with the Village Staff to lower the number to two (2).

The attached memo outlines more details regarding some of the various issues that Staff believed to be present during the 2016 scheduling.

Some questions Staff would like clarification/direction on this evening are:



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Q1: As an example, should the date for final practice submission be April 15th instead of April 1st and the date for final game schedule be April 30th instead of April 1st to better accommodate RYBSA and still allow Rockets time to schedule its games/practices?

Q2: Should there be repercussion for failure to submit by the mutually agreeable deadlines that the Village will develop in concert with both RYBSA and Rockets? If so, what types of rights and privileges will be lost?

Q3: Should the RYBSA and Rockets organizations be required to appoint one (1) individual to work with on changes in scheduling/additional requests after the master schedule has been distributed by the Village? If so, these two (2) individuals must agree to work together which will allow for the Village be taken out of the process of scheduling dates and times for games and practices for both organizations.

Q4: Should the priority in scheduling in Heritage Park during the months of April and May be changed to giving priority in scheduling to the RYBSA organization for its initial practices due to the fact that they never have games scheduled early in this part of the season because of the necessity of practice Then, after games start for RYBA after their "Opening Day" weekend, the schedule would revert back what is presently adopted in the policy where games for both organizations trump practices for both organizations.

If Staff was to get clarification on the desires of the Park Commission on the above issues, we are confident in our ability to bring a usable updated policy back before the Park Commission at the September meeting. It is important to note that in our Heritage Park Master Planning process, Staff will be meeting with both RYBSA and Rockets to discuss the potential for new field additions and other changes to existing diamonds to allow for greater field use flexibility which might assist in the scheduling process.

FISCAL IMPACT:

Initial Project Costs: Staff time
Future Ongoing Costs: Staff time
Physical Impact (on people/space): Field use
Residual or Support/Overhead/Fringe Costs: Nominal, if any

REVIEWED BY:

[Signature]
Village Deputy Treasurer

ATTACHMENTS:

- 1. Memo regarding the 2016 Athletic Field Reservation Process
2. The Athletic Field Reservation Policy

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN



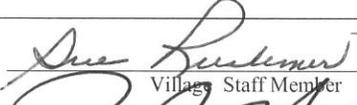
**VILLAGE OF RICHFIELD**  
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SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

  
\_\_\_\_\_  
Village Staff Member

  
\_\_\_\_\_  
Village Administrator

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

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## VILLAGE OF RICHFIELD MEMO

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**DATE:** JUNE 15, 2016  
**TO:** VILLAGE ADMINISTRATOR AND PARK COMMISSION  
**FROM:** KATELYNN SCHMITT, ADMINISTRATIVE SERVICES  
COORDINATOR  
**RE:** 2016 ATHLETIC FIELD RESERVATION PROCESS

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The following items for your consideration arose at various times throughout the 2016 baseball season. They are accompanied with a brief explanation and questions to help spur discussion which we believe should be addressed by the Park Commission/Staff in conjunction with RYBSA and Rockets in the relative near future.

- **Developing realistic timelines for final submission of dates for practices and games**
  - **Policy Language:** *“During the months of April through July the Richfield Youth Baseball and Softball Association (RYBSA) manage the scheduling of those fields in Heritage Park, RYBSA shall provide a comprehensive list of dates and games to Village Staff by April 1<sup>st</sup> of each year.”* (This is section 4.2.1 of the Athletic Field Reservation Policy)
    - Both organizations submitted their needs request to Village Staff by the April 1<sup>st</sup> deadline. While RYBSA’s needs request were close to what their actual needs were, the request was generic and did not list the teams practicing/playing games against one another. Without knowing this vital information, it was impossible for Staff to know whether it was a legitimate request. Village Staff could not bump other games or practices without knowing who the fields were being reserved for. We received RYBSA’s practice request on April 14<sup>th</sup> and were able to release the practice schedule for the last two weeks of April on April 15<sup>th</sup>. On May 2<sup>nd</sup> the remainder of the RYBSA schedule was received. The schedules for the remaining months were released as follows:
      - *April 15<sup>th</sup>            Second half of April*
      - *April 21<sup>st</sup>            First half of May*
      - *May 5<sup>th</sup>              Second half of May*
      - *May 12<sup>th</sup>             Entire month of June*
      - *May 26<sup>th</sup>             Final schedule for July, August, September and October released*
      - *June 15<sup>th</sup>             Fee’s distributed*
    - Because of the generic nature of the original April 1<sup>st</sup> scheduling submission by RYBSA, Rockets were asking for the approval of all of the Rocket requests. Staff did not feel as though that was keeping with the spirit and intent of the policy so we continued to work with RYBSA while openly communicating Staff’s expectations to both RYBSA and Rockets until a comprehensive list was available so an official schedule could be created.
- **Rockets’ newly formed league and the definitions of Scrimmages vs. Games**
  - This year the Rocket’s created a new league in which they took their own teams, separated them and played them against one another. Staff was of the opinion that these were not “scrimmages”, but “games”. However, neither term was defined in the policy. It was the contention of the Rockets organization that they were organizing themselves in a

way similar to how RYBSA operates. They were playing one another in ‘games’ the same way that RYBSA plays one another. RYBSA’s interpretation of these new Rocket teams was that they should have been officially labeled practices. One thing Village Staff looked at in this interpretation was whether or not scores were kept, whether or not umpires were used, and whether or not the wins or losses affected the overall standing in the newly formed league. Based on what was communicated to Staff and what we independently observed on numerous occasions, we believed they were playing actual “games” at Heritage Park and not “Scrimmages”.

