



AGENDA  
SPECIAL PARK COMMISSION MEETING  
RICHFIELD VILLAGE HALL  
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN  
OCTOBER 12, 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. September 14, 2016 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
  - a. Discussion/Action regarding the proposed land donation of .25 acres off of Pleasant Hill Road tax key V10\_0225
  - b. Discussion regarding Heritage Park Master Planning
  - 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](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.

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**AFFIDAVIT OF POSTING**

Pursuant to Sec. 985.02(2), Wis Stats., I, Jennifer Keller, 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:

Special Park Commission meeting

on 10/7 (date), 12:00 (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.

Jennifer Keller  
Signature  
10/7/16  
Date

Personally came before me this 7<sup>th</sup> day of October, 2016.

Jessica A. Schmitt  
Notary Public, State of Wisconsin  
My commission expires July 29<sup>th</sup> 2016

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]  
Signature  
10/7/16  
Date

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

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

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Park Commission Meeting  
Village of Richfield, 4128 Hubertus Road, Hubertus, WI

9/14/2016  
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 Becker, Bernard, Meeks, Woelfel, Sommers, 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. May 11, 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. PUBLIC COMMENTS**

**Public comments are an opportunity for citizens to voice concerns to the Board regarding 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 President.)**

Dave Dietrich, Business Operation Director from the Richfield Rockets stated that the Rocket’s classic tournament and the spring tournament were both a success. Mr. Dietrich thanked the Park Commission for their support throughout the 2016 baseball season. Mr. Dietrich also stated there were some conflicts between the RYBSA and Rocket schedules that he had personally tried to reach out to RYBSA to resolve, but had not been successful. Mr. Dietrich stated that if three (3) diamonds on any given night were made available to the Rockets they would be able to create their entire schedule with those fields.

Brad Riedel, stated that he was a new volunteer Board Member of RYBSA and would be doing scheduling for the organization for their 2017 baseball season. Mr. Riedel stated that he does expect to have conflicts with scheduling and he inquired as to how the Village would be stepping in, in order to determine preferential treatment this season. Mr. Riedel also stated that RYBSA wants to avoid miscommunication during the 2017 baseball season, and that he would be working with the Rockets in order to create a more open line of communication. Mr. Riedel also stated that RYBSA is a non-profit, 501(c)(3) which makes it harder for them to coordinate activities as quickly as Rockets. Mr. Riedel finally expressed concern about the condition of the baseball fields during the 2016 season. Mr. Riedel stated that surrounding community’s fields are in better condition than ours are, and more than a few parents have approached him about that fact. Mr. Riedel stated that there are several changes that should/could be made to the fields in order to make them better and more usable for various age levels.

Mr. Dietrich agreed that in the future Rockets may want more say in how money is spent on the fields.

Commissioner Meeks inquired about the issue of scrimmages taking precedence over practices during the 2016 season.

Mr. Dietrich stated that while RYBSA interpreted some of their new league games as scrimmages, Rockets believed them to be games as umpires were used for full-length games, and scores and standings were tracked.

Mr. Riedel stated that another issue was that some of these 'scrimmage games' took priority over detrimental RYBSA practices that are crucial to the development of the RYBSA league.

## **6. DISCUSSION/ACTION ITEMS**

### **a. Discussion/Action regarding the Athletic Field Reservation Policy**

Administrative Services Coordinator Schmitt gave an update about some of the areas of the policy that did not work for the 2016 baseball season, and what was being proposed for the 2017 season.

Administrative Services Coordinator Schmitt stated that at future meetings the Commission would be evaluating narrowly defined alterations to the policy and would have the opportunity to make policy decisions that would ideally work for both the RYBSA and Rocket organizations.

### **b. Discussion/Action regarding the new foot bridge in the Richfield Historical Park**

Administrative Services Coordinator Schmitt went over the plans provided for the new foot bridge in the Richfield Historical Park.

Motion by Commissioner Bernard to approve the site location and general design as presented of the new foot bridge to connect the Lillicrapp and Mill House in the Richfield Historical Park; Seconded by Commissioner Meeks; Motion passed without objection.

### **c. Discussion/Action regarding the installation of a new library box in Heritage Park**

Administrative Services Coordinator Schmitt introduced the topic.

Boy Scout Nathan Seibold presented the plans that would include installing one (1) library box in Heritage Park.

Motion by Commissioner Bernard to approve the site location and installation of a library box in Heritage Park; Seconded by Commissioner Meeks; Motion passed without objection.

### **d. Discussion regarding the Heritage Park Master Plan**

Administrative Services Coordinator Schmitt gave an update on the progress of the Heritage Park Master Plan.

### **e. Discussion regarding Bark Lake Park minor and major site improvements**

Administrative Services Coordinator KateLynn Schmitt discussed improvements that had been made to Bark Lake Park thus far, and discussed the proposed Bark Lake Park path that the Village would likely push forward with construction on in the Spring of 2017.

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

Administrative Services Coordinator Schmitt gave a brief update about Richfield park projects and the trails.

## **7. ADJOURNMENT**

Motion by Commissioner Bernard to adjourn; Seconded by Commissioner Filipiak; Motion passed without objection at 7:12 p.m.

Respectfully Submitted,

KateLynn Schmitt  
Administrative Services Coordinator

DRAFT

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VILLAGE OF RICHFIELD  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 12, 2016

SUBJECT: Proposed land donation of .25 acres off of Pleasant Hill Road, Tax Key V10\_0225  
DATE SUBMITTED: October 7<sup>th</sup>, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: DOES THE PARK COMMISSION WISH TO RECOMMEND APPROVAL OF THE PROPOSED LAND DONATION TO THE VILLAGE BOARD?*

*ISSUE SUMMARY:*

A Mr. Jerome Kosterman recently approached Village Staff inquiring about the way in which he might be able to ‘gift’ a land donation to the Village of Richfield. The Village has a Gift and Memorial Policy in place and section 5.3 of the policy specifically outlines the procedure for Gifts of Real Property. It states:

***“The Village Administrator shall review any proposed donation of real property and make recommendations to the appropriate boards or commissions and to the Village Board. Proposed gifts or donations of real property shall be reviewed for suitability for the intended use or potential for resale; any conditions which may be placed upon the use of the property by the donor; potential environmental concerns; probable maintenance costs; and any other relevant information. Appraisals of the property may be requested from the donor. All gifts or donations of real property shall be reviewed by the Plan Commission for recommendation to the Village Board, prior to Village Board action. All gifts or donations of real property that is intended to be used for park purposes shall be reviewed by the Park Commission, for recommendation to the Village Board, prior to Village Board action.”***

After being reviewed by the Village Administrator it was determined that this piece of property was too small and far away from any type of industrial and business district to be considered for any real type of development possibility from a planning aspect. Therefore, the Administrator believed it’s best use might be best suited as a potential piece of park property.

The Village has accepted other parcels of land for inclusion in the Village of Richfield park system in the past. Bark Lake Park was a land donation from the Richfield Volunteer Fire Company in 1990 at which point they dedicated the land to the then Town of Richfield to be used specifically for park, fire department or public purposes. Bark Lake Park is a five (5) acre park that the Village currently utilizes and maintains approximately 50% of. In evaluating land donations such as these, some of the things that the Commission might consider is the size of the land donation, the location of the land, the ongoing maintenance to the land and the likelihood of residents to utilize this land as a park.

The parcel being proposed for donation is .25 acres. While it would be possible for a park feature to be placed on this parcel of land the larger area of concern would be where residents visiting the park might park their vehicles. As parking on site would take up a significant amount of space it would be expected that those visiting might pull off to the side of the road. The location of this parcel in terms of parking would be a struggle due to the parcels location at the intersection of Pleasant Hill and Mayfield Roads. The parcel is also sectioned off by railroad tracks along its western border. If the Village was to create a situation where vehicles were parking close to the intersection, these vehicles would likely impede the views of those trying to safely traverse this area, and if those vehicles were to park closer to the railroad tracks it creates an additional safety concern for the trains passing through at such a close proximity. The vehicle and train traffic also presents a safety concern for the residents and children visiting and playing in the park. Additional fencing would likely need to be put up in order prevent any pedestrian accidents on the road or on the tracks.



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SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

The ongoing maintenance to the park is also a concern only because of precious additional park staff time that would need to be allotted to the park in order to ensure it was properly maintained. Our part-time park employee takes care of the lawn maintenance at off-site parks throughout the Village and if we were to estimate the Staff time at 1 1/2 hours per week for maintenance, fuel and use of a lawn mower to take care of this piece of property we would be looking at approximately \$62.11 in costs to the Village. If this maintenance continued on a weekly basis through the months of April until October, approximately 30 weeks, this total would accumulate to \$1,863.30 per year in cost to the Village. This estimate does not include the cost of purchasing park amenities including play features, trash cans, picnic tables, park and parking signs deemed necessary, and fencing to contain the park area.

Because of the above factors surrounding the park and the difficulties associated with its use even if the Village was to bring it up to a usable park standard the Village is concerned that very few residents if any would frequent this park. If you were to account for the proximity of both Fireman's Park and the Richfield Historical Park to this proposed park land, it's use goes down even more due to the likelihood that residents would continue to favor these parks.

The Village is generally in favor of land donations and looks to obtain properties in the Village that have the potential to be turned into successful parks for our residents. In this instance however, due to the difficulties associated with this particular park Village Staff does not believe it would not be a lucrative asset for the Village to obtain and maintain as a Richfield Park.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: Ongoing Maintenance and Purchase of New Amenities
Physical Impact (on people/space): New Park Land
Residual or Support/Overhead/Fringe Costs: N/A

ATTACHMENTS:

- 1. Village of Richfield Property Donation Form from Jerome Kosterman
2. Aerial Overview of the site location for the Proposed Park
3. Village of Richfield Gifts and Memorials Policy

STAFF RECOMMENDATION:

Motion to recommend to the Village Board denial of the proposed land donation of .25 acres off of Pleasant Hill Road, Tax Key V10\_0225.

APPROVED FOR SUBMITTAL BY:

[Signature] Village Staff Member
Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



RECEIVED  
AUG 09 2016  
VILLAGE OF RICHFIELD

4128 Hubertus Rd.  
Hubertus, WI 53033  
Phone: (262) 628-2260  
Fax: (262) 628-2984

**Village of Richfield Personal Property Donation Form**

Donor Information: JEROME KOSTERMAN EXEC - PWR. ATTN.  
Name: EVELYN M. KOSTERMAN REV. TRUST Date: AUG 09 - 2016  
Address: 153 LAKE DR, HUBT. WI 53033 Phone number: 1-262-628-2785  
E-mail address: MOMJILLS @ YAHOO. COM.

Hereby gives to the Village of Richfield .25 Acres Tax ID # V100225

for the purpose of Gifts of real property to be  
used at discretion of the village

Legal description of location: see attached document

All right, title and interest in the above stated item(s) is hereby given, donated and transferred to the Village of Richfield, its successors and assigns forever and without limiting conditions, except as may be specifically stated herein. It is understood and agreed that I/we as donor(s) retain no right, title or interest in the donated property.

To the best of our knowledge this gift/donation is free and clear of all encumbrances and restrictions.

The Village will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate and/or dispose of any item as the Village may deem fit.

If this donation is conditioned or requires the establishment of a new program or fund, this agreement shall not take effect until the Village Board has specifically accepted this donation. This donation is subject to the Village Gifts and Memorials policy.

J C KOSTERMAN  
Donor J C KOSTERMAN, EXEC PWR ATTN

Aug 09 - 16  
Date

Donor

Date

Department Director

Date

Village Administrator

Date

[Return to search results](#)[Property Summary](#)

Owner (s): KOSTERMAN REVOCABLE LIV TRUST, EVELYN		Location: NE-NE, Sect. 11, T9N, R19E	
Mailing Address: EVELYN KOSTERMAN REVOCABLE LIV TRUST 2099 STATE HWY 175 RICHFIELD, WI 53076		School District: 2436 - HARTFORD UNION HS 4820 - RICHFIELD J 1	
Tax Parcel ID Number: 0225	Tax District: V10-VILLAGE OF RICHFIELD	Status: Active	Acres: 0.2500

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):

PT OF NE NE LYING NE OF RR V125 P609+V151 P381+V1274 P180+DOC 893302

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)

PLEASANT HILL RD

[Select Detail -->](#)

&lt;Select Detail&gt;

[Make Default Detail](#)[Printer Friendly Page](#)[View Interactive Map](#)**Summary of Subject Details:***NOTE: Not all subject details are available at every county.***Assessments:**

Assessment detail by year.

**Taxes:**

Tax history by year, links to tax payment history, and payoff calculator.

**Zoning:**

Rural zoning map for the selected parcel. Zoning is intended to be used as a reference only. Only rural zoning information is provided. For information about city or village zoning, please contact local officials.

**Districts:**

Special District information (Lake, Sanitary, TIF, BID).

**Parcel History:**

History of tax parcel changes. Parcel history is not available for changes made prior to January 15, 2006. Changes made prior to this are available only by visiting the County.

