



AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
NOVEMBER 9, 2016
7:30 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. October 12, 2016 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action regarding the Hill and Gully Snowriders event in the Richfield Nature Park
 - b. Discussion/Action regarding the proposed land donation of .25 acres off of Pleasant Hill Road tax key V10_0225
 - c. Discussion/Action regarding the Athletic Field Reservation Policy
 - d. Discussion regarding the Heritage Park Master Plan
 - e. Discussion regarding the Staff Park Operations Report
6. ADJOURNMENT

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

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



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:

- 1) Board of Zoning Appeals - 2016. 11. 9
- 2) Park Commission - 2016. 11. 9

on 11/4/16 (date), 2:00 p.m. (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
11/4/16
 Date

Personally came before me this 4th day of November, 16.

Karen Schmitt
 Notary Public, State of Wisconsin
 My commission expires July 29, 2017

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

 Signature

 Date

I further certify that a copy has been posted to the Village website www.richfieldwi.gov.

 Signature

 Date



Park Commission Meeting
10/12/2016
Village of Richfield, 4128 Hubertus Road, Hubertus, WI

6:00 p.m.

1. Call to Order/Roll Call

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

Present at the meeting was Park Commission Chairman Tom Wolff, Commissioners 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. September 14th, 2016 – Regular Meeting

Motion by Commissioner Filipiak to approve the meeting minutes from the September 14th, 2016 Regular Park Commission meeting; Seconded by Commissioner Meeks; Motion passed without objection.

5. DISCUSSION/ACTION ITEMS

a. Discussion/Action regarding the Proposed land donation of .25 acres off of Pleasant Hill Road, Tax Key V10_0225

Administrative Services Coordinator Schmitt introduced the land donation and opened discussion to the Commission.

Commissioner Woelfel suggested that civic organizations be contacted to make use of the land.

Village Administrator Healy mentioned the Park Commission may also be considering an additional 11 acre land donation at the upcoming November meeting.

Motion by Commissioner Bernard to recommend to the Village Board tabling of the proposed land donation of .25 acres off of Pleasant Hill Road, Tax Key V10_0225 until the next meeting; Seconded by Commissioner Meeks. Motion passed without objection.

b. Discussion/Action regarding Heritage Park Master Planning

Administrative Services Coordinator Schmitt outlined recommendations made by organizations in the area and ideas from the Public Workshop Meetings, including maintenance to existing features in Heritage Park.

Village Administrator Healy stated the possible splash pad would be a significant expense to both install and maintain.

Dave Dietrich, Rockets Business Operations Director made several Heritage Park Master plan recommendations, and clarified cost estimates associated with the magic mix replacement on park fields.

Commissioner Sommers discussed the need to find alternative locations for the park salt shed.

Commissioner Wolff said the Master Plan should focus on making the fields more flexible, and replacing the lost tennis courts.

c. Discussion regarding the Staff Park Operations Report

Administrative Services Coordinator Schmitt presented the October Staff Park Operations Report.

6. ADJOURNMENT

Motion by Commissioner Filipiak to adjourn; Seconded by Commissioner Woelfel; Motion passed without objection at 6:54 p.m.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator

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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

5a.

MEETING DATE: November 9, 2016

SUBJECT: Hill and Gully Snowriders Vintage Show and Ride at the Richfield Nature Park
DATE SUBMITTED: November 4, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO ALLOW THE HILL AND GULLY SNOWRIDERS TO HOST THEIR ANNUAL VINTAGE SHOW AND RIDE IN THE RICHFIELD NATURE PARK?

ISSUE SUMMARY:

Last year the Hill and Gully Snowriders petitioned the Park Commission to move the location of their annual Hill and Gully Annual Vintage Show and Ride event to the Village of Richfield Nature Park. The Hill and Gully Annual Vintage Show and Ride event had previously been held at Wally and Bee's Last Stop Resort on Friess Lake. The club reached out to the Village of Richfield for a new location to host their event for a number of different reasons. One of the most important reasons was the difficulty in preparation and planning due to inconsistent weather conditions which resulted in thin ice on Friess Lake. Wally and Bee's had become less than an ideal location because of the limited space for parking and activities and the steep hill snowmobilers had to climb when leaving the event to gain trail access. Finally, Wally and Bee's is still an actively listed property for sale, and the uncertainty of new owners made last year an ideal time for the Hill and Gully Snowriders to seek out a new event location.

The Park Commission granted this request to the Snowriders and the event was hosted on January 16th of 2016. The Hill and Gully Snowriders are a non-profit organization that work in conjunction with volunteers/members and private land owners throughout Washington County to establish and maintain snowmobile trails in Washington County. During the winter months snowmobile trails cut through several areas of the Village, and a map of the trails maintained by the Hill and Gully Snowriders has been included as an attachment for your convenience. These trails are entirely maintained by this community based organization.

The Hill and Gully Snowriders are requesting permission from the Village of Richfield Park Commission to again utilize the Village of Richfield Nature Park as their location for their Vintage Show and Ride Event. The map created last year by Mr. Pulvermacher of the Richfield Nature Park with the proposed outlined areas of use has again been included for your consideration. Chapter 270 Parks and Recreation of our Village code regulates group use of our Village park system as follows:

§270-3. Group use of parks; registration or permit required.

Any assembly of persons over 20 in number shall register with the Village Clerk before using the facilities, giving the name of a person responsible and the activity planned and pay appropriate fee(s). Any group over 200 in number shall obtain a permit from the Park Commission prior to the date of use. The Commission shall include in its consideration of any such request the ability of the park facilities to accommodate the proposed activity and compatibility of the proposed activity with other planned activities and uses in the park. The Commission may require a damage deposit and/or fee established by the Village Board in the fee schedule.

Some additional pieces of information are that the event in total is estimated to generate around 100 attendees approximately 75 adults and 25 children. Mr. Pulvermacher will also need to coordinate with Washington County's Health and Human Services Department in order to sell and serve food as stated in his event description at this event. Attached is a copy of the Park and Recreation Facility Use Application and Agreement Staff has prepared for the proposed Vintage Show and Ride Event.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 9, 2016

SUBJECT: Hill and Gully Snowriders Vintage Show and Ride at the Richfield Nature Park
DATE SUBMITTED: November 4, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

Fees pertaining to this event are as follows:

Village Park Shelter: \$40.00 Fee \$50.00 Deposit
Village Open Space: \$25.00 Deposit

Total: \$40.00 Fee \$75.00 Deposit = \$115.00

These fees have already been paid in advance for this event and the eligible deposit shall be reimbursed within 10 days following the event.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Staff Time.
Future Ongoing Costs: Potential Yearly Park Use/Additional Staff Time.
Physical Impact (on people/space): Utilization of Park Area.
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

- 1. Hill and Gully Snowriders Washington County Trail Map
2. Hill and Gully Snowriders Proposed Vintage Show and Ride Event Description
3. Hill and Gully Snowriders Proposed Vintage Show and Ride Event Richfield Nature Park Map Description
4. Completed Park and Recreation Facility Use Application and Agreement
5. Chapter 270. Parks and Recreation
6. December 30, 2015 West Bend Daily News Article for the Hill and Gully Snowriders event
7. Pictures from the 2016 Hill and Gully Vintage Show and Ride event

STAFF RECOMMENDATION:

Motion to approve the Hill and Gully Snowriders Vintage Show and Ride Event to be held in the Richfield Nature Park on January 21st from 7AM-5PM.