- **RYBSA managing the scheduling at Heritage Park after the initial schedule is set by Staff**
  - **Policy Language:** *“RYBSA shall grant access to those individuals/organizations that make requests to use Heritage Park fields during reasonable time-slots. “Reasonable access” shall be what is deemed by the Park Commission.”*
  - RYBSA and Staff believe because of this statement, the policy gives RYBSA ultimate authority to approve requests/changes in the schedule after the original distribution of the master schedule has been set by Staff. Because the schedule was released so late and because a solid flow of information was not yet determined Village Staff continued to take in and manage these requests.
    - “Reasonable access” for both organizations might involve setting up two main points of contact both would have the ability to go to in order to make/request schedule changes. If this was the case, then it would also be possible for this smaller “committee” to also manage the rescheduling of rain-dates. In this way the Village would only be responsible for the distribution of the initial schedule.
- **Largest number of conflicts, April into May**
  - A large number of the conflicts are in the last two weeks of April and beginning of May. This is because Rockets are playing games in their newly formed league when RYBSA is just starting to practice. How can we avoid as many conflicts moving forward? Designating specific fields in the beginning of the year may be one solution, opening other fields up to everyone after that could potentially be another solution by creating another field six (6), another alternative may be giving RYBSA’s practices preference during this portion of the year or throughout the year, a hybrid approach of these proposed solutions or any other ones you may propose to be incorporated into the policy
- **RYBSA’s new RAGE team**
  - RYBSA’s new RAGE U13 and U14 teams have the same types of field needs as the Rockets organization. Both organizations need 90’ base lines. Since RAGE practices continue through the entire season, those practices are most often the practices that are forced to be rescheduled because Rocket games continue to override practices, and the most sought after field in Heritage Park for Rockets is field #6. While we were able to schedule the majority of RAGE practices that were requested of us, the trend we saw was conflict in scheduling on the Thursday night availability on Field 6. Many of those practice times were moved to the weekends.



## VILLAGE OF RICHFIELD, WISCONSIN

### ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY

#### 1.0 **PURPOSE:**

To create a clearly defined internal 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 a guide for the public and 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, provided the fields have not been previously reserved by another party. Reservations will be listed on the Village website at [www.richfieldwi.gov](http://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](http://www.richfieldwi.gov).

#### 3.0 **POLICY:**

The procedures that have been established herein by Village Staff working in conjunction with the Park Commission and youth sports organizations have been established using a priority based hierarchy which 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 fees and scheduling.

#### 4.0 **PRIORITY IN SCHEDULING VILLAGE OWNED FIELDS:**

4.1 Village sponsored programs (Priority Level I)

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. (Priority Level II)

4.2.1 During the months of April through July the Richfield Youth Baseball and Softball Association (RYBSA) manage the scheduling of those fields in Heritage Park, RYBSA shall provide a comprehensive list of dates and games to Village Staff by April 1<sup>st</sup> of each year. RYBSA shall grant access to those individuals/organizations that make requests to use Heritage Park fields during reasonable time-slots. "Reasonable access" shall be what is deemed by the 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 Fireman’s Park field. Rockets shall provide a comprehensive list of dates and games to Village Staff by April 1<sup>st</sup> of each year. Rockets shall grant access to those individuals/organizations which make requests to use Fireman’s Park fields during reasonable time-slots. Reasonable access shall be what is deemed necessary by the 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. (Priority Level III)

**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 30<sup>th</sup>.
- 5.3 Tournament requests will be taken November 1<sup>st</sup>, and of each preceding year priority will be given to those tournaments for Rockets and RYBSA that have been booked in the past, for those same weekends, as well as any regular season play that would occur on those dates. All others will then be considered on a case-by-case basis.
- 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 All of the dates, times, and field preparation needs must be 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 30<sup>th</sup>. 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 fee also 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 30<sup>th</sup> and receive a full refund. If field reservations are cancelled after April 30<sup>th</sup> 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 reservation fee includes mowing of the grass and dragging of the diamonds as needed. The field reservation 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 Non-Village vehicles of any type are prohibited 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

**October 14<sup>th</sup>, 2015**

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**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: August 10, 2016

SUBJECT: Heritage Park Master Planning

DATE SUBMITTED: August 5, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

Tonight I would like to provide the Park Commission with a Heritage Park Master Planning process update and invite everyone to attend the Master Planning Workshop Meeting being hosted in the lower level of Village Hall on August 25<sup>th</sup>, 2016. July/August is the month earmarked for the review of Park data collection. The data that has been collected to date in has been included in your packet tonight and includes a brief history of the dates land was acquired in Heritage Park and provides an inventory of the amenities.