**Documents:**

Documents related to selected tax parcel. There may be other documents related to this parcel that are not shown.

**Survey History:**

List of surveys performed on selected parcel or on parents of selected parcel. There may be surveys performed that are not available electronically through this portal.

**Sales History:**

List of all sales related to the selected parcel. There may be documents related to this parcel that are not shown.

**Parcel Map:**

Interactive map of the selected tax parcel. Maps are available for 'Active' parcels only.

**Permits:**

Listing of sanitary and/or land use permits associated with the parcel.

[Log in](#)[View Disclaimer](#)



**Village of Richfield**  
**Gifts and Memorials Policy**

1.0 PURPOSE:

The purpose of this policy is to provide guidelines and procedures for considering and receiving proposed donations to the Village of Richfield. Historically, the Village of Richfield has been enriched by the generous donations of individuals and entities in support of the Richfield community. The Village will review proposed gifts and memorials for the purpose of assisting the donors in reaching their intended goals while recognizing the mission, goals, plans, resources and limitations of the Village as a whole. It is intended that this policy provide a thoughtful review process which considers the intentions of the donor, is sensitive to the needs and desires of the community, and is sensitive to the costs associated with proposed gifts and donations, including long-term costs of maintenance and care.

2.0 ORGANIZATIONS AFFECTED:

All departments and staff of the Village of Richfield, all Village residents, and all potential donors are to adhere to the guidelines set forth in this policy.

3.0 POLICY:

THIS POLICY SHALL COVER ALL DONATIONS AND GIFTS TO THE VILLAGE OF RICHFIELD AND ANY OF ITS DEPARTMENTS. THE VILLAGE OF RICHFIELD RETAINS SOLE DISCRETION TO DETERMINE WHETHER TO ACCEPT OR DECLINE ANY PROPOSED GIFT OR DONATION. THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY RIGHT FOR ANY INDIVIDUAL OR ORGANIZATION TO MAKE ANY IMPROVEMENT OR PLACE ANY ITEMS ON ANY PUBLIC PROPERTY WITHIN THE VILLAGE OF RICHFIELD REGARDLESS OF WHETHER THE PROPOSAL MEETS ANY OR ALL OF THE CRITERIA LAY OUT HEREIN.

4.0 DEFINITIONS:

Donation(s)/Gift(s): Any item proposed to be deeded or otherwise given or donated to the Village of Richfield including, but not limited to, endowments; real property; public improvement projects or proposals; structures or portions of structures; money; negotiable securities; materials; equipment; improvements to facilities or land; statues;

monuments; memorials; tributes; sculptures; murals and other public works of art; plaques; and graphics or signs.

Donor: A private individual, for-profit company, non-profit organization, public agency or any other entity wishing to make a donation or gift to the Village of Richfield.

Donor Recognition Object: A physical object such as a plaque or sign placed to acknowledge a donation or gift.

Monument/Memorial: An item or object established to preserve the memory of a deceased person(s) or an event that occurred in the past. Any statue, sculpture, mural or other structure or landscape feature designed to perpetuate in a permanent manner the memory of any person, group, event or other significant element of history.

Park Amenity: Typical park improvements that contribute to the traditional use of park land such as benches, play structures, picnic tables, shelters, sports facilities, trails, etc.

Public Art: Works of art including, but not limited to, paintings, prints, sculptures, and murals.

Public Improvement Project/Proposal: May include a funded, partially funded or unfunded capital project(s) request consisting of real property, structures, portions of structures, materials and/or equipment for construction or renovation of a structure or landscape feature. Maintenance activities such as weeding or replanting established gardens are not considered public improvement projects for purposes of this policy.

Tribute: An item, object or gift designed to acknowledge the contributions of a living person(s) to a society. Projects recognizing groups such as persons with cancer or AIDS are also considered tributes.

## 5.0 PROCEDURE:

As donations and gifts vary greatly, the review process may be tailored according to the type of gift or donation proposed and the complexity of the proposal. Those wishing to make a gift or donation are strongly encouraged to contact the recipient Village department at the earliest possible time to discuss the proposed gift and the process for review.

## 5.1 Donation Agreement Form

Donors may be required to complete and submit a Donation Agreement Form. The recipient department shall assist the donor with completion of the form. This form shall be approved by the Village Administrator and shall include, as appropriate and applicable, the intent of the proposal, cost estimates, size, proposed location, timeline, site drawing, future maintenance requirements and any other information the Village Administrator may deem necessary and/or useful. The completed form will be submitted to the Village Administrator for review and recommendation to the Village Board, if required.

## 5.2 Monetary Gifts and Donations/Gifts and Donations of Negotiable Securities

5.2.1 Previously established funds or campaigns: the Village Administrator and/or department head, upon approval of the Village Administrator, are hereby authorized to accept any monetary gifts or donations to be made for a previously approved/established/budgeted fund or capital campaign.

5.2.2 Undesignated/unconditional monetary gifts/donations: the Village Administrator and/or department head, upon approval of the Village Administrator, are hereby authorized to accept any undesignated monetary donations and any unconditioned monetary donations made to the Village and shall deposit such money with the Deputy Treasurer. The amounts shall be deposited in the account(s) most appropriate to the intentions of the donor(s) when identified.

5.2.3 Conditioned donations: in the event that a monetary donation is conditioned or donated specifically for a new public improvement project, memorial, work of public art, tribute, or new program; the recipient department shall assist the donor to complete a donation agreement form and the donation shall follow the procedures set forth in this policy as if the donation were to be made of the actual program or item proposed to be acquired or constructed. If the donation is not accepted, the Village Deputy Treasurer shall return the donation to the donor. If appropriate, the Deputy Treasurer may establish a new fund or project within a fund for the donation.

5.2.4 Negotiable securities: the Village Administrator is hereby authorized to accept donations of negotiable securities when in his/her professional judgment, in consultation with the Deputy Treasurer and the affected

department head, acceptance of the proposed donation is in accordance with the statutes, rules and regulations governing municipal finances and investment; and, the proposed donation is not subject to conditions, is for a previously approved/established/budgeted fund or campaign, or is for a conditioned donation that has been approved pursuant to this policy. Negotiable securities may be held or sold at a marketable rate and the proceeds of such sale used as specified by the donor or as may be deemed appropriate and in the best interests of the Village.

### 5.3 Gifts of Real Property

The Village Administrator shall review any proposed donation of real property and make recommendations to the appropriate boards or commissions and to the Village Board. Proposed gifts or donations of real property shall be reviewed for suitability for the intended use or potential for resale; any conditions which may be placed upon the use of the property by the donor; potential environmental concerns; probable maintenance costs; and any other relevant information. Appraisals of the property may be requested from the donor. All gifts or donations of real property shall be reviewed by the Plan Commission for recommendation to the Village Board, prior to Village Board action. All gifts or donations of real property that is intended to be used for park purposes shall be reviewed by the Park Commission, for recommendation to the Village Board, prior to Village Board action.

### 5.4 Non-Monetary Gifts and Donations (Excluding Real Estate)

- 5.4.1 The Village Administrator and/or department heads, upon approval of the Village Administrator, are hereby authorized to accept donations of materials or other items for previously approved/established/budgeted projects or materials or other items, provided such items have an estimated total value of \$1000 or less, and the donation is made without condition or restriction, and such items are typical for use in a Village department. If the estimated value exceeds this number, or if the donation is made subject to conditions or restrictions, then the matter shall be referred to the Village Board for the Village Board's possible approval.
- 5.4.2 The Public Works/Parks Superintendent is hereby authorized to accept donations of typical park amenities such as benches, replacement playground equipment and sports facilities, gifts of trees and other similar items.

5.4.3 For other gifts and donations including, but not limited to, substantial gifts such as public art, memorials, tributes, and public improvement projects, the recipient department shall assist the donor in completing a donation agreement form and forward the completed form to the Village Administrator for review and recommendation to any appropriate boards or commissions and to the Village Board, and the Village Board shall make the decision of whether to accept the donation. The Village Administrator, Boards/Commissions and Village Board shall consider all of the circumstances surrounding the proposed gift including the criteria as enumerated within this policy and as may be applicable to the proposed donation. If the donation is approved and if appropriate, the Deputy Treasurer may establish a new fund or project within a fund for the donation.

## 5.5 Criteria for Evaluating Gifts and Donations

In order to assist potential donors to fulfill their desires to make a gift or donation to the Village of Richfield and to ensure that all gifts and donations are consistently, fairly, and thoughtfully reviewed, the Village will be guided in its review of proposed gifts and donations by the following guidelines.

5.5.1 Donations of memorials/tributes/public improvement projects and works of art: when reviewing proposed donations of memorials, tributes, public improvement projects and works of art, the following criteria shall be considered, as well as any other criteria which may be relevant on a case by case basis.

5.5.1.1 Consistency with the mission and policies governing the Village of Richfield and/or the particular department or division

5.5.1.2 Whether the proposed donation/gift provides improvements to an area of the Village which may be deficient in public amenities

5.5.1.3 Whether the proposed donation/gift promotes the preservation of historical and cultural aspects of the community

- 5.5.1.4 Whether the proposed gift/donation has an educational component
- 5.5.1.5 Whether the proposed gift/donation helps to promote conservation, preservation and protection of the natural environment
- 5.5.1.6 Whether the proposed donation helps to promote preservation of natural areas and green space where such preservation is suitable, is contemplated by plans, or is otherwise desirable
- 5.5.1.7 Whether the proposed gift/donation is suitable for the purpose proposed
- 5.5.1.8 Whether the proposed gift/donation is compatible with the proposed location, if one has been identified, and other users of the public space
- 5.5.1.9 Whether the proposed gift/donation contributes to, or detracts from, the aesthetic qualities of the surrounding area and other improvements
- 5.5.1.10 Whether the proposed gift/donation quality, scale and character is harmonious with the surrounding public or park setting
- 5.5.1.11 Whether the proposed gift/donation replaces aging, outdated or unsafe infrastructure or reuses, rehabilitates or restores an existing park or municipal feature
- 5.5.1.12 Financial implications to the Village based on the cost of the proposed gift/donations or project implementation including installation and ongoing maintenance if applicable and whether the gift/donation covers any anticipated costs
- 5.5.1.13 Provision by the donor for ongoing maintenance and cost of relocation and removal, if necessary
- 5.5.1.14 Susceptibility of the gift/donation to wear and vandalism

- 5.5.1.15 Whether any public safety or security issues are identified and the potential danger to the public health, safety or welfare associated with the proposed gift/donation
- 5.5.1.16 Whether the proposed gift/donation complies with all applicable codes including building codes and Americans with Disabilities Act, requirements, and related laws
- 5.5.1.17 Whether the proposed gift/donation is restricted in any manner and the impact of those restrictions or contingencies

5.6 Works of Art

In addition to the above-listed criteria, if the proposed gift/donation is a work of art, the following criteria shall be considered as well as any other criteria which may be relevant on a case by case basis.

- 5.6.1 Quality of the work based upon a professional assessment of the work, detailed written proposal, drawing or photographs
- 5.6.2 Suitability of the theme of artwork to a public venue
- 5.6.3 Appropriateness of the artwork to the site, in the case where a particular site has been requested or identified
- 5.6.4 Appropriateness of the process for selecting the artist or artwork
- 5.6.5 Qualifications of the artist based on documentation of past work and the artist's professional qualifications

5.7 Memorials/Tributes/Naming

The Village respects the desire of individuals to commemorate special events or the lives of loved ones, living and deceased. However the Village also recognizes that other community members who visit public places may desire not to be burdened with a constant reminder of mortality, death or traumatic events. The Village also recognizes the important contributions of many individuals to community life and that it is simply impossible to recognize all of those contributions. To that end, if the proposed gift/donation is a memorial or tribute or a non-commercial request to name a public space or other item, the Village

shall consider the following criteria, as may be appropriate to the particular donation, in addition to those criteria identified above.

- 5.7.1 The proposed donation must represent a person or event deemed significant to the Village of Richfield's history; names of individuals who have made a significant contribution directly and locally to the Village shall be preferred over the names of national figures.
- 5.7.2 Whether any increased use of the park or public area resulting from the placement of the memorial tribute is appropriate to the surrounding context and uses
- 5.7.3 When possible, the family should be contacted and allowed an opportunity to comment upon the naming of a building, park or facility after an individual.
- 5.7.4 In and of themselves, contributions of land or money for public facilities shall not be considered sufficient justification for naming or renaming facilities after individuals, in tribute or memoriam.

#### 5.8 Donor Recognition Objects

The Village of Richfield appreciates the desire of some donors to be recognized either personally or on behalf of another for their generous donations. If a donor recognition object is to be included as part of a proposed gift/donation, such object should be specially identified and submitted with the donation for approval. In general, it is the policy of the Village to limit donor recognition objects to plaques or other recognition objects which are small in scale, which do not detract from green space areas and/or which are part of an approved project involving the use of personalized decorative tiles or pavers. The Village Administrator and department heads are hereby authorized to approve donor recognition objects which are proposed in accordance with this policy.