APPROVED FOR SUBMITTAL BY:

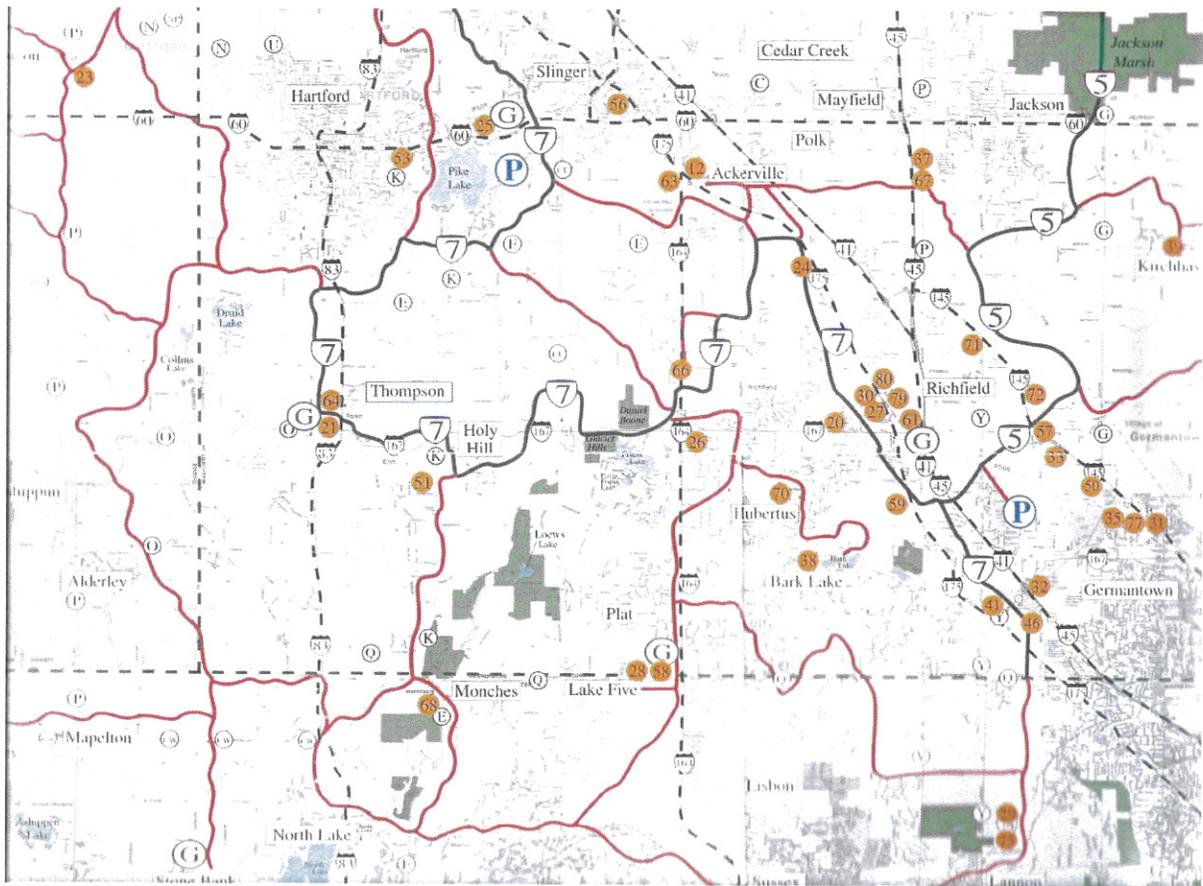
[Signature] Village Staff Member

[Signature] Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



KateLynn Schmitt

From: lpulvermacher1@wi.rr.com
Sent: Monday, November 02, 2015 8:37 PM
To: KateLynn Schmitt
Subject: Hill and Gully Snowriders vintage show and ride

To the Park Board,

On behalf of the Hill and Gully Snowriders, I Phillip Pulvermacher chair person for our annual vintage ride and show, would like the park boards consideration for facility use of the pavilion and stated grounds of the Richfield nature Park per map provided for our vintage ride and show event held January 16, 2016 from 7:00am until 5:00pm. Hill and Gully Snowriders is a non profit organization that works in conjunction with volunteers/members and private land owners to establish and maintain snowmobile trails in Washington County. We are a community based organization that promotes the sport for snowmobile enthusiasts. The vintage ride and show is a one day event where people can gather and show their antique and vintage snowmobiles, and weather permitting take a group ride on the snowmobile trails. This is a family event with no admission charge and is open to the public. This is a just for fun event, there is no judging and no racing, it is also a fundraiser for the club. We generate revenue from food, soda and water sales. The club does not sell or provide any alcohol at this event. For the last nine years this event took place the third Saturday in January at Wally and Bee's Last Stop Resort on Friess Lake. There are a number of reasons we are looking to relocate this event to the Richfield nature Park. #1. Wally and Bee's is for sale and eventually closing. #2. With their limited space this event previously was held on the ice of Friess Lake and safety with ice thickness is always a concern. #3. Limited on site parking. #4. Steep hill leaving property for trail access. #5. Difficulty in preparation and planning due to inconsistent weather conditions, like canceling because of thin ice. For all these reasons combined we feel the Richfield nature Park will be an ideal location to hold this event, with it's easy trail access and ample parking for trucks and trailers. The club will provide an insurance certificate, portable toilets, additional snow plowing and clean up. On behalf of Hill and Gully Snowriders, thank you for your consideration!
P.S. I plan on attending the park board meeting to address any concerns.

Sincerely, Phill Pulvermacher (262-424-0994)





VILLAGE OF RICHFIELD, WISCONSIN

PARK AND RECREATION FACILITY USE APPLICATION AND AGREEMENT
(Reservation & Deposit Fees Listed Below)

To the Clerk of the Village of Richfield, County of Washington, Wisconsin:

The undersigned hereby applies to use the below listed Village park and/or recreation facility. Having read and understanding the conditions of use and general rules of the facilities (see back) the undersigned agrees to comply with and indemnify and save harmless the Village of Richfield from liability which might be occasioned to said Village by virtue of granting reservation as per application.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations, and penalties governing the business for which this license is applied for:

Organization/Group: Hill & Gully Snowriders			
Applicant: Phill Pulvermacher		Phone (H): 262-253-1129	Phone (C): 262-424-0994
Address: W. 172 N. 1226 Fond du Lac Ave		City: Germantown	Zip: 53022
Nature of Activity: Vintage Ride & Show			
If picnic, identify type: General <input type="checkbox"/> Company <input type="checkbox"/> Family Reunion <input type="checkbox"/> Church <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
Date(s) Requested: January 21st 2017		Time (include set-up & clean-up time): 7 am to 5 pm	
Facility Requested (Check and identify all areas that will be used):			
Fireman's Park: \$25.00 <input type="checkbox"/> Tennis Courts \$25.00 <input type="checkbox"/> Basketball Court See back <input type="checkbox"/> Baseball Field \$25.00 <input type="checkbox"/> Volleyball Courts (2)	Richfield Nature Park: \$25.00 <input type="checkbox"/> Observation Deck (2) \$40.00 <input checked="" type="checkbox"/> Shelter (electric)	Heritage Park: See back \$25.00 <input type="checkbox"/> Baseball Fields (8) \$25.00 <input type="checkbox"/> Soccer Fields (10) \$40.00 <input type="checkbox"/> Playground \$40.00 <input type="checkbox"/> Shelter 1 (North) \$40.00 <input type="checkbox"/> Shelter 2 (South)	Bark Lake Park: \$25.00 <input type="checkbox"/> Playground \$40.00 <input type="checkbox"/> Shelter \$25.00 <input type="checkbox"/> Picnic Areas (no electric)
Deposit Fees are as follows: Village Park Shelter: \$50.00 Baseball Field: \$35.00 All other park and open space: \$25.00 (Deposits shall be returned within 10 days after the event.)			
Specify "Other" areas:			
Please Check All That Apply: Profit <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Beverages Served <input type="checkbox"/> Food Served <input type="checkbox"/>			
Estimated Attendance:		Adult: 75	Youth: 25
I, the undersigned (representing the sponsor), have read the conditions of use and general rules of the Village regulating use of facilities (see back) and agree to comply with them and further agree to indemnify and save harmless the Village of Richfield from liability which might be occasioned to said Village by virtue of granting reservation as per application.			
Signature of Applicant: Jauni Pulvermacher		Date: 11-1-16	

For Village Use Only

Insurance Needed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Approval Granted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Reservation Fee: \$ 40.00	Signature:
Deposit: \$ 75.00	Date:
Key/Damage/Clean-up Fee: \$	Comments/Conditions:
Total: \$ 115.00	Date Inspected by DPW: Initial:
Received By: Karen W. Schmitt PAID	Date Deposit Returned: Initial: 11

Village of Richfield, WI
Thursday, November 3, 2016

Chapter 270. Parks and Recreation

[HISTORY: Adopted by the Village Board of the Village of Richfield as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Alcohol provisions and licensing — See Ch. 110.