The Village acquired Heritage Park in two large lump sum land purchases. The first purchase took place in 1987 from the Hennes family and the second took place in 1994 from the Neureuther family. Several parcels of land were purchased and updates were made to the park and Village Hall/Department of Public Works campus since then. In 2009 a CSM was completed to combine the various parcels of land into two (2) large parcels. The first parcel is the site of Heritage Park and all of its amenities. The second is the site of Village Hall, the Department of Public Works building and the soon to be site of the new Richfield Volunteer Fire Company station.

To better understand the needs of the park an inventory of the all of the amenities in Heritage Park was also taken. Those amenities generally include:

- Baseball Fields (7)
- North Concession Stand
- South Concession Stand
- North Playground Equipment
- South Playground
- North Shelter
- South Shelter
- Soccer Fields (10)
- Walking Path and Amenities
- Workout Stations (3)
- Designated Parking Areas
- Tree Inventory (292 trees, 38 different species)

This information was documented and photographed, and will be incorporated into the Heritage Park Master Plan.

The next step in the Master Planning process will be to host meetings with key stakeholders that utilize Heritage Park. Two (2) Public Workshop meetings will be held in August. One on August 8<sup>th</sup> and one on August 25<sup>th</sup> from 5:00 PM to 7:00 PM in the lower level of Village Hall. Notification was sent to all property owners within 2,000 feet of Heritage Park. Notice was also given in the Village of Richfield's Newsletter Richfield Happenings and public notice was sent out in the Richfield Jt. District No. 1 School newsletter to all parents in the school district.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: August 10, 2016

SUBJECT: Heritage Park Master Planning
DATE SUBMITTED: August 5, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

The purpose of these meetings will be to provide residents with information about the park, it's current amenities and to gather input about what residents in the community would like to see in the park long and short term.

In conjunction with these public information meetings Village Staff will also be meeting with the three (3) sport organizations the utilize our parks the Richfield Youth Baseball and Softball Association (RYBSA), the Richfield Rockets and the Richfield Soccer Club. Since the Village is currently without a recreation department gathering input from these entities and catering in some regards to their needs continues to be a priority of the Village and continues to allow us to maintain the current model and level of services we provide.

The feedback and information gathered from all of these meetings will be presented at the regularly scheduled September Park Commission meeting along with a rough draft of the Heritage Park Master Plan. Staff would also like to note that we have been working with Cedar Corp. Engineering who will be utilized to assist Staff with the final master plan maps and price estimates for installation of various elements throughout the park.

Tonight this item is on the agenda for discussion only and is meant to provide the Park Commission with an update about the planning process, and encourage Commission members to provide input or suggestions about what they might like to see or what they might like incorporated into the process/plan.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): Various Improvements to Heritage Park
Residual or Support/Overhead/Fringe Costs: Engineering Costs/CIP/Budget Impact

ATTACHMENTS:

- 1. Heritage Park Public Workshop Meeting Notice
2. Powerpoint presentation of Heritage Park data collection

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

[Signature] Village Staff Member

[Signature] Village Administrator

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



July 20, 2016

**RE: Notice of Public Meeting for Heritage Park Master Planning**

Dear Village Residents,

My name is KateLynn Schmitt and I am your Village of Richfield Administrative Services Coordinator. I'm writing today to notify you that the Village is in the process of Master Planning for our largest and most utilized park, Heritage Park. In January of 2014, the Park Commission approved the 2013-2018 Village of Richfield Master Park Plan with the knowledge that each individual Park would then undergo their own separate park planning process to allow for a comprehensive analysis of the Village's entire park system. Due to the recent building construction in Heritage Park, the Park Commission chose to Master Plan for Heritage Park in 2016. Similar to the Village's Comprehensive Plan, a Master Plan is another planning tool we utilize to help ensure we are efficiently and effectively planning for our future.

As a part of this process the Village will be hosting two (2) Public Workshop meetings in the lower level of Village Hall. The first meeting will take place on Monday, August 8<sup>th</sup> from 5:00 PM until 7:00 PM and the second will take place on Thursday, August 25<sup>th</sup> from 5:00 PM until 7:00 PM. We are sending notification of these workshop meetings to all residents in the surrounding area and those families that might utilize the park on a regular basis. Our hope is to provide an opportunity for residents and community members to offer input and feedback about the current state of the park and it's potential for development.

The Park Commission will be hearing the details of the collected information at the September 14<sup>th</sup>, 2016 Park Commission meeting which will be held in the lower level of Village Hall at 6:00 PM. It is important to note that no decisions will be made by the Park Commission on September 14<sup>th</sup>. This information will be presented to them as a 'Discussion Only' agenda item.

If you wish to provide input to Staff and the Park Commission on this matter but are unable to attend the Public Workshop meetings you can email your input directly to [katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov) or submit written input to:

**Richfield Village Hall**  
**Attn: Administrative Services Coordinator, KateLynn Schmitt**  
**4128 Hubertus Road**  
**Hubertus, WI 53033**

Please feel free to call with any questions, comments or concerns.