#### 5.9 Private Construction

If construction of a public improvement project is coordinated or contracted for by the donor, the donor will be responsible for complying with all federal, state and local laws which may include competitive bidding and state wage rate laws. The donor will also bear the cost of all necessary permits, approvals, project

management, design, installation, and manufacture of the gift/donation unless these costs are specifically accepted or waived by the Village.

5.9.1 Proof of compliance with the Village's insurance requirements for contractors will be required before work may commence on any public improvement project.

5.9.2 Improvements made in a public place become the property of the Village of Richfield and are subject to the laws, policies, and procedures of the Village.

5.10 Removal of Donations and Recognitions

The Village is not obligated to replace any gift/donation or improvement if it is lost, stolen, damaged or worn. The Village also reserves the right to remove any donation, donation recognition object, monument, memorial, park amenity, public art, public improvement project, tribute, or other item or recognition for any reason, which may include but not be limited to safety reasons, deterioration caused by age, neglect or vandalism, and/or the Village's inability to finance ongoing maintenance or repairs.

5.11 Acknowledgements and Anonymity

All donations for which the donor does not request anonymity shall be acknowledged by the Village Administrator, Deputy Treasurer or appropriate department head with a letter of appreciation. For a monetary gift given in memorial, tribute, bequest, or in recognition of someone, a letter may be sent to the person or family of the person being honored. The Village of Richfield is a municipal entity and subject to the provisions of Wisconsin Public Records Laws, the Village cannot guarantee anonymity of individual donors but will work with individuals who wish to remain anonymous in their donations to provide appropriate means for those individuals to make their gifts/donations while maintaining their privacy.

5.12 Appraisals

The Village may, at its discretion, request or require an appraisal of real or personal property prior to the acceptance of any gift or donation.

5.13 Waiver of Terms of this Policy

The Village Board may waive any of the criteria specified within this policy upon a finding that it is in the best interests of the Village to do so.

5.14 Tax liability

It is the responsibility of the donor to assign a monetary value to the gift for tax purposes. Information provided by the Village, its officials, employees or agents in connection with gifts/donations is intended to be informational only and is not intended to be a substitute for professional financial or legal advice or opinions. The Village of Richfield makes no representations or guarantees as the tax implications of any gift or donation made to the Village. Donors are responsible and are advised to obtain their own tax and financial advice from appropriate professionals.

5.15 Reports to the Village Board

Annually, after the close of the fiscal year, the Deputy Treasurer may provide a report to the Village Board including the details of all gifts/donations with a value greater than \$5,000.

5b



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 12, 2016

SUBJECT: Heritage Park Master Planning  
DATE SUBMITTED: October 7, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

At the September 14<sup>th</sup> Park Commission Meeting, Park Commission members had a chance to review a rough outline of the Heritage Park Master Plan. After that meeting, Staff put together a comprehensive list of new projects/amenities suggested and requested at the Public Workshop Meetings and Park Master Planning Meetings with the youth sport organizations. Staff then discussed those potential improvements/amenities with the Village Engineers. The Village Engineers will be incorporating those projects/amenities into the plan itself to denote costs and provide a potential layout.

Tonight I am asking for feedback regarding those site improvements that have thus far been incorporated into the plan in order to determine a final project list for the Heritage Park Master Plan. The following is an itemized list of the projects that have been included into the Heritage Park Master Plan thus far broken down into three different categories; 1) Maintenance to Existing Features, 2) Small Additions To/Permanent Upgrades, 3) Capital Improvement Planning and Future Needs.

*Maintenance to Existing Features:*

- Soccer Fields Sod/Soil Replacement*
- Maintenance to Grass Areas*
- Magic Mix Replacement*
- Gravel Surface by Hitting Prep. Areas*
- Sand Down and Paint Benches by Fields #6 and #7*
- Village Maintenance of Dugout Covers*
- Village Maintenance of Fridges*
- Signs for Fences*
- Parking Signs*

*Small Additions To/Permanent Upgrades:*

- Expansion of Field #2*
- Pave the Upper Parking Lot/Multi-Use Basketball Court*
- Pave the Village of Richfield Parking Lot*
- Extend a Fence by Soccer Fields*
- Soccer Equipment Shed*
- Work-Out Bars Along the Running Trail*
- Add Stanchions for T-Ball Field #4*
- Expansion of Field #7*
- Expansion of Nets for Fields*
- Backstop on Field #6*
- Park Signage*
- Additional Restrooms*

*Capital Improvement Planning and Future Needs:*

- Lights on Baseball Field #7*
- Improve/Expand the North Concession Stand*



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 12, 2016

SUBJECT: Heritage Park Master Planning
DATE SUBMITTED: October 12, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

- Open Air Soccer Shelters
Pavement of Park Walking Path
New Playground Feature in Between Field #4 and #5
New Field Between Fields #4 and #5
Expand and Pave North Parking Lot
Replace Tennis Courts
Water Play Feature
New Salt Shed

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. Heritage Park Master Plan Draft

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

[Signature]
Village Staff Member

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

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

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

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

# Richfield

HERITAGE MASTER PLAN  
Village of Richfield



## 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  
Don Filipiak, Board Member  
Dick Becker, Board Member  
Paul Bernard, Board Member  
Diane Sommers, 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  
Annie Stuetgen, Parks Department  
Lance Nighbor, Parks Department  
Margaret Runnells, Office Assistant  
Sue Rushmer, Office Assistant  
Jennifer Keller, Administrative Intern

### CONTACT FOR FURTHER INFORMATION:

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

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# Introduction

# Purpose of the Heritage Park Master Plan

## Demographics and Trends

### VILLAGE DEMOGRAPHICS

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

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

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

### RECREATION TRENDS

Heritage Park is one (1) or three (3) Village owned "Community Parks," two others include:

Name/Description	Acres	Park/Site Type	Ownership	Features/Facilities
Fireman's Park	13.7	Community	Village of Richfield	Baseball fields, basketball court, picnic tables, shelters,
Nature Park	92	Community	Village of Richfield	Nature trails, observation deck, horse riding trails, bird

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

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

## Relationship to Other Plans

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

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

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

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

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

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

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

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

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

## Park Master Planning Schedule

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

2014	<b>Comprehensive Park Master Plan</b>
2015	Bark Lake Park Master Plan
2016	Heritage Park Master Plan
2017	Fireman's Park Master Plan
2018	Nature Park Master Plan
2019	<b>Comprehensive Park Master Plan</b>
2020	Bark Lake Park Master Plan
2021	Heritage Park Master Plan
2022	Fireman's Park Master Plan
2023	Nature Park Master Plan
2024	<b>Comprehensive Park Master Plan</b>
2025	Bark Lake Park Master Plan
2026	Heritage Park Master Plan
2027	Fireman's Park Master Plan
2028	Nature Park Master Plan
2029	<b>Comprehensive Park Master Plan</b>
2030	Bark Lake Park Master Plan
2031	Heritage Park Master Plan
2032	Fireman's Park Master Plan
2033	Nature Park Master Plan

As the Village grows so will the anticipated need for a larger Village Staff and resources. During this time the schedule may alter and the need to reevaluate one plan over another may take precedence.

## Community Input & The Planning Process

Community engagement was an important part of the planning process to produce this park master plan. Input was solicited from a wide range of stakeholders, and park users. Some of the most important stakeholders Staff met with included the Richfield Youth Baseball and Softball Association (RYBSA), the Richfield Rockets and the Richfield Soccer Club. Village Staff sought to gain feedback from the various community stakeholders and relay that information to the Park Commission throughout the Park Planning Process. The Village Park Commission meets regularly on a Bi-Monthly basis which gave Staff ample time to schedule meetings and gain community feedback between Park Meetings.

Below is the list of scheduled dates most important during the Park Planning Process.

Date	Heritage Park Master Planning Timeline
June 1st, 2016	Preliminary Staff Assessment of Park Needs
July 29th, 2016	Meeting with Engineers to Discuss Site Planning
August 4th, 2016	Meeting with Richfield Soccer Club
August 8th, 2016	Public Workshop Meeting
August 18th, 2016	Meeting with RYBSA Association
August 25th, 2016	Public Workshop Meeting
September 7th, 2016	Meeting with Rockets Association
September 14th, 2016	Park Commission Site Visit/Master Plan Rough Draft submittal
October 7th, 2016	Preliminary Site Plan and Cost Estimates back from the Engineers
October 12th, 2016	Finalize list of Heritage Park Master Planning Projects
October 30th, 2016	Final Site Plan and Cost Estimates back from Engineers
November 9th, 2016	Final Heritage Park Master Plan implementation

A preliminary assessment of park amenities was conducted in June and July of 2016. An inventory of the fields, benches, tables, buildings and other various amenities was completed. Because the largest users of this park are the youth sport organizations we offered the opportunity for those organizations to meet with staff and discuss what they believed to be their most important needs within a short time period.

Another important factor that contributed to the Heritage Park Master Planning process was the construction of a new Richfield Volunteer Fire Company (RVFC) located within the Heritage Park boundaries. Staff incorporated this project and some of the future uses of the Fire Company in Heritage Park into the Heritage Park Master Plan. The tennis court and volleyball court that were both removed during the construction process were also taken into consideration during the planning process of this park.

Residents within 2,000 feet of Heritage Park were notified of two (2) public workshops that were hosted on August 8th and August 25th. At these public workshops five (5) stations were set up in order to cycle residents through gathering some of the most pertinent information for Heritage Park. Notice of the meeting was also provided in the July/August edition of the Richfield Happenings Newsletter and the Richfield Jt. School District No. 1 provided notice in their newsletter as well.

A Community Survey (Appendix III) was generated and posted online. Every person that attended the park

## Community Input & The Planning Process Continued

master planning meeting was asked to complete the survey, and a digital copy was posted online for residents who were unable to attend the meeting. Those residents who were unable to attend the Park Master Planning Meeting were asked to complete the form and return it to Village Hall. The survey asked residents to rank potential projects as either an immediate or future need. The survey was posted on the Village of Richfield's website and distributed through the social media accounts. Appendix IV is a completed survey received by Village Staff.

Feedback to the projects and ideas was generated throughout the planning process and then relayed to the Park Commission at their regular Meetings.

In addition to public and community input, the Heritage Park master plan has benefitted from the efforts of key Park Commission members who visit the park on a regular basis. Their input was largely gained through site visits, work sessions, and one-on-one meetings with park and planning staff.

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# Heritage Park Master Plan

## Park Location

Heritage Park is located in section 16 of the Village of Richfield. This park is unique in that it is located immediately next to Village Hall and is considered a part of the Village Hall campus. Heritage Park is located in the center of the Village and is one of our (if not our most) heavily traveled to park locations. It's central location is one of the reasons why the Richfield Volunteer Fire Station has worked with the Village over the past decade to secure an additional piece of land in a purchase from the Neurtheters for the future location of RVFC Station No. 1. Because of the large number of fields ten (10) soccer and currently seven (7) baseball Heritage Park not only draws residents of Richfield, but also residents of the surrounding municipalities to it each summer. The only reason the Village has been able to accommodate this capacity is because of it's successful and in fact thriving and expanding youth sports organizations that are entirely made up of volunteers from Richfield and the surrounding community.

The Village takes pride in the maintenance of this park with only one full-time employee dedicated to it and one seasonal employee that assists in park maintenance each year. Other amenities such as the walking trails draw in walkers and runners in the summer months and snow shoers in the winter. The Hill and Gully Snow Rides also use this park in the summer riding through getting from one area of the Village to another.

With the new RVFC Station No. 1 it is expected that their annual Richfield Days event may take place in Heritage Park in the future.



## Site Conditions & Analysis

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

### COMMUNITY PARK

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

Typical Size: 5 to 40+ acres

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

Accessibility Standard: 1 to 2 mile radius

Heritage Park is a heavily traveled to park that users in the area often drive to, to visit. It’s main amenities include a ten (10) soccer fields, seven (7) baseball fields, two (2) concession stands with attached restrooms, and two (2) park shelters with electrical service and seating which may be reserved at Village Hall along with playground equipment.

At the Heritage Park Master Planning Public Workshop meeting, the addition of various amenities in the park were discussed.