Animals — See Ch. 118.

Vehicles and traffic — See Ch. 351.

Article I. Parks

[Adopted 5-15-2008 by Ord. No. 08-05-02 (Ch. 42, Art. II, of prior Code)]

§ 270-1. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

PUBLIC GROUNDS

All public parks owned or operated by the Village.

VEHICLE

Any motor vehicle, bicycle, snowmobile, motorcycle, trailer, wagon, horse or any other means of travel.

§ 270-2. Prohibited acts.

[Amended 8-15-2013 by Ord. No. 2013-8-2; 11-19-2015 by Ord. No. 2015-11-04]

Except for those instances which are exempted, preempted or allowed by state and/or federal law, it shall be unlawful for any person to commit any of the following acts in or upon any public grounds in the Village:

- A. Parking: to park any vehicle, except within the limits of clearly marked parking areas.
- B. Vehicles: to operate any vehicle, except upon clearly marked roadways, trails or paths designated for such purposes.
- C. Speed: to operate any vehicle upon any roadway within the limits of such public grounds at a speed in excess of 15 miles per hour or a lesser posted speed limit.
- D. Closing hours: to enter or remain in or upon such grounds between the hours of 10:30 p.m. and 7:00 a.m. the following morning except as allowed by permit issued by the Park Commission.
- E. Firearms: to carry, keep or use any firearm, bow and arrow, slingshot, trap gun or other shooting device.
- F. Vandalism: to soil, deface, injure, damage, upset or destroy any building, fence, fountain, bench, table, receptacle, fireplace, tree, bush, flower or other object situated, used or kept upon such grounds.
- G. Digging: to dig or break up the ground surface except in areas specifically designated as campgrounds and upon issuance of a permit by the Park Commission.

§ 270-7. Intent.

The intent of this article is to provide safe and healthful conditions for the enjoyment of aquatic recreation in the Village of Richfield consistent with public rights and interests and the capability of the water resources.

§ 270-8. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

MECHANICAL

A way to power a watercraft through electric, gas or other methods other than human motions.

PUBLIC ACCESS

Any access to the waters by means of public property.

SLOW-NO-WAKE

That speed at which a boat moves as slowly as possible while still maintaining steering control.

TRAFFIC LANE

The surface of the lake that is more than 150 feet distant from and parallel to the shore, or 100 feet distant from the projecting extremities of any pier, wharf or other structure built in or over the water.

§ 270-9. Applicability.

The provisions of this article shall apply to the waters of Amy Belle Lake, Bark Lake, Friess Lake, Little Friess Lake and Lake Five.

§ 270-10. Enforcement.

The provisions of this article shall be enforced by the Washington County Sheriff's Department or Village law enforcement officer, a contracted law enforcement unit of the Village of Richfield.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

§ 270-11. State boating and safety laws adopted.

The statutory provisions describing and defining water traffic, boats, boating and related activities contained in §§ 30.50 to 30.71, Wis. Stats., and the rules and regulations of the State Department of Natural Resources are adopted and by reference made a part of this article. Any act required or prohibited by the provisions of such statutes or rule or regulation incorporated by reference is required or prohibited by this article.

§ 270-12. Posting of Village boating regulations required.

Signs briefly stating boating regulations, as established in this article, shall be posted at all public and private launch sites where a fee is paid.

§ 270-13. Speed regulations.

In addition to the speed regulations in § 30.66, Wis. Stats., the following restrictions shall apply:

A. No person shall operate a boat powered by mechanical means at any time on Amy Belle Lake.

- E. No person shall use wake-enhancing devices, including ballast tanks, wedges or hydrofoils or other mechanical devices, or uneven loading of persons or gear, to artificially operate bow-high on any lake in the Village.

§ 270-16. Waterskiing.

In addition to the requirements and restrictions set forth in § 30.69, Wis. Stats.:

- A. No person shall operate a motorboat towing a person on water skis, aquaplane, wakeboard or similar device unless there is in the boat a competent person in addition to the operator in a position to observe the progress of the person being towed. An observer shall be considered competent if he/she can, in fact, observe the progress of the person being towed.
- B. No person shall operate nor shall any boat owner allow a boat to be operated to tow more than two persons on water skis, aquaplanes or other similar devices at any one time.
[Amended 7-15-2010 by Ord. No. 2010-7-15]
- C. Persons waterskiing or using other similar devices shall also conform to all provisions of this article and shall not engage in any activity contrary to the provisions of this article.

§ 270-17. Rafts, buoys and markers.

- A. All rafts, platforms, buoys and markers shall be anchored and shall have at least eight inches of freeboard above the water line so that they will not float or drift in excess of 10 feet in any direction from the position that is directly above their anchor.
- B. On Bark Lake no raft or pier shall be located within 100 feet of the traffic lane marked with buoys in accordance with the definition of "traffic lane" in § 270-8.

§ 270-18. Swimming and skindiving.

In addition to the requirements and restrictions set forth in § 30.70, Wis. Stats., no person shall swim in the traffic lane unless he is accompanied by a manned boat.

§ 270-19. Aircraft.

It shall be unlawful for any aircraft, whether designed for taking off or landing on water or not, to use any part of the lakes or waters regulated under this article for landing or taking off, except in the case of emergency.

§ 270-20. Public notification of amendments.

In addition to following all state and local laws governing public notification when amending this article, the Village will make every effort to notify the lake association presidents or lake residents at least 60 days prior to the proposed modifications.

§ 270-21. Violations and penalties.

Wisconsin state boating penalties as found in § 30.80, Wis. Stats., and deposits as established in the Uniform Deposit and Bail Schedule established by the Wisconsin Judicial Conference are hereby adopted by reference.

BACKYARD TOURIST



Daily News file photos

Tylar Hedrick, 5, of Hubertus pulls his 2-year-old sister, Heidi, on a toy Ski-Doo Rotax 800R during last year's vintage snowmobile show on Friess Lake. **BOTTOM:** Lines of snowmobiles on display during last year's event.

Oh what fun it is to ride

Snowmobile event celebrates 10th year

By GAY GRIESBACH
For the Daily News

The Hill and Gully Snow Riders will celebrate the arrival of winter — real winter — at their 10th annual Vintage Snowmobile Show and Ride on Jan. 16.

The show starts at 9 a.m. and, snow permitting, a vintage ride begins at noon.

Traditionally held at Wally and Bees Last Stop Resort on the shore of Friess Lake, this is the first year the event will be held at the Richfield Nature and Historical parks.

"Last year the ice wasn't safe and we thought we should keep it on solid ground," trail coordinator Chris Marks said.

The venue has a larger parking area and an enclosed shelter to serve as headquarters for food and beverages.

Marks said the show will include machines from the 1960s to mid-1980s and if there is at least three inches of snow, vintage sled demonstrations will be held.