Sincerely,

KateLynn Schmitt  
Village of Richfield  
Administrative Services Coordinator

# HERITAGE PARK MASTER PLANNING

August 2016  
Planning Workshops

## HISTORY OF THE PARK

Pieces of Heritage Park were acquired over the course of several years

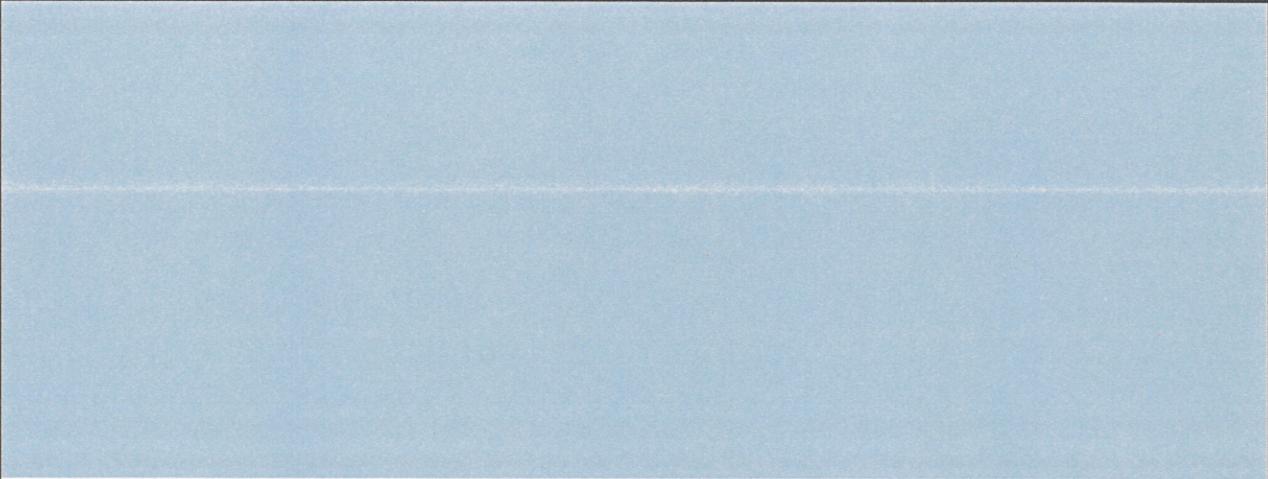
Those purchases included:

T10\_0448 and T10\_0444 from the Hennes family for \$35,600 September 30, 1987

To create T10\_0444, T10\_448, T10\_448C, and T10\_4482

T10\_0447 from Eugene Neureuther for \$69,656.40 February, 28, 1994

To create T10\_447B



**HERITAGE PARK MASTER PLANNING**

August 2016  
Planning Workshops

**HISTORY OF THE PARK**

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To create T10\_0444, T10\_448, T10\_448C, and T10\_4482

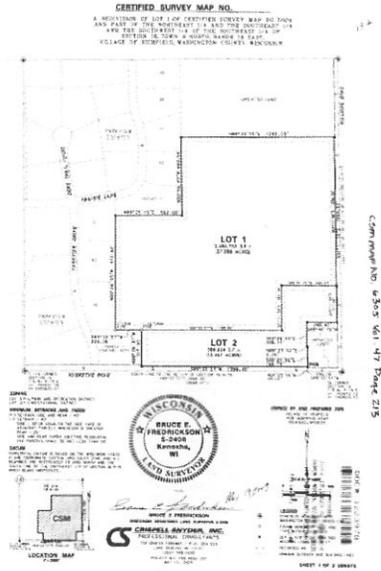
T10\_0447 from Eugene Neureuther for \$69,656.40 February, 28, 1994  
To create T10\_447B

## HISTORY OF THE PARK CONTINUED

A Certified Survey Map was completed by the Village in 2009 to combine said pieces of property into two separate Lots.

Lot 1 comprises the largest portion of Heritage Park at 57.088 Acres. Lot 1 is zoned P-1, Park and Recreation District.

Lot 2 is 13.467 Acres of this only a portion was previously used as park land. It was zoned I-1, Institutional District and it is the site of the Village Hall campus where Village Hall, the DPW Building and new Richfield Volunteer Fire Company Station is currently being constructed.



## CURRENT AMENITIES

Heritage Park  
4128 Hubertus Road  
Hubertus, WI 53033  
66.5 Acre Park

Major Features Include:

- ❖ Baseball Fields
- ❖ Soccer Fields
- ❖ Picnic Tables
- ❖ Playground
- ❖ North Shelter
- ❖ South Shelter
- ❖ North Concession Stand
- ❖ South Concession Stand
- ❖ Public Restrooms



# BASEBALL FIELD 1



- ❖ Base 60', 70'
- ❖ Pitching 35', 46', 50'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ RYBSA Double A U11-U12
  - ❖ RYBSA Girls Juniors U10-U12
  - ❖ RYBSA Girls Majors U13-U14
  - ❖ Bleachers
  - ❖ Electronic Scoreboards

# BASEBALL FIELD 2



- ❖ Base 60', 70'
- ❖ Pitching 46', 50'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ RYBSA Double A U11-U12
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## BASEBALL FIELD 3

- ❖ Base
- ❖ Pitching
- ❖ Accommodates:
  - ❖ RYBSA T-Ball U6



## BASEBALL FIELD 4

- ❖ Base 50', 60'
- ❖ Pitching 35', 40'
- ❖ Accommodates:
  - ❖ RYBSA Rookies Boys U7-U8
  - ❖ RYBSA Girls Rookies U8-U9
  - ❖ RYBSA Girls Juniors U10-U12
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## BASEBALL FIELD 5