# Site Conditions & Analysis Continued

## ZONING & TOPOGRAPHY

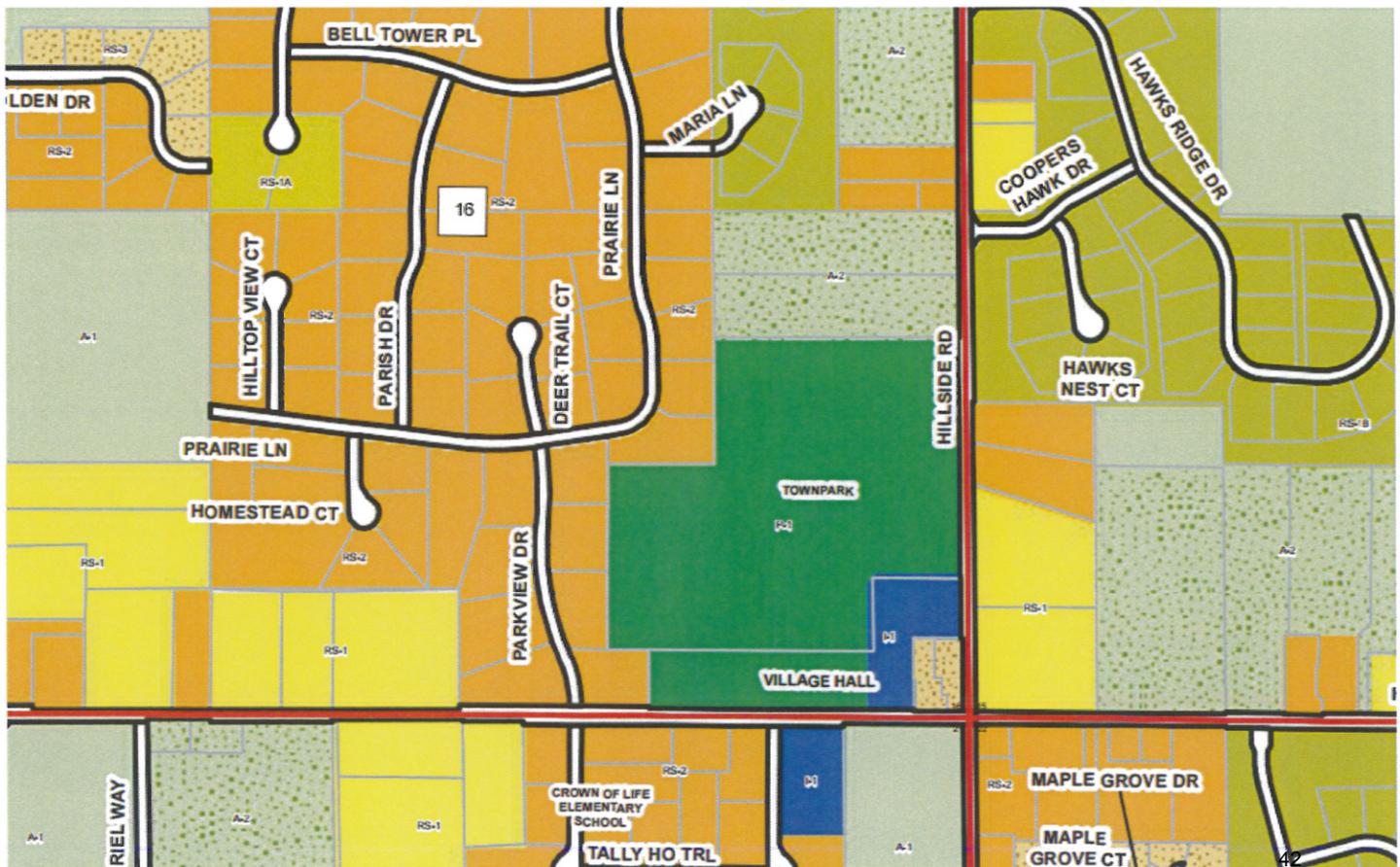
Heritage Park is located in Section 16 of the Village of Richfield. In evaluating its potential use it's important to review the Zoning Map. Heritage Park directly abuts the Village campus and the soon to be Richfield Volunteer Fire Station No. 1 location. The vast majority of Heritage Park is located on parcel V10\_0448\_00D. This parcel is zoned P-1 Park and Recreation District. Until 2016 the second parcel V10\_0448\_00E was also zoned P-1 Park & Recreation District. In 2016 construction for the new Richfield Volunteer Fire Station No. 2 began and in anticipation of this project the zoning classification was changed to I-1 Institutional District.

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

And

**I-1 Institutional District:** This district is intended to eliminate the ambiguity of maintain in unrelated use districts, areas which are under public or quasipublic ownership and where the use for public or quasipublic purpose is anticipated to be permanent.

During the initial construction phases of this project the Village both gained and lost several park amenities. The Village lost three (3) recreational amenities including one (1) tennis court, one (1) volleyball court and one baseball field. The Village gained approximately 50 parking stalls at the



## Site Conditions & Analysis Continued

southwest corner of the park. Part of the community analysis of the park was to determine whether or not the replacement of a tennis court, volleyball court or baseball field was warranted.

Heritage Park is largely landlocked currently with Hillside Road to the east, Hubertus Road to the south and Parkview Estates to the west. While there may be potential for additional land to be gained across either Hillside or Hubertus Road the current land that is Heritage Park is currently being utilized to around 90% of it's maximum capacity.

There are several areas of open space still currently, but for that area to be utilized in any way site grading and preparation will need to occur.

In preparation of the Heritage Park master planning discussions Staff took an inventory of the current amenities in Heritage Park as well as their current state. Most of what was determined was the while the current amenities are adequate. Nothing goes above and beyond the current status quo and there are several investments in various areas of the park the Village could realize/make in order to better accommodate it's residents.



## Site Analysis

The aerial overview below 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 
- Parcel Outline 
- Concession Stand 



# 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 rating of “Poor”, “Fair”, “Good” or “New”.

FEATURES	CONDITION AND NOTES
<b>Athletics</b>	
Open Space	Fair—grading in several areas throughout Heritage Park make future projects difficult to plan for. A large amount of open space can also not be used because of flooding during large rain events.
Baseball Fields	Fair—There are seven (7) fields in Heritage Park. Field #3 is a T-Ball field. Some of the fields, fencing and magic mix will need to be repaired in the near future and creating one additional field is also something that has been considered.
Soccer Fields	Fair-There are ten (10) fields in Heritage Park. One of the main concerns with these fields is the upper fields lack of sufficient sod.
<b>Play Features</b>	
Playground (2)	Good—These playground features are utilized on a regular daily basis in the summertime for the families visiting the park.
Sand Digger (1)	Good—This amenity was installed at the same time as the playground equipment still fully operational
Swings (2)	Good—There are a total of four (4) child swings and four (4) adult swings in Heritage Park
Play Web (1)	Good—There is one (1) play web in Heritage Park located by the soccer fields
<b>Other Amenities</b>	
Concession Stand (2)	Good—The Village has one North and one South. The North Concession stand is shared between the Youth Baseball organization and the Richfield Soccer organization. Storage is deficient in this concession stand and it is the older of the two (2). Bathrooms are located off of both concession stands.
Shelter (2)	Good—Sound structure electric goes to both shelters and they are rented for small parties and use each year.
Workout Stations (3)	Good—Well maintained structures that get very little use.
Picnic Tables (8)	Good—There are multiple picnic tables at both shelters that accommodate the residents purchasing food from the concession stands and visiting the park.
Bench (4)	Good—There are a total of four (4) stable wooden benches located at various areas around the walking trails
Dog Signs (2)	Good—There are two (2) dog signs and bins at two (2) entrances to the walking trail. These signs are meant to encourage those walking dogs to both leash them and clean up after them.
Trees (294)	Good— 38 different types of trees in Heritage Park with 29 of those being White or Green Ash which will need to be taken down and replaced as time and money permits..
Parking (3)	Good—There are three (3) main areas for parking in Heritage Park one is off of Hubertus Road, one (1) is off of Hillside Road, and one (1) is right next to the Richfield Village Hall. The three combined parking options are sufficient for regular and weeknight park use but tournament parking can become more difficult.
Port-A-John (2)	Good—There are (2) port-a-johns located in the parking lot next to fields #4 and #5. During high volume tournaments and activities more port-a-johns are brought in.

# Inventory Pictures

## 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 Major 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

## Inventory Pictures Continued

### Baseball Field #3



Base

Accommodates

Pitching

RYBSA T-Ball U6

### Baseball Field #4



Base 50', 60'

Accommodates

Bleachers

Pitching 35', 40'

RYBSA Rookies Boys U7-U8

Electronic Scoreboards

RYBSA Rookies Girls U8-U9

RYBSA Juniors Girls U10-U12

## Inventory Pictures Continued

### Baseball Field #5



Base 50', 60'

Pitching 40', 46'

Accommodates

RYBSA Single A U9-U10

RYBSA Double A U11-U12

RYBSA Girls Major 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

## Inventory Pictures Continued

### Baseball Field #7



Base 60'

Pitching 46'

Accommodates

RYBSA Single A U9-U10

Bleachers

Electronic Scoreboards

### Soccer Fields



10 Soccer Fields accommodates the entire Richfield Soccer Organization

## Inventory Pictures Continued

### North Concession Stand



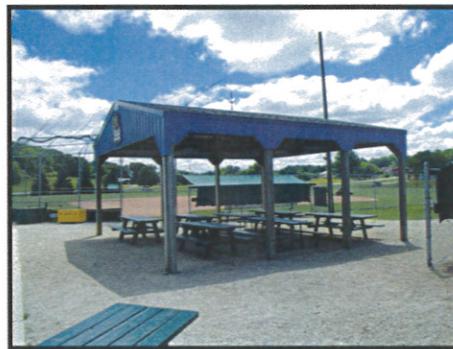
This Concession Stand is shared between the Baseball and Soccer organizations. Men and Women restrooms are attached.

### South Concession Stand



This Concession Stand is used by only the Baseball organizations. Men and Women restrooms are attached.

### North Shelter

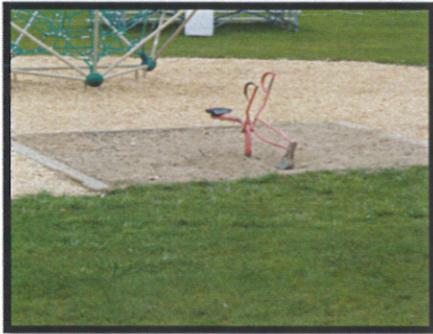


### South Shelter



## Inventory Pictures Continued

### North Playground Equipment



Equipment Includes: Playground, Play Web Structure, Swings, Digger

### South Playground Equipment



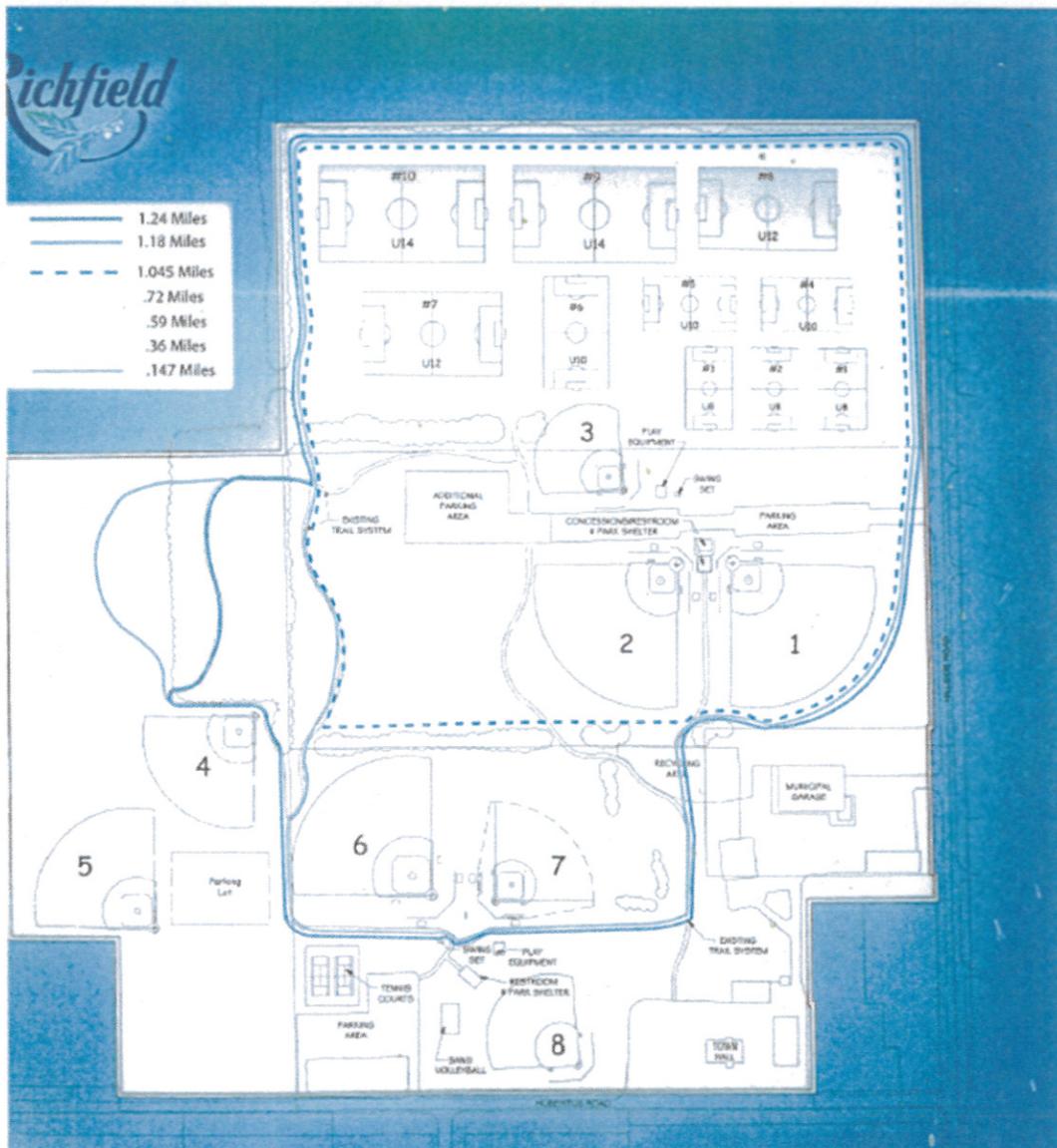
Equipment Includes: Playground, Swings, Digger