In addition to snowmobiles, Marks said eight clubs located south of



Submitted photo

To celebrate its 10th annual Vintage Snowmobile Show on Jan. 16, the Hill and Gully Snow Riders have moved from Friess Lake to the Richfield Nature and Historical parks.

Highway 60 have vintage grooming machines that will be on display.

There will also be side raffles and door prizes. Club member Christopher "CJ" Lewandowski said other impromptu events have been known to evolve. Like last year's lively rounds of snow bowling.

Hill and Gully Snow Riders' trails run west of Richfield, north of Hubertus, east of Erin and Monches and traverse Glacier Hills County and Richfield village parks, affording riders views of the post-glacial landscape as well as

the Basilica of the National Shrine of Mary at Holy Hill.

The club started in 1970 with a group of friends that wanted to snowmobile in the Holy Hill area and promote safe snowmobiling and the future of the sport.

With two kids ages 2 months and 2 years, Lewandowski isn't taking 500-mile treks every weekend anymore. Instead, he gets his snow fix with occasional rides around the Mercer-Manitowish Waters area of northern Wisconsin and by taking care of a section of club trails.

"You get to know the families that live on those properties. It's nice to get to know the neighbors," Lewandowski said.

The park is located at 4399 Pleasant Hill Road in Richfield and the entrance is off Highway 164. The show is free to the public.

To fund trail grooming and other needs, the club also has an ongoing poker run. Winners of the run and other side raffles will be drawn starting at 1 p.m. Feb. 13 at Sheryl's Club 175 in Ackerville.

Participating pubs include Bilda's Friess Lake Pub, E.J.'s, Sloppy Joe's and Hairy Lemon in Hubertus, Erin Inn and Tally Ho in Erin, Fat Charlie's and Konicky's Public House in Richfield, KJ's Bar and Grill in Meeker Hill, Madam Belles in Germantown, Ox and Cats in Monches and Sheryl's Club 175 in Ackerville.

The club's regular meetings are at 7:30 p.m. on the first Tuesday of the month, October–March, at the Hairy Lemon in Richfield (at the corner of Highway 164 and Pleasant Hill Road). For more information on the show or other club activities, check <http://www.hillandgullysnowriders.org/home.html>.





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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

5b.

MEETING DATE: November 9, 2016

SUBJECT: Proposed land donation of .25 acres off of Pleasant Hill Road, Tax Key V10_0225
DATE SUBMITTED: November 4, 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:

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 for any type of commercial redevelopment possibility and from a visual inspection of the property, the possibility exists that wetlands may be present. The petitioner has mentioned numerous times to Staff that its 'highest and best use' would be a park or open space area and in the absence of having any redevelopment opportunities or real salability (worth), that is why it is being proposed as potential park land.

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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 DATE SUBMITTED: November 4, 2016
 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 ½ 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.

At the direction of the Park Commission at the October 12th, 2016 meeting Village Staff reached out to Boy Scout Troop 139, Boy Scout Troop 167, Richfield Area Brownie Troops, the Richfield Lions Club and the Richfield Historical Society and received the following responses:

ORGANIZATION	RESPONSE
BOY SCOUT TROOP 139	Declined
BOY SCOUT TROOP 167	No Response
RICHFIELD AREA BROWNIE TROOPS	No Response
RICHFIELD LIONS CLUB	Declined
RICHFIELD HISTORICAL SOCIETY	Declined

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 or in this case a successful land contribution to the Village. 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, and based on the responses or lack of we do not believe any organization feels this property would serve their needs either. If in the future an organization were to come forward with a proposal for this property Village Staff would certainly be open to working with that organization and the property owner to secure ownership and provide a use for its existence.

Staff did visit the site in order to take pictures so Park Commission members that do not frequent this area might have the opportunity to view the site location. Those pictures have been included in your packet of information for your review.

FISCAL IMPACT: _____ REVIEWED BY: *KateLynn Schmitt*
 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



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 9, 2016

SUBJECT: Proposed land donation of .25 acres off of Pleasant Hill Road, Tax Key V10_0225
DATE SUBMITTED: November 4, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

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
4. Site pictures of V10_0225

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:

Handwritten signatures for Village Staff Member and 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: 1531 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. 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 -->

<Select Detail>

[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:

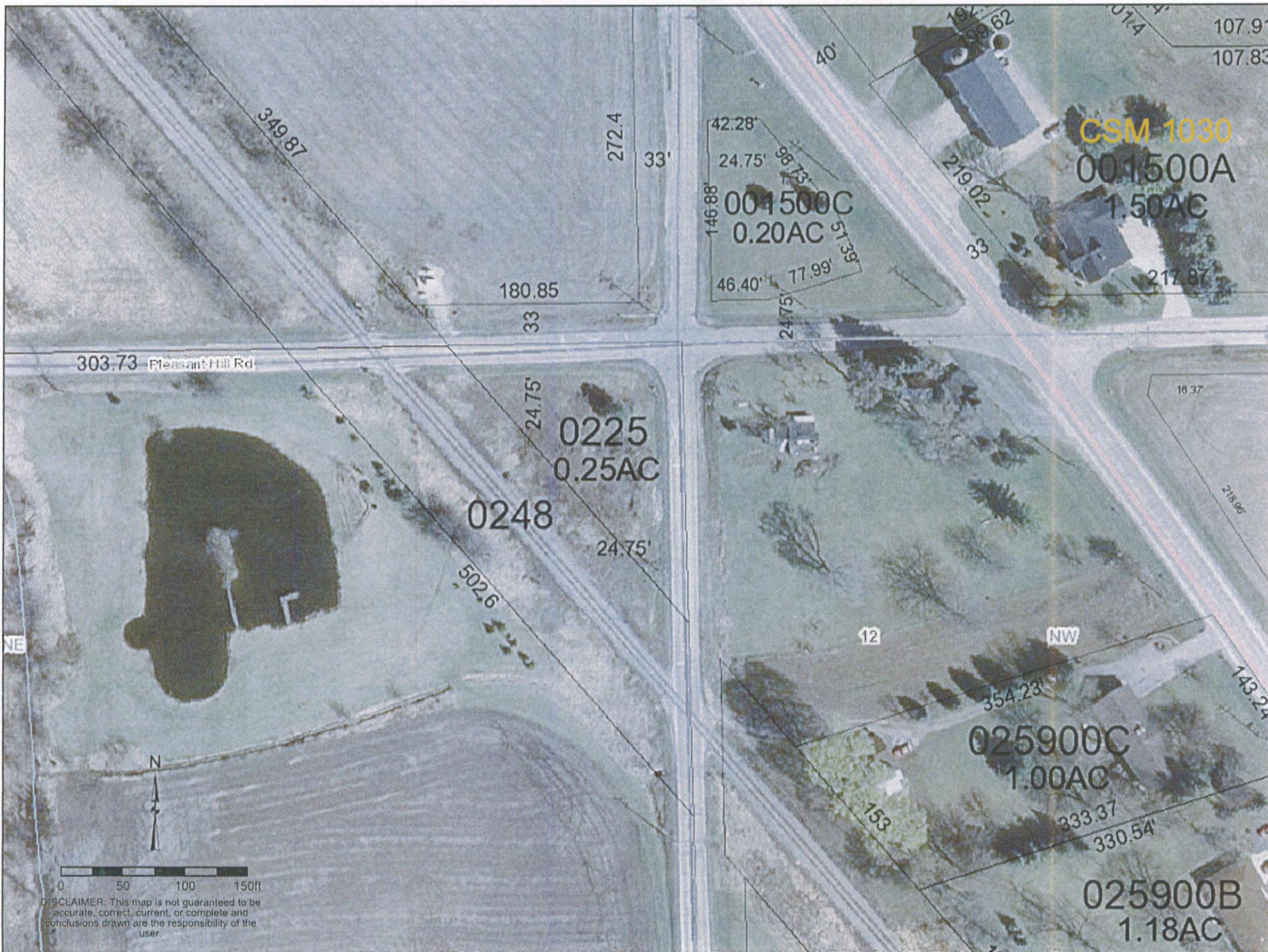
Interactive map of the selected tax parcel. Maps are available for 'Active' parcels only.