- ❖ Base 50', 60'
- ❖ Pitching 40', 46'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ RYBSA Dougle AA U11-U12
  - ❖ RYBSA Girls Majors U13-U14
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## BASEBALL FIELD 6

- ❖ Base 80'
- ❖ Pitching 54'
- ❖ Accommodates:
  - ❖ RYBSA Triple A U13-U14
  - ❖ Rockets U8-U10
  - ❖ Rockets U11-U12
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## BASEBALL FIELD 7

- ❖ Base 60'
- ❖ Pitching 46'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## NORTH CONCESSION STAND



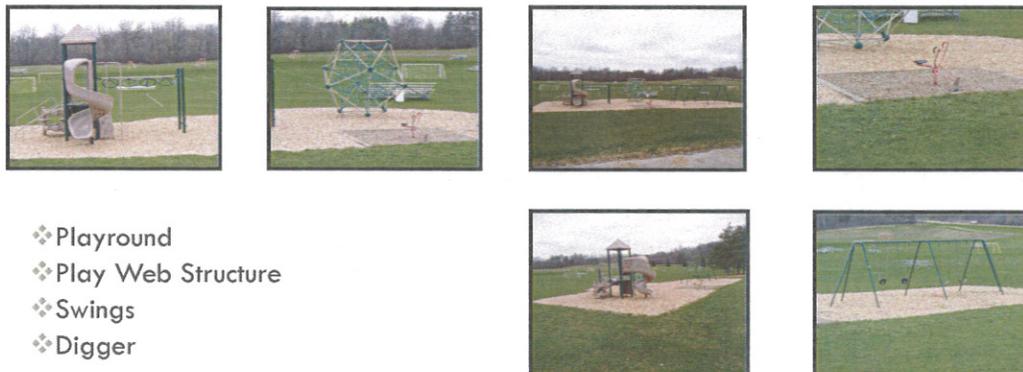
- ❖ This Concession Stand is shared between the Baseball and Soccer organizations
- ❖ Men and Women Restrooms are attached to this Concession Stand

## SOUTH CONCESSION STAND



- ❖ This Concession Stand is used by only the Baseball organizations
- ❖ Men and Women Restrooms are attached to this Concession Stand

## NORTH PLAY GROUND EQUIPMENT



- ❖ Playground
- ❖ Play Web Structure
- ❖ Swings
- ❖ Digger

## SOUTH PLAY GROUND EQUIPMENT



- ❖ Playground
- ❖ Swings
- ❖ Digger

## NORTH SHELTER



## SOUTH SHELTER



## SOCCER FIELDS

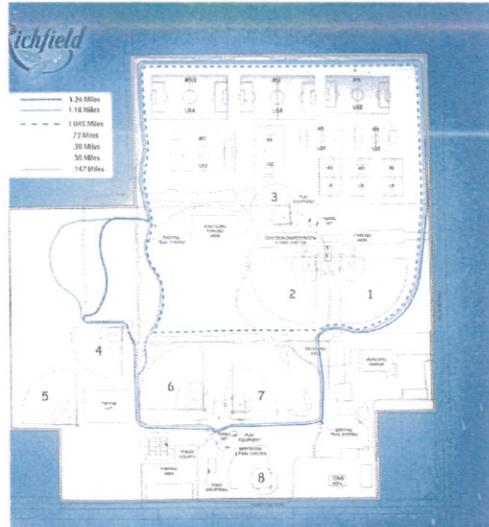


❖ 10 Soccer Fields accomodates the entire Richfield Soccer organization

## WALKING PATH AND AMENITIES



❖ Gravel walking path throughout

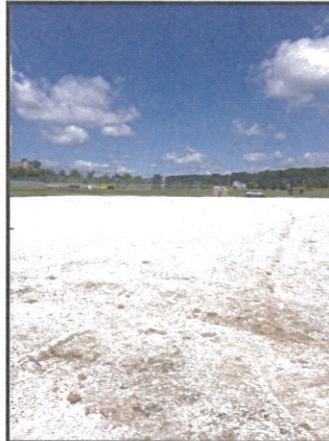
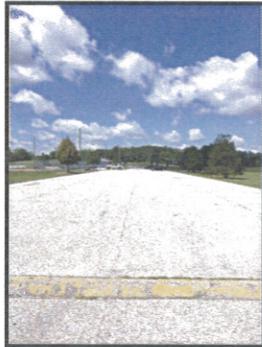


## WORKOUT STATIONS



## DEDICATED PARKING

- ❖ Parking by Soccer Fields
- ❖ Parking by Village Hall
- ❖ Parking by New Fire Station