### Workout Stations



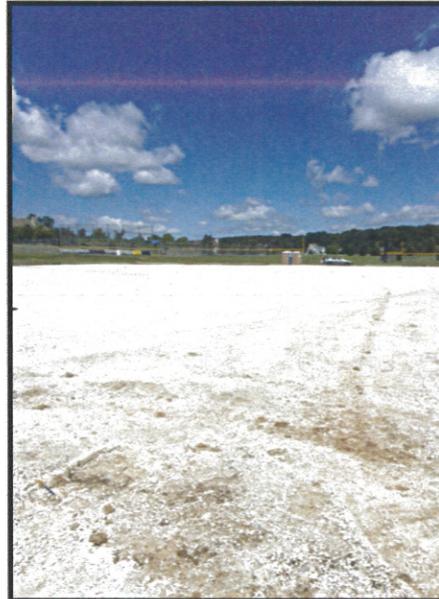
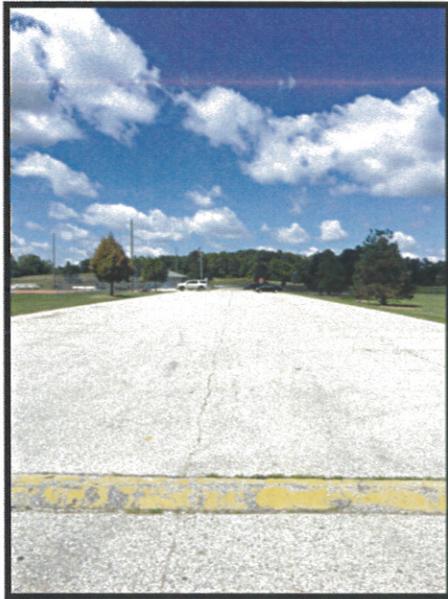
# Inventory Pictures Continued

## Gravel Walking Path and Amenities



## Inventory Pictures Continued

### Dedicated Parking



### 2010 Tree Inventory

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		

## Public Workshop Meetings

The following information was gathered from the two (2) public workshop meetings that were conducted. The preliminary list of potential projects/amenities for Heritage Park is based on the site analysis and needs assessment conducted by Staff in conjunction with feedback from the Heritage Park Master Planning Workshop Meetings, and Community Survey.

While some of the most important users of the park are the youth sports organizations one of our goals in hosting the two (2) Public Workshop Meetings was to gather input from surrounding residents who currently utilize the park for it's amenities or would potentially utilize the park if additional amenities were to be provided. We gathered information from those in attendance at the Master Planning Meetings and were able to determine that our pool of residents in attendance consisted of 50% residents with kids and 50% residents without. In addition those that attended were also fairly frequent visitors to the park.

### POTENTIAL PROJECTS/AMENITIES

During the community workshop meetings held on August 8th and August 25th the residents in attendance made their way through five different stations set up to gather a variety of information. Those stations were as follows:

Station 1: Fire Company Construction Information

Station 2: Slideshow & Preliminary Potential Projects/Amenities Survey

Station 3: Dots

Station 4: Answer Questions and Provide Feedback

Station 5: Preliminary Design Feedback

These potential park projects were then evaluated based on their immediate vs. their future need in Bark Lake Park through a community survey completed by the Bark Lake Association and residents. Staff was then able to prioritize the immediate items or projects to be considered in future years budgets vs. future year capital improvement plans. The preliminary immediate vs. future need list has been provided below.

### STATION ONE: PRELIMINARY POTENTIAL PROJECTS/AMENITIES SURVERY



How Often Do You Visit Heritage Park?	
Daily	4
Weekly	6
Bi-Weekly	0
Monthly	1
Quarterly	0
Annually	1
Never	1

I currently have children involved in	
Yes	5
No	5

## Public Workshop Meetings Continued

In 2016 the Village of Richfield was the recipient of a \$2.4 million dollar contribution for the construction of a new Richfield Volunteer Fire Station. The Village and the Volunteer Fire Company largely operate in an autonomous manner, but as the largest contributor to their operations annually the Village has an invested interest in the success of them. The second purchase of the Neuthreuter farm in .... Was a direct result of this relationship and the expected future growth. The Richfield Volunteer Fire Company is a private, non-profit company that provides emergency services for 49 square miles of Washington County. The RVFC covers the entire Village of Richfield, the Town of Germantown, three (3) sections in the Town of

Polk and eight (8) sections in the Town of Erin. RVFC newest station #2 will be located in Heritage Park at the center of the Village's 36 square miles.

### Richfield Fire Co. donates \$2.4 million for fire house

Village takes out \$1M loan for other costs

By JOE VANDELAARSCHOT  
Daily News

RICHFIELD — Village trustees took the final steps Thursday in approving construction of a central fire station. The village and fire company worked on the idea for the last several years.

Trustees first agreed to accept a check for nearly \$2.4 million from the Richfield Volunteer Fire Co., a donation toward the \$3.7 million cost of the building.

Second, trustees agreed to take out a loan for nearly \$1 million from the Board of Commissioners of Public

Lands to pay for the remainder of costs.

Finally, trustees agreed to rezone the property where the fire house is built at 412B Hubertus Road from P-1 Park and Recreation to I-1 Institutional district. The site is in the park adjacent to Village Hall.

"The remainder of the cost of the project will be paid for through impact fees (about \$255,000), a potential partial contribution from the village (about \$51,000) for site improvements and the loan from the Board of Commissioners of Public Lands," Village Administrator Jim Healy said.

The money from the fire company comes from savings the department has accumulated over several years. Healy said the village pays the fire company about \$472,000 a year. From that they've set aside about \$8,000 a month.

"Money obtained from contracted services with the village and other communities that we provide fire protection for helped accumulate the money the company has in savings," Fire Chief Terry Kohl said.

The fire company will also make payments to the village to pay off the \$1 million loan. Bids were opened April 6. A ground-breaking ceremony will be held at



Submitted rendering

This is an artist's drawing of how the proposed Richfield Central Fire Station will look when construction is completed.

7 p.m. Monday

The village received 49 bids for the project. Some came from local contractors. The project calls for building a freestanding firehouse 21,000 square feet in size, which includes five apparatus bays, offices, a

dormitory and parking included.

Construction is expected to be finished in about a year. In other business, village trustees approved three action items requested by the owner of Johnny Manhattan's — a popular village restaurant — that

Changes in the village's land use map that would allow the business to tear down a neighboring house and convert the lot into parking.

Please see FIRE/A8

Multiple studies have been done in order to validate the location of the new fire station and the multiple benefits to its creation. Two of the largest reasons for the creation of the new fire station are 1) the decreased response times that will be affiliated with the footprint of the new station and 2) the overnight facilities that will enable on-call volunteer fire fighters to spend the night at the fire station. In this way the RVFC will be able to not only improve their response times, but they will also be able to increase their volunteer base by allowing members from further outside the community to be involved with the RVFC by spending the night at their facility.

While there are significant benefits to this new fire station there are some drawbacks in the space it will now encroach on in the park and the lost amenities that Heritage Park experienced with this new construction. During construction the Village gained fifty (50) parking stalls in Heritage Park to service the youth baseball organizations and lost one(2) tennis courts, one (1) volleyball court and one (1) baseball diamond. During the master planning process we asked residents to take those gained and lost amenities into consideration in assisting them in determining the immediate and future needs of Heritage Park.

The construction of the new RVFC Station #2 will be complete by January of 2017. Some additional consideration was also given during the planning process to protecting the new building from park use (i.e. stray balls and parking problems). Additionally a meeting was held with a new neighbor to Richfield Heritage Park in order to determine what other new (if any) needs would be needed in Heritage Park to accommodate the Fire Company.

## Public Workshop Meetings Continued

### STATION TWO: PRELIMINARY POTENTIAL PROJECTS/AMENITIES SURVEY

At this station residents were shown a power point presentation of all of the current amenities in Heritage Park. That information has been included at an earlier portion of this master plan. Residents were also given a survey listing potential projects and amenities. Residents were asked to rate those projects as either an immediate or future need. Below are the results of the surveys that were completed in person at the Master Planning Workshops and that were turned in in-person or submitted via email.

Preliminary Potential Projects/Amenities
Additional Playground
Additional Picnic Shelters
More Picnic Tables and Benches
Basketball Court
Tennis Court
Volleyball Court
More Baseball Fields
More Soccer Fields
Pave Trails
Additional Restrooms
Additional Parking/Pave Current Parking
Landscaping
Signage: Park Name, Rules, Wayfinding
Community Garden
Water Play Feature
Other active recreation elements (i.e., BMX, skateboard park or sports, horseshoe pits, etc.)
Open Lawn Area
Gazebo
Lights for the Baseball/Soccer Fields

IMMEDIATE NEEDS	POTENTIAL FUTURE NEEDS
Water Play Feature (17)	Basketball Court (9)
Tennis Courts (13)	Additional Restrooms (8)
Additional Parking/Pave Current Parking (3)	Additional Playground (6)
Signage: Park Name, Rules, Wayfinding (3)	Additional Picnic Shelters (6)
	Volleyball Court (6)
	Community Garden (4)
	Lights for the Baseball/Soccer Fields (3)
	Pave Trails (3)
	Landscaping (3)
	Other active recreation elements (2)
	Open Lawn Area (2)
	Gazebo (2)
The following items tied:	
More Picnic Tables and Benches (2)	
More Baseball Fields (1)	
More Soccer Fields (1)	

## Public Workshop Meetings Continued

### ADDITIONAL COMMENTS

#### In Person Submissions

*"I would like to see two (2) New Baseball Diamonds, Batting Cages, replace the Tennis Courts and light the lower ball diamonds; (1&2) plus the new tennis courts."*

-----

*"Splash Pad, Please!"*

-----

*"I like the proposed playground by fields 4&5. I think a Splash Pad would help draw new families. (Not a huge water park) Locate splash pad near existing water source and fire (police substation) to promote safety."*

-----

*"Splash Pad would be nice. Basketball Court a must!"*

-----

*"I LOVE the plowed trails in winter. No pavement because it gets too slippery and asphalt is hard on the knees!"*

-----

*"Too... much baseball!!! The whole park is baseball! Splash Pad and walking trails please!"*

-----

*"If additional capacity is needed for baseball/soccer light the fields so you do not have to consume more green space."*

---

*"Since there are no water related activities (i.e. no pool) available in the Richfield area this would be a significant addition for children in the community."*

---

*"A splash pad fro children thank you!"*

---

*"Need splash pad to draw families to this area."*

---

#### Email Submissions

*"Water Play Feature—Development of a water related activity would be a significant addition to the Richfield area Heritage Park. There are no public pools in the Richfield area, and this would e a reasonable alternative for children."*

-----

*"My family played tennis at the park and we are missing the opportunity to continue to do so."*

-----

*"As you are seeking input from the residents of Richfield, I would like to suggest the two tennis courts be replaced. As we currently have only two, and the high school is a half hour away, there are few other options for the community especially young people.*

*Also, a water pad near the playground for the younger children would be nice. It would also be great if there were summer programs for our youth and seniors, perhaps in conjunction, in the parks."*

## Public Workshop Meetings Continued

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*"Thank you for the opportunity to provide input to the master planning stage for Heritage Park. Since my family lives in the Holy Hill States subdivision, we frequent this park. Not only did my children both play soccer and baseball using the fields in this park, we would take walks on the path and, when my children were smaller, they would play on the playground equipment. As my children got older, they played in other organized sports, including tennis and basketball, through school. These sports are the ones that need to be supported at Heritage Park.*

*As a high school student, my daughter was on the tennis team. When heading out to practice near home, the former courts at Heritage and the courts at Fireman's were often in use at the same time. She would have to go to Hartford to find available courts. Since the courts were often busy at the same time, it is obvious that tennis courts that were at Heritage need to be replaced.*

*My son started playing basketball when he was quite little. He joined the Friess Lake school team as soon as he could (5<sup>th</sup> grade). He and his team mates were always trying to get together to play basketball. While many had basketball hoops by their driveways, the space did not allow for several boys to play at a time, or for them to play a game of basketball. Now, many of these boys, including my son, are on the Hartford basketball team. Today, they can drive to play ball. When the weather is nice, most of them drive to Hartford to play on the courts at Willowbrook Park. There has never been a suitable outdoor court for them to use in Richfield.*

*The Village of Richfield needs a tennis/basketball court complex like the one at Willowbrook Park in Hartford. Heritage Park is surrounded by subdivisions with children. By the older elementary school age, these children can walk or bike to the park safely. The parks are also close enough for parents to let their children have some independence and responsibility, but still be able to check on the children. When in high school, these children will have access to facilities to work on their games close to home and have a place to gather with friends.*