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.

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

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

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.



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

Village of Richfield Monetary Donation Form

Donor Information:

Name: _____ Date: _____

Address: _____ Phone number: _____

E-mail address: _____

Hereby gives to the Village of Richfield \$ _____, which is:

for unrestricted use; or

for the purpose of:

Any funds in excess of the amount required for the above purpose (if specified):

may be used for _____

shall be returned to the donor

may be applied to any other project or fund deemed appropriate by the Village Administrator

The Village of Richfield 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 funded through donated funds as the Village may deem fit.

If this donation is in the amount smaller than \$10,000, the Village will not create a separate trust account. For amounts greater than \$10,000, the donor may request and the Village may establish a separate trust account for the donated funds.

This donation is subject to the Village Gifts and Memorials policy.

Donor

Date

Donor

Date

Department Director

Date

Village Administrator

Date



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

Village of Richfield Personal Property Donation Form

Donor Information:

Name: _____ Date: _____

Address: _____ Phone number: _____

E-mail address: _____

Hereby gives to the Village of Richfield _____ Tax ID # _____

for the purpose of _____

Legal description of location: _____

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.

Donor Date

Donor Date

Department Director Date

Village Administrator Date



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

Village of Richfield Donation Form for

Public Improvement Projects, Memorials, Tributes, and Works of Art

Donor Information:

Name: _____ Date: _____

Address: _____ Phone number: _____

E-mail address: _____

Hereby makes a proposal to fund and/or construct a public improvement project, memorial, tribute, or work of art consisting of: _____

The intended purpose of this donation is: _____

Legal description of location: _____

Donation subject to the following restrictions (if any): _____

Condition, conservation and maintenance requirements:

What type of materials will be used in the propose project? _____

What is the intended lifespan of the project? _____

What short and long-term maintenance may be required and what is the anticipated cost of such maintenance? _____

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 funded through donated funds as the Village of Richfield may deem fit.

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.

Donor

Date

Donor

Date

Department Director

Date

Village Administrator

Date

Amended on

2011.7.21





5 c



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

5c.

MEETING DATE: November 9, 2016

SUBJECT: Athletic Field Reservation Policy Review
DATE SUBMITTED: November 4, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

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

ISSUE SUMMARY:

At the September Park Commission Meeting Staff gave a broad overview of the RYBSA/Rockets 2016 baseball season providing various details about the 2016 season and issues that arose. The September Communication form addressing such issues has been included tonight in your packet for review. One of the issues was a lack of clearly defined individuals that would work together to ensure successful scheduling coordination between the two (2) organizations after the original schedule had been set. At the September Park Commission meeting the newest member of the RYBSA Board Brad Riedl was in attendance in order to discuss his new role as Scheduling Coordinator for the RYBSA organization. Staff has also heard from several members of the RYBSA Board that they will be willing to coordinate with the Rockets organization moving forward and is optimistic at this addition to the RYBSA Board of Directors.

The Athletic Field Reservation Policy was expected to be reviewed and altered at the October Park Commission meeting. In order to allow Dave Dietrich, Rockets Operation Director and Brad Riedl, the new RYBSA Scheduling Coordinator additional time to meet no, policy decision was made at the October meeting. Since then, both organizations have had a chance to sit down and meet. Emails received from both organizations on November 1st indicate that the meeting was a success and the two (2) organizations will continue to work together moving into the 2017 baseball season. This successful new partnership addresses one of the outstanding issues related to communication between the two (2) organization but there are still several changes to the policy that need to be ferreted out for the 2017 season in order to make the policy more usable for both organizations.

Included in your packet are recommendations from Brad Riedl of RYBSA and Dave Dietrich of Rockets for request for policy changes to the Athletic Field Reservation Policy and various field recommendations. Below is a summary of some of those points directly related to the Athletic Field Reservation Policy.

RYBSA

- 1) *RYBSA requests scheduling control over Heritage Park baseball fields from April 1st through July 31st each year. Also, we request priority in scheduling practice up to RYBSA's Opening Day Event, which is typically the 3rd Saturday in the month of May. Additionally, we request as the VOR field usage policy outlines (4.2.1) that RYBSA be the lead scheduling coordinator for Heritage Park baseball fields once both schedules have been submitted to the VOR.*
- 2) *RYBSA requests designation at Priority Level I program or organization*
- 3) *RYBSA is requesting an amendment(s) to current policy under section 4.2 to read: A Priority Level II organization must have 70% Richfield Residents in its program or club. If a program or club is private and not open to all boys and girls from the Richfield community (Private meaning players are picked from a pool of children and only those selected can be the organization). Programs that are open to ALL youth boys and girls will only be required to have 60% Richfield Residents. Acceptance of this amendment allows growth for our recreational leagues that serve all children in and around Richfield.*
- 4) *RYBSA would like organizations that use the baseball fields beyond the use of Richfield residents to pay/donate an additional \$2,000 per year to the Village of Richfield Park system to help maintain, enhance, and invest in safety of the fields.*



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 9, 2016

SUBJECT: Athletic Field Reservation Policy Review

DATE SUBMITTED: November 4, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

5) *RYBSA requests that the VOR purchase from RYBSA the green dugout covers owned by RYBSA. An alternative option for other organizations would be to rent them from RYBSA.*

Rockets

- 1) *Amend the Athletic field reservation policy to grant priority scheduling for 3 fields (37.5% share) to the Rockets and 5 fields (62.5% share) for RYBSA.*
- 2) *The Rockets Schedule can be completed and per the Mutual Agreement document submitted to RYBSA to work around during their later scheduling process. Also as part of that same agreement the Rockets commitment to make adjustments if necessary to help meet the needs of both organizations, barter for fields if you will.*

Tonight RYBSA representative Brad Riedl and Rockets representative Dave Dietrich will be present to provide clarification to you for their requests.

Staff is looking for finite decisions to be made on the following outstanding questions related to the Athletic Field Reservation Policy. Staff is confident that changes regarding the following questions will continue to move both organizations towards a more seamless scheduling process in 2017.

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

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

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

Q3: Should the priority in scheduling in Heritage Park during the months of April and May be changed to giving priority in scheduling to the RYBSA organization for its initial practices due to the fact that they never have games scheduled early in this part of the season because of the necessity of practice. Then, after games start for RYBA after their "Opening Day" weekend, the schedule would revert back what is presently adopted in the policy where games for both organizations trump practices for both organizations.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

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



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 9, 2016

SUBJECT: Athletic Field Reservation Policy Review

DATE SUBMITTED: November 4, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

ATTACHMENTS:

- 1. September Athletic Field Reservation Policy Communication Form
2. Memo regarding the 2016 Athletic Field Reservation Process
3. Email exchange regarding RYBSA/Rockets Meeting
4. RYBSA High Priority Agenda topics
5. Rockets Park Commission Discussion Submission
6. The Athletic Field Reservation Policy

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

[Signature of Jeffrey Keller]
Village Staff Member

[Signature of Village Administrator]
Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 14, 2016

SUBJECT: Athletic Field Reservation Policy Review

DATE SUBMITTED: September 9, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

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

ISSUE SUMMARY:

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

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

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

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

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

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



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 14, 2016

SUBJECT: Athletic Field Reservation Policy Review
DATE SUBMITTED: September 9, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

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

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

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

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

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

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

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

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



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 14, 2016

SUBJECT: Athletic Field Reservation Policy Review

DATE SUBMITTED: September 9, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

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

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

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

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

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

FISCAL IMPACT:

REVIEWED BY: Village Deputy Treasurer

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

ATTACHMENTS:

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

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 14, 2016

SUBJECT: Athletic Field Reservation Policy Review

DATE SUBMITTED: September 9, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator



Village Staff Member

Village Administrator

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

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

VILLAGE OF RICHFIELD MEMO

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

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

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

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

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

KateLynn Schmitt

From: David Dietrich <double_d_76@yahoo.com>
Sent: Tuesday, November 01, 2016 8:06 PM
To: KateLynn Schmitt
Cc: Mike Kolb; Richfield Rockets; Jim Healy
Subject: Re: Rockets/RYBSA Follow Up Meeting

Hi KateLynn,

Our meeting was very positive. We covered a lot of topics from scheduling to the concession stands and field improvements. I was very encouraged by the common opinions we shared and common issues we both dealt with throughout last year. We made a commitment to each other to do what is best for all kids involved in Richfield Baseball, be it the Rockets or RYBSA.