## TREE INVENTORY 2010

Tree	Number	Tree	Number	Tree	Number
American Basswood	24	Douglas-Fir.	1	Poplar Spp.	1
American Elm	4	Eastern Redcedar	7	Quaking Aspen	3
Amur Maple	1	Eastern White Pine	23	Red Maple	2
Apple Spp.	1	Freeman Maple	2	Red Pine	3
Austrian Pine	26	Green Ash	16	Scotch Pine	12
Balsam Fir	12	Hackberry	3	Shagbark Hickory	13
Basswood Spp.	2	Honeylocust (Thornless)	4	Silver Maple	4
Black Cherry	26	Japanese Tree Lilac	1	Sugar Maple	9
Boxelder	5	Littleleaf Linden	1	Swamp White Oak	1
Bur Oak	1	Northern Red Oak	5	White Ash	13
Cherry and Plum Spp.	2	Northern White-Cedar	2	White Oak	4
Colorado Spruce	17	Norway Maple	25	White Spruce	9
Crab Apple Spp.	4	Norway Spruce	3		

## OPPORTUNITIES AND CONSTRAINTS

- ❖ Park's have a total of 1 ½ parks employees for maintenance of all parks
- ❖ Construction going on
- ❖ Park is currently almost entirely built out
- ❖ What kind of changes can we make to the park the will make usability for the park better

## COMMUNITY PARK

The Village's 2013-2018 Comprehensive Park Outdoor Recreation and Open Space Plan identifies Heritage Park as a Community Park defined as:

"Community Parks are 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 shelters or pavilions. They may also contain areas of environmental significance that are classified as conservation lands. These parks are usually located within a short drive or walk of the intended users. "

Typical Size: 1 to 5 acres

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

Accessibility Standard: 1 to 2 mile radius

## DESIREABLE FEATURES: COMMUNITY PARKS

Minimum Amenities Provided	Other Acceptable Amenities
Playground (preferred size: 10,000 – 12,000 sq. ft.; serving ages 2-12)	Community gardens
Picnic shelters (minimum 1 large and 1 small per park)	Natural areas and interpretive elements
Picnic tables and benches	Shared-use bicycle/pedestrian trails
Sports courts (i.e., basketball, volleyball, tennis)	Water play feature or Sprayground
Athletic fields for practice and/or games (i.e., soccer, baseball, softball, football, lacrosse)	Sports complex
Open lawn area	Concessionaire's facility
Pathways, paved or other ADA-compliant hard surface	Lighting
Restrooms (minimum 4 stalls)	Stage or community performance area
Off-Street or Dedicated Parking	Other active recreation elements (i.e., BMX, skateboard park or spots, horseshoe pits, etc.)
Irrigation & Landscaping	Dog Park or off-leash dog area
Signage: park name, rules, wayfinding	Maintenance or storage facilities
Other site furnishings (i.e., trash receptacles, bike racks, etc.)	

## “FORWARD. PRESERVING...A COUNTRY WAY OF LIFE!”

### Our Philosophy

We effectively plan and manage Village grown to successfully blend our rural heritage with our modern way of life. We protect our diverse natural resources and environment. We treasure our small-town feel while investing in thoughtful business development that enhances the vitality of our community. We actively preserve our open spaces, our dark evening skies, and beautiful park-lands. We responsibly manage our previous water resources and thoughtfully consider development to protect them.

### Our Government

We value an accessible and efficient government that provides outstanding services to the community financed by the right balance of residential, commercial, and agricultural property. We value civic engagement and community involvement in Village planning and decision making. We proactively anticipate the needs of the community and work hard to ensure that we have safe and well-maintained roads; clean and usable parks; and inviting community buildings. We have a thoughtful and responsible approach to taxation that minimizes the financial burden of living here while supporting the essential government services and programs that sustain the health, safety, and beauty of the Village.

### Our Community

We welcome new residents and honor our long-time residents' way of life and traditions. We have active civic organizations that build community and share local traditions and events that celebrate our history and our promising future. Our parks and trails provide extensive recreational opportunities for those who live here and those who are just visiting.

A Country Way of Life...Worth preserving!

## GOALS AND OBJECTIVES

- ❖ Vision for Heritage Park
- ❖ What could Heritage Park provide to residents that other parks do not already provide?
- ❖ What changes/additions could we provide to the park to service the current organizations already using it?
- ❖ What do residents in the surrounding area want to see in the park?
  - ❖ Tennis Courts and Volleyball Court was recently removed during the RVFC construction process
- ❖ Immediate needs vs. future projects and improvements

## NEEDS

- |                                     |   |
|-------------------------------------|---|
| ❖ Lights for Baseball/Soccer Fields | ❖ Trail paving                                |
| ❖ Additional Baseball Fields        | ❖ Eliminate Woodchips and get ADA tire rubber |
| ❖ Additional Soccer Fields          | ❖ Pave upper parking lot                      |
| ❖ Basketball Court                  | ❖ Additional Park Equipment (If so what)      |
| ❖ Replacement of Tennis Courts      | ❖ Swingset Features                           |
| ❖ Replacement of Volleyball Courts  | ❖ Additional Shelters                         |
| ❖ Grills Number and Location        | ❖ Reconstruction of Soccer Fields             |
| ❖ Additional Parking (Where?)       | ❖ Chain Link Fend by Soccer Fields            |
| ❖ Additional Benches                | ❖ Improvements to Concession Stands           |
| ❖ Additional Picnic Tables          | ❖ Additional Storage for Youth Sports         |

# IMMEDIATE VS. FUTURE NEEDS

IMMEDIATE NEEDS	FUTURE NEEDS

6 c



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: August 10, 2016

SUBJECT: Bark Lake Park Site Alterations and Project Planning  
DATE SUBMITTED: August 5, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

At the January Park Commission meeting the Commission discussed reallocating monies in the Capital Improvement Plan from Heritage to Bark Lake Park for the installation of several new, previously approved, amenities in Bark Lake Park. At the March Park Commission meeting the Commission looked at specific major and minor items they asked Staff to pursue with allocating money towards in 2016.