*In addition to benefitting children, having tennis and basketball courts at Heritage will also benefit adults. I have often used the tennis courts and have seen adults often using the tennis courts. Also, having basketball courts near the fire station could provide a recreational outlet for the fire fighters. The courts may also allow adults to develop some casual leagues to benefit their fitness.*

*Richfield has made a commitment to baseball and soccer at Heritage Park. Richfield needs to support other physical activities at this location as well. The location of this park, as well as the frequent usage of the tennis courts at this park and at Fireman's, make a tennis court at Heritage a necessity. Richfield has lacked a decent place for kids to play outdoor basketball. Having just a hoop above some pavement is not the same as having a marked court.*

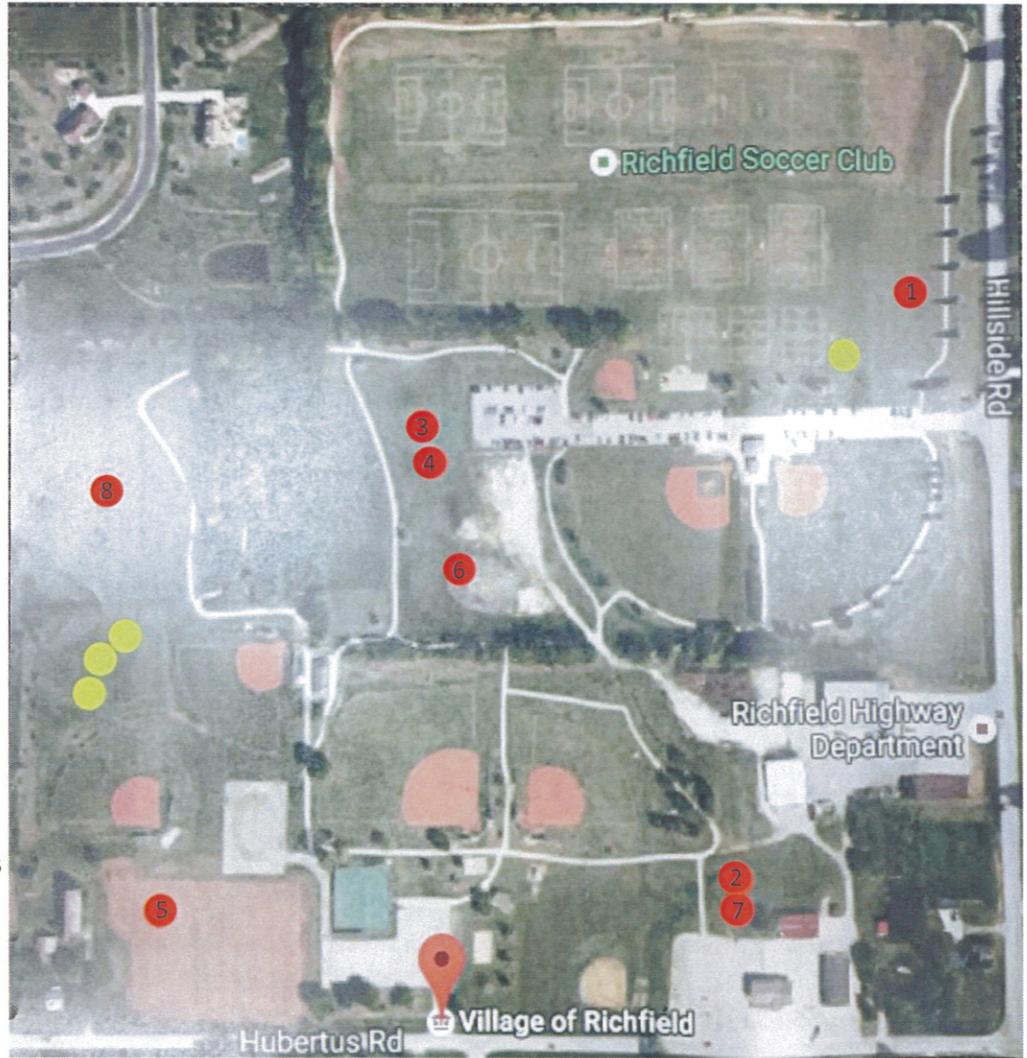
*These improvements would make Heritage an outstanding and well-rounded park facility."*

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## Public Workshop Meetings Continued

### STATION THREE: DOTS

At the third station we had two (2) sets up dots. The yellow dots were for the replacement of the lost baseball diamond and the red dots were for any additional amenity of the residents choosing and to indicate where they might like to see such an amenity on a map of Heritage Park. A large number of the individuals both in attendance of the park master planning meetings and whom completed the master planning survey's were overwhelmingly in favor of a new splash pad in Heritage Park. The data gathered from the dot analysis was useful in determining where residents would be most in favor of those new additional amenities. The second most common request was for the replacement of the lost tennis court. Most of the areas for the requested items were near parking areas and in the instance of the splash pad consideration was given in particular to where there might be easy access to water sources. Finally some other common requests and consideration is often given to additional shelter and basketball court attractions.



#	Chosen Amenity
1.	Shelter
2.	Splash Pad
3.	Splash Pad
4.	Splash Pad
5.	Basketball Court—Use for overflow parking
6.	Water Feature
7.	Tennis Courts
8.	Tennis Courts

## Public Workshop Meetings Continued

### STATION FOUR: QUESTIONS

Some of the information gathered in this portion of the workshop meeting was used during the introduction of the Master Planning workshop meetings in order to give readers an idea of the individuals that were in attendance of the Master Planning workshop meeting. One of the larger questions residents were asked to give consideration to was the evaluation of several large expenditure items that were included in

**Prioritize these projects 1-5, 5 being the immediate need, 1 the least.**

New Baseball Field	1	1	1	2	3	1	5	5	19
Pave Walking Trails	4	2	3	4	1	4	3	3	24
More Parking	3	4	2	3	4	1	4	4	25
Playground Equipment	2	3	5	5	4	5	2	2	28
Tennis Courts	5	5	3	1	3	3	1	1	22

the rough draft improvement plan and what residents felt the priority level of those projects would be.

In order priority according to the polled residents:

- 1) Playground Equipment
- 2) More Parking
- 3) Pave Walking Trails
- 4) Tennis Courts
- 5) New Baseball Field

### STATION FIVE: EVALUATION OF ROUGH DRAFT SITE PLAN

To the right is the rough draft that was made available for resident review at the Public Workshop Meetings. This was provided in order to give residents a better idea of the footprint of the new fire station in relation to the remainder of the park and the other various amenities already in existence at the park. Some things to note and some changes that will likely occur after discussions with residents in attendance:

- The new retention pond will likely include a portion of the walking trail along its outer edges along with a wooden fence and various landscaping that is hoped will deter child interest.
- The new salt shed will be much larger drawn to a larger scale.
- Baseball field number two (2) will likely undergo some type of expansion in the near future and the map will be made to reflect such changes



## Stakeholder Meetings

### RICHFIELD SOCCER CLUB

Meeting Date: August 8th, 2016

In Attendance: Richfield Soccer Club President Mike Anderson, Administrator Jim Healy, Administrative Services Coordinator KateLynn Schmitt, DPW Supervisor Adam Schmitt

#### Suggested Richfield Soccer Club Improvements

- Topsoil redone on the upper fields
- Open air shelters
- Extend a chain link fence to discourage random pedestrian traffic—Three (3) rail split rail
- Soccer equipment shed
- Blacktop running/walking trail
- Improve the concession stand and create additional storage
- Work-out bars along the running trail
- Increase contribution for additional week killing treatment

### RICHFIELD YOUTH BASEBALL AND SOFTBALL

Meeting Date: August 18th, 2016

In Attendance: RYBSA President Chris Matheson, RYBSA Vice President Jeff Northern, RYBSA Director Ron Gumz, Administrator Jim Healy, Administrative Services Coordinator KateLynn Schmitt

#### Suggested Richfield Youth Baseball and Softball Improvements

- Pave the Village of Richfield Parking Lot
- Pave the new Richfield Parking lot and expand the new lot further south
- Pavement of park walking path (DNR Funding)
- New T-Ball Field between fields #4 & #5
- Field #2 Convert to 90' base—take infield grass out (No—C. Matheson, Yes—Brad)
- Add a Field #4 stations for T-Ball
- Playground in between fields #4 & #5
- Prominent walkway/put up temporary fencing so kids don't dart
- Put batting cage over by the concession stand and push the bed rock back
- Expansion of Field #7 create a hybrid of field 6—make the infield bigger and push the fences back
- Create a new Field the size of Field #7
- Priority of Nets for the fields = 1) 6, 2) 2, 3) 5
- Expand the nets on field 7
- Backstop on field 6 make bigger
- Expansion of Concession stand by Fields #1 & #2
- Village purchases of fridges and dugout covers (\$1,000 per field)

## Stakeholder Meetings Continued

### RICHFIELD ROCKETS

Meeting Date: September 7th, 2016

In Attendance: Rocket President Bill Theis, Rocket Business Operations Director Dave Dietrich, Rocket Field Operations Director Dustin Taylor, Administrator Jim Healy, Administrative Services Coordinator KateLynn Schmitt

#### Suggested Richfield Rocket Improvements

Expansion of Field #2

Field #4 needs magic mix a grass lip is starting on each field

Field #6 magic mix is barely there

Get rid of the grass on Field #2

Gravel is not good for metal spikes go back to grass surface

Signs for fences

Parking signs

Dugout Covers

Purchase new/expand nets

Sand down and paint benches by Fields #7 & #6

\*\*The Richfield Rockets put together a comprehensive list of improvements field by field that has been included in the Appendix section V

### RICHFIELD VOLUNTEER FIRE COMPANY

Meeting Date:

In Attendance

#### Suggested Richfield Volunteer Fire Company Improvements

Additional signs to assist in assurance of no parking in RVFC lots

Light on baseball field #7 so Richfield Days might be hosted at Heritage Park in the future

Expanded fences on Fields closest to the Richfield Volunteer Fire Company new station

### SNOWMOBILE CLUB—PLAT FIVE

Some of the information gathered in this portion

## Needs Assessment & Park Goals

During this process, one of the most commonly heard topics from residents is that this park largely services only those families in the Village with children in the RYBSA, Rocket or Richfield Soccer programs, and provides few other amenities for those residents with a) no children or b) children not active or old enough for these programs. Village Staff and the Park Commission continue to try to accommodate those youth sport organizations that have numerous volunteers from the immediate community and that work with staff and residents alike on a regular basis, but also continues to keep in mind the larger needs of the community as a whole and attempts to weigh the amenities in the park against the other amenities in our entire Village of Richfield park system. After having determined some of the immediate and future needs of Heritage Park Staff intends to propose the inclusion of larger capital expenditures into the Village's five (5) year Capital Improvement Plan.

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

### MOST POPULAR ACTIVITIES

- Baseball Field Use
- Soccer Field Use
- Playground Equipment Use
- Walking Trail Use
- Parties at Open Air Shelters

### FEATURES TO STAY

- Current Fields
- Playground Equipment
- Concession Stands
- Shelters
- Current Parking

### ISSUES

- Lack of additional amenities for non-youth sport residents
- ADA accessibility and defined walking areas
- Lack of parking for large events
- Lack of field space for youth baseball organizations
- Lack of storage for youth soccer/baseball organizations
- Lack of restroom space for those traversing the park

### OPPORTUNITIES FOR CHANGE

- Area for field expansion
- Positive Partnership with Youth Sport Organizations
- Potential for expansion of parking areas

## GOALS AND OBJECTIVES FOR HERITAGE PARK

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

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

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

[Objective #2] Work with various approving bodies to illustrate the need for park improvements during budget time and work with the youth sport organizations to set up maintenance plans and assign appropriate ongoing fees.

3. [Goal #3] Improve clear lines of communications with and between all youth sport organizations.

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

## Proposed Projects and Future Needs

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

Page 39 of this document includes the estimated budget of capital costs for park improvements that are common and typical of “community parks”. These budget numbers will assist Village Staff and decision makers in weighing the various options and prioritizing a phased implementation for the park. The project budget numbers are rough estimates and are not intended to illustrate a commitment in any way for implementation. These numbers are to act as a guide to help convey the actual costs associated with park improvements. If a project is chosen for implementation, a detailed costing plan will need to be developed through a project design process.