I will have a couple of talking points and documents I can send to you as well if we can't meet in person.

I'm pretty limited this week, I would not be able to get off early this week. I already signed up for overtime hours this week at my job. With the zoo interchange traffic that doesn't get me home until after 5:00PM.

Thanks,

David Dietrich
Richfield Rockets
U10 Red Head Coach
Cell: [\(262\) 951-5215](tel:2629515215)

On Nov 1, 2016, at 6:27 PM, Bradley Riedl <bradleyriedl@hotmail.com> wrote:

KateLynn,

Yes, we had a very positive meeting last week. We mapped out our tournaments or weekend events and happy to say we have no conflicts in that area.

It's clear that our challenge will be scheduling Monday through Friday with field #6 the obvious bottleneck. I think Dave and I can find compromise in making something work. Hopefully, we can get some improvements made to another field to give us an alternative to field #6.

I will work to provide you a list of agenda items to address at the next meeting.

I work until 5:30pm M-F and I have commitments this week. I will try to rearrange a few things and get back to you.

Thanks,

Brad Riedl
RYBSA
414-788-2338

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: KateLynn Schmitt <KateLynn@richfieldwi.gov>

Date: 11/1/16 4:38 PM (GMT-06:00)

To: David Dietrich <double_d_76@yahoo.com>, 'Bradley Riedl' <bradleyriedl@hotmail.com>, Jim Healy <administrator@richfieldwi.gov>

Subject: Rockets/RYBSA Follow Up Meeting

Hi Dave and Brad,

I hope you both are doing well. It sounds like RYBSA and Rockets were able to have a productive meeting last week and I was hoping that the two of you might be able to set aside some time this week to discuss the policy, scheduling and any other items that arose during your discussion. If you both have time to meet either Wednesday day/night, Thursday day/night or Friday morning that would be great. I'll need to generate some information to provide to our Park Commission members by Friday of this week for their meeting on the 9th. Please let me know your availability during any of the above time periods and I will work to coordinate a meeting.

Thank you. Have a wonderful night!

KateLynn

KateLynn Schmitt

Administrative Services Coordinator/Deputy Treasurer

Village of Richfield

katelynn@richfieldwi.gov

262.628.2260

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To: Village of Richfield Park Commission
From: RYBSA (Richfield Youth Baseball & Softball Association)
Date: 11/2/16
Re: **RYBSA High Priority Agenda** topics to cover at November 9th, 2016 meeting

- 1) **RYBSA requests scheduling control over Heritage Park baseball fields from April 1st through July 31st each year. Also, we request priority in scheduling practice up to RYBSA's Opening Day Event, which is typically the 3rd Saturday in the month of May. Additionally, we request as the VOR field usage policy already outlines (4.2.1) that RYBSA be the lead scheduling coordinator for Heritage Park baseball fields once both schedules have been submitted to the VOR. Reasons for requesting these policy changes are the following:**
 - a) *See attached document labeled RYBSA Document AA*
 - b) *Many of our participating youth require extra time focused on basic instruction & fundamentals to foster their development. Missed practice opportunities are detrimental to RYBSA success and meeting the needs of our participating youth.*
 - c) *The scheduling quandary we all experienced last season was a challenge for us all. Reminder, we were asked to move our Opening Day to benefit the Rockets and then field access was further complicated by their scheduling of games impacting our ability to practice before we started our season.*
 - d) *RYBSA (supporting youth baseball & softball) and the Richfield Soccer Club (supporting soccer), are the only organizations that utilize Heritage Park fields and are open to all boys & girls. Both organizations accept all willing participants, or do not turn away players.*
 - e) *We agree to work with the Rocket's group to accommodate their needs wherever possible so that the fields can support both programs.*

- 2) **RYBSA requests designation as a Priority Level I program or organization, here is our reasons why:**
 - a) *RYBSA is the only legally reported 501c3 Non-Profit Athletic organization that utilizes the Richfield Park System. As best we know, the only other organization that has Priority Level 1 designation is the Richfield Historical Society who is also an official 501c3.*
 - b) *RYBSA has a 30-year history serving the Richfield community.*
 - c) *RYBSA has donated to the Richfield Park System in excess \$130,000 the past 8 years alone. If looking further back an additional 22 years, the donations and commitment to our community is unprecedented.*



- d) *RYBSA in an effort to enhance further the field conditions we are willing to contribute a \$2500 field usage fee despite being designate as a Priority Level I organization.*
 - e) *RYBSA is willing to form a new leadership counsel with Richfield Soccer Club. We would meet twice annually to discuss ways to enhance both leagues that service all boys & girls or community youth athletics.*
 - f) *We are willing to create a scholarship fund that would identify one athlete from each organization annually and would coordinate a presentation with the VOR.*
 - g) *RYBSA will work in conjunction with Richfield Soccer to investigate ways to pool resources with the hope of saving funds and then reinvesting back into the park system.*
- 3) RYBSA is requesting an amendment(s) to current policy under section 4.2:**
- a) *See attached document labeled RYBSA Document BB*
 - b) *We request the following enhancement to read: A Priority Level II organization must have 70% Richfield Residents in its program or club. If a program or club is private and not open to all boys and girls from the Richfield community (Private meaning players are picked from a pool of children and only those selected can be in the organization). Programs that are open to ALL youth boys and girls will only be required to have 60% Richfield Residents. Acceptance of this amendment allows growth for our recreational leagues that serve all children in and around Richfield.*
- 4) RYBSA would like to request the follow additions to the field use policy:**
- a) *Organizations that use the baseball fields beyond the use of Richfield residents will pay/donate an additional \$2,000 per year to the Village of Richfield Park system to help maintain, enhance, and invest in safety of the fields.*
 - i) *We are concerned in the amount of additional use of fields after the conclusion of the RYBSA season. While we encourage their use, we believe additional funds are needed to support their wear & tear. As a result of the additional use outside of the RYBSA season, we fear that the VOR will solicit RYBSA for additional funds to support field maintenance that was caused by other organizational use. Example #1, after the conclusion of the RYBSA season there is a large baseball tournament late July with 90-95 teams (only 12 -14 teams from Richfield). Example #2, Fall Baseball consisting of outside community players and only 2-4 Richfield teams are stressing the fields.*
 - ii) *Point of emphasis, the combined field use for the late July baseball tournament and Fall Baseball exceeds all of RYBSA's season. Are those other participating communities or organizations contributing additional funds towards Heritage Park maintenance?*