Since this meeting the following items have been purchased and updated in Bark Lake Park:

- The installation of new solar lights on the light poles
- The installation of a new flag, a solar light for the flag and all of the necessary items to hang the flag
- The installation of a new park grill
- The installation of a new two (2) bay swing set with four (4) swings and wood chips
- The installation of two (2) enclosed trash receptacles
- The installation of four (4) new picnic tables

To date the total cost of monies spent on the minor and major items as completed is \$7,504.84. The remaining balance of the allocated \$12,500 originally budgeted for new playground equipment in Heritage Park is \$4,995.16. Pictures of the various site improvements have been included in your packet for review.

At the March Park Commission Meeting Staff also discussed obtaining a wetland delineation from SEWRPC in order to determine the feasibility of the trail through the wooded portion of Bark Lake Park. Since this meeting we have obtained the SEWRPC delineation and have since had the opportunity to discuss the potential for the trail with the Wisconsin DNR. The DNR and Staff believe that a path through the wooded area would be possible.

The main concern at this point is having the time for not only administrative Staff to present a final design for the trail and a permit from the WI DNR, but also the ability of the DPW Staff to prep the area for installation before the end of the year. Mention has also been made of working with a Boy Scout and turning this particular project into an Eagle Scout project as several wooded walkways will likely need to be constructed through some of the more environmentally sensitive areas through the woods.

Tonight, Staff is looking to obtain feedback for the site alterations that have been completed to date and Staff's plan of action moving forward with the park and the installation of the trail.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: August 10, 2016

SUBJECT: Bark Lake Park Site Alterations and Project Planning
DATE SUBMITTED: August 5, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: \$7,504.84
Future Ongoing Costs: Costs related to the trail installation (wood chips)
Physical Impact (on people/space): Clearing of wooded area
Residual or Support/Overhead/Fringe Costs: Nominal, if any

ATTACHMENTS:

- 1. Pictures of the various site improvements to Bark Lake Park
2. Bark Lake Master Plan Map
3. Bark Lake Park Wetland Delineation

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

[Signatures]
Village Staff Member
Village Administrator

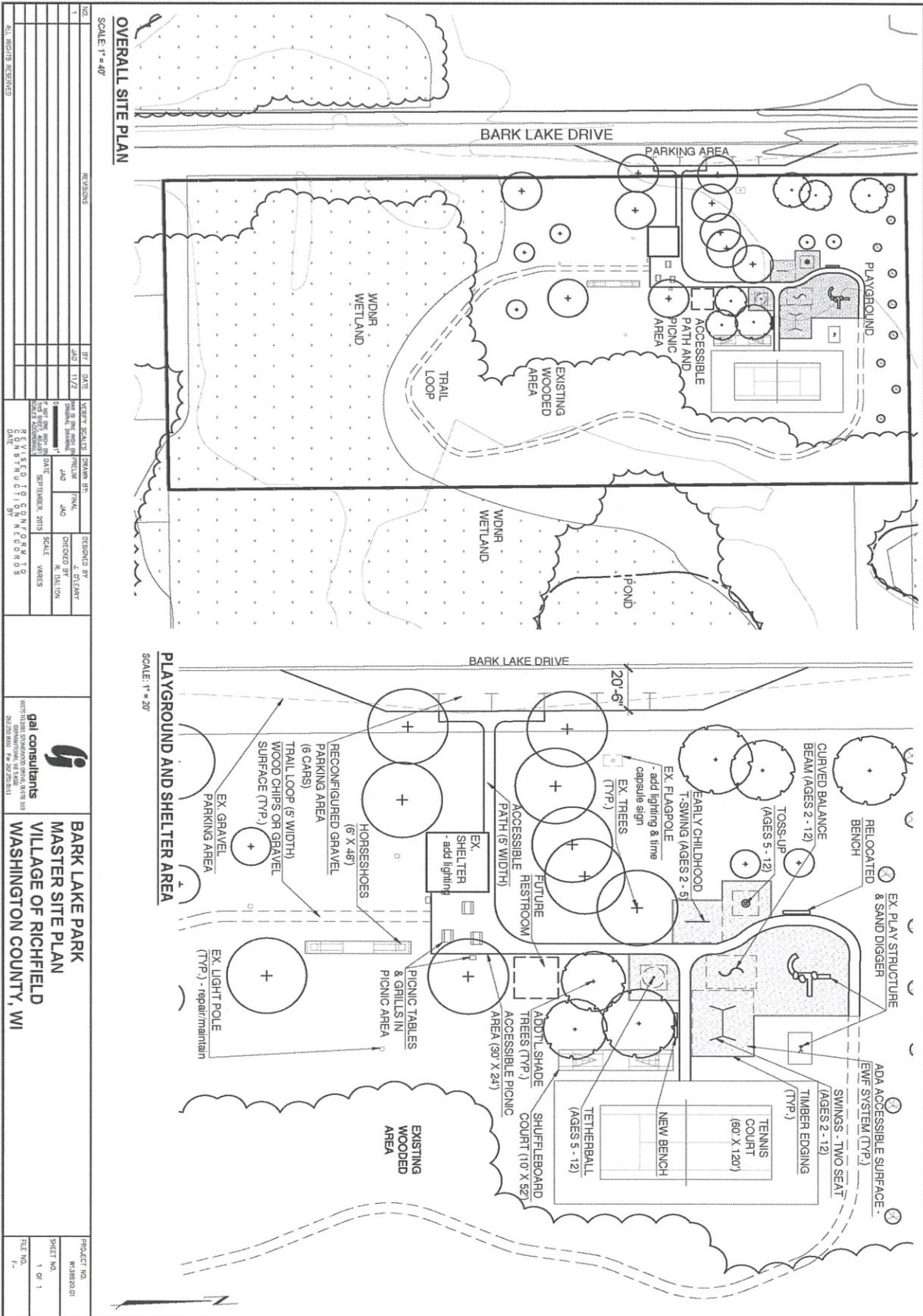
Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