### MAINTENANCE TO EXISTING FEATURES

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

1. **Soccer Fields.** The sod/soil on the upper fields will need to be replaced at some point in the future. The upper fields were an addition to the original fields and the sod laid for the upper fields was not sufficient to maintain the regular wear and tear of the fields.
2. **Maintenance of Grass Areas.** In 2016 the Village worked with the Richfield Soccer Club to ensure additional funding for weed treatment in the parks. If the youth baseball organizations make similar requests for additional weed treatments the Village will work with these organizations in order to make plan for additional treatments as well.
3. **Magic Mix.** The baseball fields were first coated with magic mix in 2012. The cost of this was between \$40,000 and \$50,000. As it has been a number of years since the first coat has been laid down the fields will need to be recoated and the Village will work with the Youth Baseball organizations in the future to develop a scheduled plan for the recoating of the fields.
4. **Gravel Surface by Hitting Prep Areas.** One of the recommendations made by the Richfield Rocket organizations was to go back to grass areas where the players can practice their warm-up swings while getting ready to hit. A change was made in recent years to gravel prep areas and this has proven to be bad for the metal spikes on the players shoes. These players often end up prepping on grass areas anyway and this change back would be positive improvement for these players.
5. **Sand down and paint benches by Fields #7 and #6.** These wooden benches has been earmarked for improvements as they are some of the only wooden benches left in the parks additional maintenance may need to be done on these items for the continued use.
6. **Village Maintenance of Dugout Covers.** The dugout covers currently placed over the dugouts in the summer months for the youth baseball organizations are currently the property of the RYBSA organization moving forward the Village plans to take responsibility for these items as Village items and participate in the maintenance and replacement of them moving forward in order to create less controversy between the two organizations in the future. (\$1,000 per field)

7. **Village Maintenance of Fridges.** Another item the Village may want to consider taking on the maintenance of are the fridges in the park concession stands. When these refrigerators die the responsibility of replacement and maintenance too can become controversial and the Village may want to consider factoring in these future maintenance costs to the fee's these youth sport organizations pay to utilize the Village field's and amenities in the future.
8. **Signs for fences.** It was brought to the attention of staff that various players and teams utilizing Heritage Park will often practice pitching and throwing against the chain link fences in the park. Long-term use of the fences in this way has created webbing and curving of the fences and moving forward the Village may want to consider purchasing signs for the fences in order to dissuade players in the park from inadvertently damaging the fences through this practice.
9. **Parking Signs.** New parking signs may want to be purchased in the future to make parking more clear in the southern parking lot, and to ensure that there will be no Heritage Park parking in the new Richfield Volunteer Fire Company parking lots.

### 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 may be included in future budgets to bring this community park, back up to usable standards.

1. **Expansion of Field #2.** Field #2 has been earmarked as one of the fields with potential for expansion that could accommodate additional teams if expanded. Field #2 currently has base lines of 60' and 70' if this were expanded to also allow a baseline of 80' and a pitching distance of 54' then older RYBSA and Rocket teams would have the ability to utilize the field, and this might prevent some of the bottleneaking that has been experienced in the past. The major alteration of this field would be to get rid of the grass infield. While unique it has been called a liability for pop up balls by both the RYBSA and Rocket organizations.
2. **Pave the Upper Parking Lot/Multi-Use Basketball Court.** The new upper gravel parking lot has been expanded with the construction of the new Richfield Volunteer Fire Company building. In order to streamline the parking in this lot and to potentially accommodate a multi-use basketball court the Village may look into pavement options for 2016 if funds become available. In the future the Village may also want to consider expanding this parking lot further south to allow for more parking.
3. **Pave the Village of Richfield Parking Lot.** Since this parking lot is often used during the summer months as additional parking for fields #6 and #7 especially, it has been earmarked as a parking lot that may be considered for reconstruction in the future. Additional striping of the lot has not been done for a long period of time and this would assist residents and those utilizing the parking lot.
4. **Extend a Fence by Soccer Fields.** The Northern Concession Stands is located between fields #2 and #1 across the parking lot from the Soccer Fields. As a result there is a large amount of traffic across the parking lot during high volume Soccer tournaments and games. During tournaments the Richfield Soccer organization installs a temporary fence in order to prevent darting across the parking lot and funnels the pedestrian traffic through one point. The installation of a chain link or three tier permanent fence would prevent this type of darting and pedestrian traffic during all high volume youth sport activities.
5. **Soccer Equipment Shed.** Originally the Richfield Soccer organization utilized storage space off of the North Concession Stand. Since the expansion of both organizations these storage areas have filled up to their maximum capacity and the Richfield Soccer organization is now forced to store a large

amount of items in various locations. A small storage shed would allow the Richfield Soccer organization to keep more of their game items on site for coaches and players.

6. **Work-out bars along the running trail.** Heritage Park currently has three work-out stations located next to field #7. One request for runner who might utilize the trails during the summer months would be for work-out bars located in various locations around the trails. These bars would allow users to do crunches, pull-ups and other basic weight lifting maneuvers during their workout.
7. **Add stantions for T-Ball on Field #4.** Fields #3 and #4 are two of the most underutilized fields due to their base and pitching capabilities. One recommendation we heard was to create T-Ball stations on Field #4 so that we might be able to create a new T-Ball field at a different location or replace the current T-Ball field with a court.
8. **Expansion of Field #7.** One of the suggestions from RYBSA was the expansion of Field #7 in order to create a hybrid of Field #6. In order to do this the infield would need to be bigger and the fences would need to be pushed back. Like the expansion of field #2 this expansion would assist the youth sport organizations in scheduling all of their games/practices.
9. **Expansion of Nets for Fields.** One of the suggestions we received form not only the youth sports organizations but also from the Richfield Volunteer Fire Company was for the expansion of nets and purchase of new nets on various fields throughout the park. The priority of new nets for the fields might be Field #6 and #7 as these fields have the largest potential for fly balls hitting the new Fire Company Station and Field #2 and Field #5 for those fly balls that hit vehicles on a regular basis.
10. **Backstop on Field #6.** A bigger backstop on Field #6 might be necessary to also prevent foul balls from flying over the top of the current backstop and hitting the new fire house.
11. **Signage.** New signage is something that is being included in the 2017 budget for the first time. The consistent purchase of new signs at each park is something that DPW Staff has suggested after it was realized that the signs that currently adorn the parks are a hodge podge mix of signs that were donated to the Village from various sources.
12. **Additional Restrooms.** Currently the Village has 4 restroom areas in Heritage Park. One two by fields #4 and #5 and one at each concession stand. One of the requests from residents for the park was additional restrooms. In the future the Village may consider spreading these restrooms out around the park to allow for greater use and possibly including one more restroom at a strategic location. During high tournament events the Village does bring in additional restrooms for the youth sport organizations as well.

## CAPITAL IMPROVEMENT PLANNING AND FUTURE NEEDS

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

1. **Lights on Baseball Field #7.** With the fire company potentially moving their Richfield Days festivities over to Heritage Park one of the features that will be necessary in order to make this happen will be the installation of baseball lights for their annual tournament. These tournament games often go late into the night and light would be necessary for that continued tradition. The Village may look to partner with the fire company in order to make that installation happen.
2. **Improve/Expand the North Concession Stand.** The Richfield Soccer Club and RYBSA organizations currently share the concession stand between fields #1 and #2. The current shared storage space

between the two does not provide an adequate amount of storage for both organizations and the two (2) are forced to store a large amount of their items in volunteer garages, basements, and sheds. Since the Village does not have a recreation department we try accommodate our youth sports organizations as much as possible and this alteration will assist them as their organizations continue to grow.

3. **Open Air Soccer Shelters.** During discussion with the Richfield Soccer organization two (2) soccer shelters were proposed. One (1) shelter in the middle of all fields was originally proposed but because of the topography of the area and the slope between the upper and lower fields would make this difficult. Instead two shelters at either end of the combined soccer fields have been included on the future Heritage Park Master Plan. These shelters may be planned for and paid for out of capital improvement expenditures or they might be planned for a an Eagle Scout project with the Boy Scouts of America.
4. **Pavement of the Park Walking Path.** The walking trails in Heritage Park are utilized all year round. Runners and dog walkers utilize the park walking trails during the summer months and snow shoers utilize the trails during the winter. Maintenance and plowing of the trails would be easier year-round if the trails were paved and made ADA compliant. There are DNR programs and funding options that Staff might be able to apply for and receive. In the future capital improvement saving for this and/or grant options should be explored.
5. **New Playground Feature in Between Field #4 and #5.** The Village currently has two playground areas one over by Field #3 and the Soccer fields and one over by Fields #6 and #7 an additional playground has been suggested between fields #4 and #5 so that parents viewing games at Field #4 or #5 might be able to also see their smaller children playing on equipment in this area. This new playground equipment is also located significantly closer to the residents in the subdivision directly to the west of the park. These residents who do not utilize Heritage Park for youth sport activities would likely enjoy other options for their children in this area.
6. **New Field between Fields #4 and #5.** The size of the new field has been suggested to be the size of field #7, field #6, or a new T-Ball field. The land area available for a new field may ultimately be the determining factor for the new baseball diamond and the Village will continue to try to create fields that serve as many teams as possible.
7. **Expand and Pave North Parking Lot.** There is additional area down by the north parking lot that is underutilized. One of the most asked for items in this area is additional parking for their largest events. The current overflow parking could be expanded to the north and south with little site work and paving options might be explored in the future.
8. **Replace Tennis Courts.** One of the most requested items requested to be replaced were the tennis courts that were lost during the construction of the new Richfield Volunteer Fire Company Station. Because of the lack of options for activities in the park outside of baseball and soccer the Village may want to explore the installation of a new tennis court in the future. The current plan calls for the potential installation of a tennis court where field #3 is currently or further pack from the overflow parking. In order to place a tennis court further back from the overflow parking a large amount of site work would need to be completed, but this also allows for the additional expansion of parking towards the future salt shed which would not hinder the operation of the salt shed since the overflow parking would be primarily utilized during the summer months.
9. **Water Play Feature.** One of the most asked for items at the Park Planning workshop meetings was for a water play feature. Those in attendance of the meeting also assisted staff in suggesting locations

for a splash pad around the park. One of the best locations proposed that Staff believes would be most plausible for installation would be next to Village Hall behind the DPW buildings. Residents visiting the splash pad would park in the lower level Village Hall parking lot and would walk to the splash pad next to Village Hall. Additional site work would like be necessary to make this area a plausible location and installation and ongoing maintenance and operation costs would need to be proposed and explored.

**10. New Salt Shed.** A new salt shed is included in the Capital Improvement plan for a future purchase in 2022. Like all major capital expenditure items the Village saves for these items over a period of several years then pays for these capital expenditure items with cash. Since Heritage Park shares it's land area with Village Hall, the DPW Building and the now Richfield Volunteer Fire Company these future items needs to be planned and accounted for in order to ensure that the Village has room for it's expanding needs as well. Paving from the DPW building down to the salt shed will need to happen in order to create a larger degree of usability for the Salt Shed as well.



# Park Master Plan Proposed Concept Map

## Proposed Implementation Strategy

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

The Capital Improvement Planning/Future Needs list includes items that the Capital Improvement Planning Committee will look to evaluate each year. This committee evaluates how strong the need for those proposed projects are and then works to evaluate what we should do based on realistic funding levels the Village can provide. A certain amount of funding is regularly set aside for park improvement projects over a \$5,000 threshold. Generally park improvement projects over a \$5,000 threshold are those projects that are saved and planned for over a period of years. The three largest items in the Heritage Park Master Plan Capital Improvements lists are the Tennis Court, the Splash Pad, and the new lights for the baseball field.

During the creation of this plan the Park Commission considered input received from Village residents received from the survey's received and from the multiple meetings had with the youth sport organizations. That information was combined and a prioritization list of those projects was put together in order to better help guide the Park Commission in their future decision makings in Heritage Park.

In 2016 the Village lost two (2) tennis courts during the construction of the new Richfield Volunteer Fire Company Station. Tennis courts were included in this plan due to the high demand from residents for the return of those tennis courts. Basketball Courts were also able to be construction in order to provide those residents not utilizing the baseball and soccer fields in Heritage Park an additional recreation option.

It is anticipated that going forward the Village will coordinate closely with all youth sport organizations as well as the Richfield Volunteer Fire Company on proposed improvements to the park. The Village see these organizations as valued partners and invested stakeholders in the success of this park so obtaining community 'buy-in' with proposed projects is seen as an important and valued strategic partnership.



## Appendix I: Community Workshop Notice to Residence



July 20, 2016

**Village of Richfield**  
*Forward. Preserving...  
A Country Way of Life!*

**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

4128 Hubertus Road — Hubertus, Wisconsin 53033  
Phone (262) 628-2260 Fax (262) 628-2984 [www.richfieldwi.gov](http://www.richfieldwi.gov)

## Appendix II: Community Survey

# TAKE OUR SURVEY!

### IF YOU MISSED OUR HERITAGE PARK MASTER PLANNING MEETING HERE'S YOUR OPPORTUNITY TO PROVIDE INPUT!

The master plan will guide any improvements, changes, or facility upgrades during the next capital improvement planning process. Community input is an important component of the planning process.

If you missed the public workshop, you have an opportunity to provide input on ideas that were generated. Below is a partial list of Master Plan objectives and ideas that were suggested and discussed by workshop participants.

Please review the list and check (some or all) the objectives concepts and suggestions that you support.