- 5) **RYBSA requests that the VOR purchase from RYBSA the green dugout covers owned by RYBSA. An alternative option for other organizations would be to rent them from RYBSA.**
- a) *These covers are valued at \$1,000 per field.*
 - b) *Last baseball season there was significant political backlash after removal of an RYBSA owned asset. In 2015, the Rocket's opted to rent these covers for their tournament. However, RYBSA was never contacted for rental in 2016. The resulting backlash was unjustified.*
 - c) *If the VOR is unwilling to invest/purchase these covers please note that RYBSA has the right to remove at the conclusion of our season or discretion.*
 - d) *The VOR decision on this topic will need to be outlined to all organizations prior to the baseball season so that all parties can plan accordingly.*
- 6) **RYBSA requests a baseball field maintenance rotation.**
- a) *Making regular improvements will ultimately result in lower expenses, prolong field use, and most importantly will improve safety.*
 - b) *Fields 1, 2, and 6 revitalize every other year.*
 - c) *Fields 4, 5, and 7 revitalize every other year.*
 - d) *Field 3 revitalize every 3 years*
 - e) *Revitalization would include, but is not limited to the following:*
 - i) *Reapply Magic Mix field material as needed*
 - ii) *Evaluate Stanchions, bases, and pitching mounds for possible repair*
 - iii) *Infield edging to define playing surface from grass*
 - iv) *Add as needed crushed stone to dugouts*
 - v) *Inspect and repair dugout covers*



RYBSA Document AA

These sections below were copied and pasted from the "Village of Richfield, Wisconsin Athletic Baseball & Softball Field Reservation Policy" that you provided, see attached file for reference:

3.0 POLICY:

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

4.0 PRIORITY IN SCHEDULING VILLAGE OWNED FIELDS:

4.1 Village sponsored programs (Priority Level I)

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

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

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

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

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

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

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

4.3 Non-resident based leagues. (Priority Level III)

NOTE: Section 5.0 Facility use request: under sub section 5.4 reads:

5.4 Requests filed after the dates listed above will be handled on a space available basis. Priority scheduling does not apply after this date.



RYBSA Document BB

Section 4.2

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



Richfield Rockets Baseball Organization

Attn: Village of Richfield Parks Commission:

The Rockets would like to submit for your consideration a proposal for changes to the Athletic field reservation policy and our 2017 Tournament request schedule. In our continued efforts to reestablish a working relationship with RYBSA, I attached a new draft proposal of a Mutual Understanding between the Rockets and RYBSA and previous Mutual Understanding document from 2012 between the Rockets and RYBSA.

Included as part of this submission:

- Counter argument and data to back my claim that Rockets activities did not bump RYBSA activities. See detailed note 1A, attached schedule calendars and email from Jeff Northern dated May 10th 2016.
- Amend the Athletic field reservation policy to grant priority scheduling for 3 fields (37.5% share) to the Rockets and 5 fields (62.5% share) for RYBSA and residency requirement change. See detailed note 1B and line edited Athletic field reservation policy attachment.
- Submission of a proposed mutual agreement between the Rockets and RYBSA. See attachment titled Mutual Understanding and Mutual Understanding 2012.
- Minutes from meeting between the Rockets and RYBSA on 10-26-2016.
- 2017 Rockets Tournament Submissions see attachment.

Thank you for your consideration'

Sincerely,

David L Dietrich
Richfield Rockets Baseball Organization
Business Operations Director
U10 Red Head Coach

Proposed Policy changes and Mutual Agreement between the Rockets and RYBSA

Note: 1A

After discussing with Ron Gumz and Brad Riedl in detail what their frustrations were last year, one topic stood out. This topic was brought to your attention at the September Parks Commission meeting and I spoke on behalf of the Rockets to debunk this claim.

- RYBSA claimed 15 different activities that were bumped by the Rockets as it relates to scheduling this past year. I took exception to that statement for a number of reasons;
 - RYBSA was handed a blank calendar by how the policy is written as it relates to Heritage Park fields to schedule as they will.
 - I was handed RYBSA'S schedule after they filled in the blanks. I had to piece together where I was able to put our activities after our originally submissions were bumped. I was allowed to take the empty slots and jockey Rockets games and practices from Firemen's Park field to those open time slots at Heritage Park.
 - The only exception was the first and second week in May where I was able to move RYBSA activities to alternative fields to allow the Rockets to kick off our Juniors, Seniors and MAJORS league games. See my attached email to Jim Healy dated illustrates how I chose specific fields to host our games, and pointed out alternative fields for RYBSA to move their activities to.

Plenty of time slots were available, here's the math based on the schedule calendars I attached that KateLynn developed. Also, keep in mind this does not include use of Plat and Richfield school fields, which has been a regular practice of RYBSA and the Rockets. I held practices on Plat School field as a RYBSA Single A coach for my older son in 2012 and 2013. I also used the school fields as a RYBSA Rookies coach for my younger son in 2014 and 2015.

- 8 fields, (Heritage 1-7 and Firemen's field) Weekly, Monday – Friday 4:00PM – 6:00PM and 6:00 – 8:00PM timeslots = 80 total time slots (In Jeff Northern's email dated May 10th 2016, he points out this same fact).
 - In my sample of May and June (the two most busy months on the fields) RYBSA averaged 21 slots per week, the Rockets averaged 13 slots = 46 time slots available.
 - Narrow that down to just the 6:00PM – 8:00PM timeslots, that left 6 timeslots available on average per week.

Long story short, direct communications between both organizations would have prevented these 15 activities RYBSA claims were bumped from happening.

Note: 1B

The Rockets have stated we can have our entire season schedule done before March 1st. Our proposal to be granted priority scheduling of Heritage 1 & 2 and Firemen's Park field. This proposal would solve many of the scheduling issues that plagued KateLynn last season.

1. The Rockets Schedule can be completed and per the Mutual Agreement document submitted to RYBSA to work around during their later scheduling process. Also as part of that same agreement the Rockets commitment to make adjustments if necessary to help meet the needs of both organizations, barter for fields if you will.
2. The Rockets would not be held captive by the slow pace of RYBSA's scheduling process and would be able to move forward with our activities.
3. The data also shows, The Rockets hosted 35% of the activities on the village owned fields but only have 11% priority scheduling.
4. The Rockets also pay a greater amount for yearly usage fees than RYBSA but again only have 11% of priority in scheduling.
5. The schedule data from last season shows the Rockets on average used 3 fields per day, weekly. See the attached schedule calendar KateLynn distributed.
6. Limiting the priority in scheduling will limit the availability of the fields to the Rockets.

Attachments



VILLAGE OF RICHFIELD, WISCONSIN

ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY

1.0 PURPOSE:

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

2.0 ORGANIZATIONS AFFECTED:

Personal/Individual Field Use

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

Group/Team Use and Reservations

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

3.0 POLICY:

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

4.0 PRIORITY IN SCHEDULING VILLAGE OWNED FIELDS:

4.1 Village sponsored programs (Priority Level I)

4.2 Richfield Youth Baseball and Softball Association (RYBSA), Richfield Rockets, businesses and resident-based leagues (~~60~~50% of participants are residents of Richfield). Leagues must provide rosters with individual player addresses prior to the first field reservation date. (Priority Level II)

4.2.1 During the months of April through July the Richfield Youth Baseball and Softball Association (RYBSA) ~~manage the~~shall be granted priority in scheduling of ~~those fields in~~ Heritage Park Fields 3, 4, 5, 6 and 7. RYBSA shall provide a comprehensive list of dates and games to Village Staff by April 1st of each year. RYBSA shall grant access to those individuals/organizations that make requests to use Heritage Park fields during reasonable time-slots. "Reasonable access" shall be what is deemed by the Park Commission.