# Park Master Plan Proposed Concept Map

REVISION/PLOT DATE Design.dwg 11/2/10



NO.	REVISIONS	BY	DATE	APPROVED BY	DATE
1					

DESIGNED BY	DR. CLARY
CHECKED BY	R. DALTON
SCALE	VARIABLES

DATE	11/2/10
BY	DR. CLARY
SCALE	1" = 40'

**gal consultants**  
 WEST VIRGINIA STATE UNIVERSITY  
 202 ZOO DRIVE  
 MOOREHEAD, WV 26043

**BARK LAKE PARK  
 MASTER SITE PLAN  
 VILLAGE OF RICHFIELD  
 WASHINGTON COUNTY, WI**

PROJECT NO. W1000001  
 SHEET NO. 1 OF 1  
 FILE NO. 1-

Bark Lake Park  
 SW Quarter, Section 23, T9N-R19E  
 Village of Richfield, Washington County

116009 100-2000

Bark Lake Drive

North Shore Drive

**Legend**

-  Project Area
-  Isolated Natural Resource Area
-  Wetland
-  Little Wetland
-  Surface Water

*Wetland Staked by SEWRPC on 6/30/16*

N



0 75 150  
Feet

Source: SEWRPC  
 Date of Photography: 2015  
 CA#614-50

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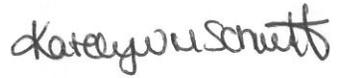
## General Park Operations Report for August 2016

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. The newest member of our team, our part-time summer staff employee has been doing an excellent job at maintaining the park during the week and providing assistance when needed on weekends.
- ✓ **Part-time Summer Help.** Mr. Martinez will be done in September, but with how successful this summer season was it is the intent of our DPW Supervisor to offer this employee employment next year. Our hope is to retain Mr. Martinez through the duration of his college education during the summer months, or to continue to attract young hardworking individuals each summer to help in the parks.
- ✓ **Historical Park Projects.** One of the Richfield Historical Society's biggest projects continues to be the Blacksmith Shop. Staff was recently out to view the site and saw that the skeleton of the building appears to be in place. This project continues to grow and as additional resources become available.
- ✓ **Richfield Historical Park.** Richfield Art at the Mill was hosted recently and on all accounts was a success despite the rain. Their next event will be the 18<sup>th</sup> Annual Thresheree which will take place September 17<sup>th</sup> and 18<sup>th</sup> from 9:00 AM to 5:00 PM. This is the Richfield Historical Society's largest event of the year and we encourage everyone to attend.
- ✓ **New Richfield Volunteer Fire Company Station.** Construction continues to progress on the new Richfield Volunteer Fire Company Station. Much of the site work to date has been completed and the walls are currently being constructed. While there have been some issues that presented themselves early on in the process the deadline to move into the building by January of 2017 is still expected to occur.
- ✓ **Sign Uniformity.** One of the items included in the Bark Lake Park Master Plan proposal that was not purchased this year was a sign stating the name of the park. While purchasing a sign was discussed it was not done because Village Staff recognized the fact that none of parks have official Village signs. It was the suggestion of our DPW Supervisor to have some form of sign uniformity if we are going to purchase new signs. Over the course of the next several month's staff will likely put some form of a sign uniformity plan together so that we might build cost estimates for each sign and build the purchase of those signs into the Budget and/or Capital Improvement Plan.
- ✓ **Emerald Ash Borer.** Village Staff worked with Cedar Corp. engineering recently to obtain a readable version of the 2010 inventory of the Ash tree content in the Village Park system. Having this content will be pertinent to being able to build a plan to address the take down and replacement of the infested Ash trees in the Village.

Respectfully Submitted,

A handwritten signature in black ink that reads "KateLynn Schmitt". The signature is written in a cursive, slightly slanted style.

KateLynn Schmitt  
Administrative Services Coordinator