#### PARK PLANNING OBJECTIVES

Immediate Need	Future Need	Potential Projects/Amenities
<input type="checkbox"/>	<input type="checkbox"/>	Additional Playground
<input type="checkbox"/>	<input type="checkbox"/>	Additional Picnic Shelters
<input type="checkbox"/>	<input type="checkbox"/>	More picnic tables and benches
<input type="checkbox"/>	<input type="checkbox"/>	Basketball Court
<input type="checkbox"/>	<input type="checkbox"/>	Tennis Court
<input type="checkbox"/>	<input type="checkbox"/>	Volleyball Court
<input type="checkbox"/>	<input type="checkbox"/>	More Baseball Fields
<input type="checkbox"/>	<input type="checkbox"/>	More Soccer Fields
<input type="checkbox"/>	<input type="checkbox"/>	Pave Trails
<input type="checkbox"/>	<input type="checkbox"/>	Additional Restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Additional Parking/Pave Current Parking
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	<input type="checkbox"/>	Signage: Park Name, Rules, Wayfinding
<input type="checkbox"/>	<input type="checkbox"/>	Community Garden
<input type="checkbox"/>	<input type="checkbox"/>	Water Play Feature
<input type="checkbox"/>	<input type="checkbox"/>	Other active recreation elements (i.e., BMX, skateboard park or sports, horseshoe pits, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Open Lawn Area
<input type="checkbox"/>	<input type="checkbox"/>	Gazebo
<input type="checkbox"/>	<input type="checkbox"/>	Lights for the Baseball/Soccer Fields

Other Comments/Suggestions:

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\*\*Please return all survey's to Administrative Services Coordinator, KateLynn Schmitt at [katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov) or 4128 Hubertus Road, Hubertus, WI 53033 no later than August 31<sup>st</sup>, 2016.

## Appendix III: Richfield Rockets Heritage Park Evaluation

Field Evaluations      Heritage Park      Field #1      Grass Infield? No      Age Groups: Up to U12

Number of base stanchions and distances: (3) 50', 60', 70'

Depth of the outer Infield edge from Home Plate: 112' down lines and 137' to Center

Depth of Outfield fences from Homeplate: 300'

### Condition of the Infield:

Magic mix: In need of additional mix, very light dusting left  
Batters Boxes: In need of underlayment, has developed holes  
Homeplate: Good, no cracks or heaves  
Base Stanchions: edges peened and a couple are crooked in the ground  
Pitching mound/rubber: Permanent rubber @ 50' - needs work where plant foot hits  
Back stop; Fencing and nets: nets need tightening, ideally taller fences

### Condition of Outfield and Foul territory:

Grass, weed density: grass a little patchy and in need of weed control treatment  
Holes: No  
Fencing: bowed and has gaps at the bottom edge

### Condition of Dugouts:

Fencing: Bowed and sections are leaning  
Benches: benches are aluminum

Fan and Automobile Safety comments: Foul balls do reach cars and open areas between fields

Other Comments: Remove grass behind Homeplate (backstop area and on deck area) and put field mix to the fencing  
Tall Fencing or additional netting recommended at Backstops and above dugouts  
Hang signs "No hitting or Soft toss into fencing"

Field Evaluations      Heritage Park      Field #2      Grass Infield? Yes      Age Groups: Up to U12

Number of base stanchions and distances: (3) 70', 80' 90'

Depth of the outer Infield edge from Home Plate: 122' down lines and 147' to Center

Depth of Outfield fences from Homeplate: 300'

### Condition of the Infield:

Magic mix: In need of additional mix, very light dusting left. Grass edges are higher than field mix, lips developed do to drag pattern  
Batters Boxes: In need of underlayment, has developed holes  
Homeplate: Good but above the surface because of lack of field mix  
Base Stanchions: edges peened and a couple need to be reset  
Pitching mound/rubber: No Permanent rubber, mound is wore down. Needs to be rebuilt with a proper underlayment  
Back stop; Fencing and nets: needs backstop netting to be rehung

### Condition of Outfield and Foul territory:

Grass, weed density: infield grass is uneven and patchy, outfield grass patchy and in need of weed control treatment  
Holes: No  
Fencing: bowed and has gaps at the bottom edge

### Condition of Dugouts:

Fencing: bowed and sections are leaning and damaged due to pole collapse  
Benches: benches are aluminum

Fan and Automobile Safety comments: Foul balls reach parking lot on a regular basis

Other Comments: Remove infield grass, extend infield mix 10'-15' expand to a 60-90 diamond (U13 and Up)  
Install taller fencing or netting down first base foul line and along the backstop.  
Hang signs "No hitting or Soft toss into fencing"  
Remove grass behind Homeplate (backstop area and on deck area) and put field mix to the fencing

## Appendix III: Richfield Rockets Heritage Park Evaluation Continued

Field Evaluations Heritage Park Field # 4 Grass Infield? No Age Groups: up to U10

Number of base stanchions and disatances: (2) 50' and 60'

Depth of the outter Infield edge from Home Plate: 109' down lines, 119' Center

Depth of Outfield fences from Homeplate: 200'

### Condition of the Infield:

Magic mix: Good but need additional mix

Batters Boxes: Good

Home Plate: Good

Base Stanchions: 1st base 60' to deep and 3rd base at 60' crooked, edges a little peaned

Pitching mound/rubber: Good. Permanent at 46'

Back stop: Fencing and nets: Good but not tall enough, no netting

### Condition of Outfield and Foul territory:

Grass, weed density: Good needs weed control

Holes: none

Fencing: Good

### Condition of Dugouts

Fencing: Good

Benches: Wood, decent shape, could use sanding and paint/sealer

### Fan and Automobile Safety comments:

Other Comments: Expanded infield mix to the same Dimenions as field 7 to allow 70' base stanchions, field could accomadate (up to U12)

Remove grass behind Homeplate (backstop area and on deck area) and put field mix to the fencing

Scoreboard, None of the balls, strikes or outs light up and guest and inning lights are dim

Hang signs "No hitting or Soft toss into fencing"

Field Evaluations Heritage Park Field # 5 Grass Infield? No Age Groups: Up to U10

Number of base stanchions and disatances: (2) 50' and 60'

Depth of the outter Infield edge from Home Plate: 109' down lines, 119' Center

Depth of Outfield fences from Homeplate: 200'

### Condition of the Infield:

Magic mix: Good but need additional mix

Batters Boxes: Good

Home Plate: Good

Base Stanchions: 1st base 60' to deep and 3rd base at 60' crooked, edges a little peaned

Pitching mound/rubber: Good. Permanent at 46'

Back stop: Fencing and nets: Good but not tall enough, no netting

### Condition of Outfield and Foul territory:

Grass, weed density: Good needs weed control

Holes: none

Fencing: Good

### Condition of Dugouts

Fencing: Good

Benches: Wood, decent shape, could use sanding and paint/sealer

Fan and Automobile Safety comments: Install taller fencing or netting along 1st base line and backstop.

With new parking lot configuration, Foul balls are hitting cars regularly.

There have been 4 broken winshields and 2 shatter rear windows to date.

Other Comments: Expanded infield mix to the same Dimenions as field 7 to allow 70' base stanchions, field could accomadate (up to U12)

Remove grass behind Homeplate (backstop area and on deck area) and put field mix to the fencing

Scoreboard, third ball light shorts out, please check contacts and fuses

Hang signs "No hitting or Soft toss into fencing"

## Appendix III: Richfield Rockets Heritage Park Evaluation Continued

Field Evaluations      Heritage Park      Field # 6      Grass Infield? No      Age Groups: U13 and Up

Number of base stanchions and distances: (3) 70', 80' 90'

Depth of the outter Infield edge from Home Plate: 144' down lines and 154' to Center

Depth of Outfield fences from Homeplate: 300' to 360'

### Condition of the Infield:

Magic mix: In need of more mix, base lines have channels (ruts) down running lanes between bases.

Batters Boxes: Needs underlayment to be reset and more base and field mix added

Homeplate: Good, above surface due to lack of mix

Base Stanchions: Good

Pitching mound/rubber: Needs to be rebuilt, base material is surfaceing and pitching Rubber is un even and cracked

Back stop; Fencing and nets: Fencing is bowed and netting above backstop needs to be tightened

### Condition of Outfield and Foul territory:

Grass, weed density: Grass has bare patches at player positioning. Recommend top seeding and weed treatment

Holes: None

Fencing: Good

### Condition of Dugouts

Fencing: Dugout fencing appears to have been hooked and lifted, top rail is out of positions and post caps and hooks are damaged

Benches: Benches are in good shape but could use a sanding and paint/sealer

### Fan and Automobile Safety comments:

Foul balls fly into Field 7 playing field and fan bleachers

Foul balls fly into playground assembly and swing

Risk of foul balls hitting new fire house

Other Comments: Extend field mix to backstops, grass is patching and will simplify maintenance

Hang signs "No hitting or Soft toss into fencing"

Field Evaluations      Heritage Park      Field # 7      Grass Infield? No      Age Groups: Up to U12

Number of base stanchions and distances: (3) 50', 60' and 70'

Depth of the outter infield edge from Home Plate: 119' down lines, 129' Center

Depth of Outfield fences from Homeplate: 200'

### Condition of the Infield:

Magic mix: Good but need additional mix

Batters Boxes: Acceptable but needs more mix

Home Plate: cracked and uneven

Base Stanchions: Good but edges a little peaned

Pitching mound/rubber: Good, Permanent at 50'

Back stop: Fencing and nets: Good but not tall enough, loose netting

### Condition of Outfield and Foul territory:

Grass, weed density: Good needs weed control

Holes: none

Fencing: Bowed from balls being thrown and hit into fences.

### Condition of Dugouts

Fencing: Fair

Benches: Wood, decent shape, could use sanding and paint/sealer

Fan and Automobile Safety comments: Foul balls are hit into playcenter and Field 6 regularly

### Other Comments:

Remove grass behind Homeplate (backstop area and on deck area) and put field mix to the fencing

Scoreboard, ball three light does not light up, check connection

Hang signs "No hitting or Soft toss into fencing"

## Appendix III: Richfield Rockets Heritage Park Evaluation Continued

Field Evaluations      Heritage Park      Field #8 (New)      Grass Infield? No      Age Groups: Up to U12

Number of base stanchions and distances desired: (3) 50', 60' and 70'

Depth of the outter Infield edge from Home Plate: 119' down lines, 129' Center

Depth of Outfield fences from Homeplate: 200'

### Condition of the Infield:

    Magic mix:

    Batters Boxes:

    Home Plate: cracked and uneven

    Base Stanchions:

    Pitching mound/rubber desired: Permanent at 50'

    Back stop:

    Fencing and nets:

### Condition of Outfield and Foul territory:

    Grass:

    Holes: none

    Fencing:

### Condition of Dugouts

    Fencing: Fair

    Benches: Wood, decent shape, could use sanding and paint/sealer

Fan and Automobile Safety comments: Foul balls are hit into playcenter and Field 6 regularly

### Other Comments:

No grass behind Homeplate (backstop area and on deck area) and put field mix to the fencing

Scoreboard: Nevco, better quality, better customer support and better parts support than Varsity

Hang signs "No hitting or Soft toss into fencing"

## Appendix IV:

## Appendix IV:

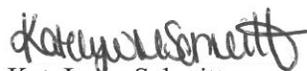
### General Park Operations Report for October 2016

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 fall our parks are still ripe with activity from daily walkers and nature enthusiasts. Our Park crew works in the parks daily to ensure our most prominent walking trails are maintained and kept clean. Throughout the fall season and into the winter Heritage Park still experiences a heavy flow of foot traffic so crews will button up the concession stands, shelters and fields for the winter during the next two (2) months but will continue to ensure the walking trails are in good condition for those visiting the park.
- ✓ **Richfield Historical Society.** The 18<sup>th</sup> Annual Threshere was hosted on September 17<sup>th</sup> and 18<sup>th</sup> and it continued its tradition of being their biggest event of the year. The Richfield Historical Society’s website thanked all of the volunteers and attendees who helped to make the event a success. The Village would also like to extend their thanks to those volunteers from both the Richfield Historical Society and the surrounding community who dedicated time to make this event a huge success.
- ✓ **New Richfield Volunteer Fire Company Station.** Through monies that were recognized in savings from the 2016 HWY Improvement Plan the Village and the Richfield Volunteer Fire Company were able to coordinate on an additional pavement project in Heritage Park. The newly expanded south gravel parking lot was not expected to be paved in 2016, but due to cost savings realized, the Village Administrator was able to coordinate with MSI General in order to get pavement for the parking lot included. To make this happen the Village Board will be making a budget amendment later this month to reallocate HWY Improvement monies to the Fire Company construction project.
- ✓ **Athletic Field Use Reservation Policy.** The Athletic Field Use Reservation Policy was expected to be reviewed at the October Park Commission meeting. At the request of both the RYBSA and Rocket organizations the review of this policy was pushed back to the November Park Commission meeting at the authorization of the Park Commission Chair. Rockets Operations Director Dave Dietrich, and the new RYBSA scheduling coordinator Brad Riedl will be meeting both with and without the Village in October to discuss scheduling for the 2017 season. It is expected that after these meetings we will have a better idea of the policy changes that will be necessary for the 2017 season, and that we will have the support of both organizations moving forward.

Respectfully Submitted,



KateLynn Schmitt  
Administrative Services Coordinator