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

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

4.2.2 During the months between April through August, the Richfield Rockets organization shall ~~manage the~~ be granted priority in scheduling of Fireman's Park field and Heritage Park Fields 1 & 2. Rockets shall provide a comprehensive list of dates and games to Village Staff by April 1st of each year. Rockets shall grant access to those individuals/organizations which make requests to use Fireman's Park fields and Heritage Park Fields 1 & 2 during reasonable time-slots. Reasonable access shall be what is deemed necessary by the Park Commission.

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

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

4.3 Non-resident based leagues. (Priority Level III)

5.0 FACILITY USE REQUESTS:

5.1 All requests for facility reservations must be made in writing using the Park/Facility Rental Permit form with a full list of potential games/practices (if those potential games/practices exceed 5 dates they may be attached to the form in another format i.e.

excel spreadsheet).

5.2 Reservations will be accepted starting the first working day in January and will be considered on a priority basis until 1 each year. After 1, reservations are accepted on a first-come, first-serve basis. Payment is due on April 30th.

5.3 Tournament requests will be taken November 1st, and of each preceding year priority will be given to those tournaments for Rockets and RYBSA that have been booked in the past, for those same weekends, as well as any regular season play that would occur on those dates. All others will then be considered on a case-by-case basis.

5.4 Requests filed after the dates listed above will be handled on a space available basis. Priority scheduling does not apply after this date.

5.5 All of the dates, times, and field preparation needs must be listed on the permit request submitted.

- 5.6 The usage fee paid will provide exclusive use of the field for a two (2) hour block of time and is charged whether the use is for a game or practice.
- 5.7 No reservations for athletic fields will be issued for use prior to April 1.
- 5.8 All reservations will be given priority over “walk-on” use.
- 5.9 Groups/teams using the athletic/recreation fields must comply with all park regulations.

6.0 RESERVATION FEES AND CHARGES:

Softball & Baseball Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0
2	\$10/Field	\$10/Field
3	\$100/Field	\$15/Field
Priority Level 2 Youth League Phased Discount for 150 rentals or more. Field Rental: Subtract \$5.00 per Field Rental Fee and Deposit Fee.		

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

7.0 WEATHER CANCELLATIONS:

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

8.0 LEVELS OF MAINTENANCE:

- 8.1 The Village is responsible for the mowing of all fields.
- 8.2 The Village is responsible for aerating, over-seeding and weed control.
- 8.3 The reservation fee includes mowing of the grass and dragging of the diamonds as needed. The field reservation fee includes moving of the bases to the desired field dimensions, raking and lining of the diamonds.
- 8.4 Grooming and lining of softball fields to be done by the Village of Richfield crews during weekday play and on weekends in which Village Staff has customarily been available for tournament play. If additional maintenance is necessary during weekends in which Staff has not been made available, those youth sports organizations utilizing the fields may designate individual(s) who have been made knowledgeable about field maintenance to take care of lining, hand dragging and general maintenance.
- 8.5 Non-Village vehicles of any type are prohibited on any Village park property. Additionally, no materials (sand, sawdust, Diamond Dry, etc.) are to be added to the baseball and softball infields by any field users.

9.0 INSPECTION OF FIELDS AND SITE AMENITIES PRIOR TO USE:

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

10.0 INSURANCE:

- 10.1 Liability insurance coverage is required for group/team/organization use only, not individuals.
- 10.2 Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Richfield as an additional insured.
- 10.3 A certificate of insurance shall be filed with the Village of Richfield along with the Park/Facility Rental Permit at the time of field request. This certificate shall confirm said coverage and provide the Village with 30 days advance written notice of cancellation, change or termination of said insurance policy.

Date adopted by the Village of Richfield Park Board

~~October~~ November 14th9th, 20165



Moving Forward **Together**

10-26-2016

RYBSA/Rockets Meeting

Pioneer Bowl

Attendees: Ron Gumz, Brad Riedl, Dave Dietrich, Mike Kolb

1. Field Scheduling:

- Discussed both organizations commitment to leaving the past behind us and working together on scheduling to do what is best for the kids of Richfield.
- Both organizations agreed that 3-way communication does not work. Last year, both organization communicated to the Village and left it to the Village to communicate to the other organization. Going forward, both organization will need to communicate through their scheduler(s) and the scheduler(s) will need to work together. All agree that everyone (RYBSA, Rockets, and Village) needs to be “retrained” on how this works so the Village is no longer getting phone calls. Also, agreed that ownership of this communication will fall on the 4 of us and we need to be committed to making it work.
- Discussed putting a mock schedule together in February/March 2017 as both organizations have the roadmap from this year and then adjusting the mock schedule accordingly as the RYBSA schedule develops in May 2017
 - Rockets would have their schedule to RYBSA by (January 2017?) for the Feb/March 2017 mock scheduling.
 - RYBSA is part of the Washington County Youth Rec League. The Rec. League schedule is developed in April/May 2017 and published in May 2017. RYBSA would do their best to work around the Rockets schedule, but the master schedule would be adjusted accordingly once the Rec League schedule is published.
- Discussed having the Master Field Schedule on RYBSA’s website and the Rockets to help keep schedule current and everyone has access. Proposed putting a link on the Village website to the RYBSA master schedule and Rockets Master Schedule to satisfy the Field Use Policy language.
- We reviewed Weekend Requests and there were no conflicts.

Event	Dates	Fields	Comments
RYBSA			
RAGE Tournament	May 13-14	All Fields including Fireman’s	
RYBSA Opening Day	May 20	All Fields including Fireman’s	May include movie night
RYBSA All-Star Day	June 17	Field #1 and #2	
RYBSA Championship	July 8 or 15	Field #1 and #2	Leaning toward July 15

ROCKETS			
Spring Tournament	May 6-7	All Fields including Fireman's	U9-U14
Rockets League	July 7-8	Fireman's only	
Rockets Tournament	July 21-23	All Fields including Fireman's	RYBSA season has ended
Richfield Soccer Club	June 3	Fields #1, #2, and #3 parking issues	

- RYBSA requested that their April/May field schedule be preserved as much as possible as this is the opportunity for the rec. kids learning prior to games starting in May.
- RYBSA requested access to Fireman's (possibly on Friday nights or weekends) to provide the kids an opportunity to play under the lights. Rockets did not see an issue with that and agreed to try and help accommodate that in the scheduling.

2. Field Improvements:

- Both organizations agreed that maintenance on fields this past year was less than desirable. The weed control and the lack of mix being added to the fields needs to improve.
- Discussed improvements on Field #2 and how that would help open up the field schedule. All agreed that Field #2 flexibility and subsequent scheduling would improve if the following happen:
 - Remove infield grass
 - Extend the infield and put in additional stanchions
 - RYBSA to purchase a portable pitching mound for Field 2 if expansion is complete. It would be similar to the portable mound the Rockets purchased that is used at Firemen's Park Field and in our indoor facility. The Rockets would provide the name of the vendor we purchased it from to RYBSA.

It was discussed if this would be under Village control or joint endeavor. Dave proposed getting an estimate for the work and then both organizations working with the Village. Dave said he would talk to Dustin Taylor about getting an estimate and Brad and Ron agreed.

3. Upper Concession:

- Discussed the use of the refrigerator in the upper concession stand. Ron explained how the previous appliance(s) broke and was discarded by the Village. Ron inquired as to the status of the Rockets refrigerator. Dave explained the situation with the existing refrigerator and proposed that it could be used by RYBSA as long as there was an agreement that "you break it, you fix it". Ron agreed to that proposal and asked if Dave could submit an agreement that could be approved at the November 3 RYBSA board meeting.

4. Proposed Field Usage Policy Changes:

- No policy changes were discussed or proposed at this meeting.

5. Action Items:

1. Draft a RYBSA/Rockets scheduling agreement that can be presented to the Village at the November 9th Park Commission Meeting. RYBSA has a board meeting Nov. 3rd and this schedule agreement will need to be finalized for approved at that meeting.
2. Draft a RYBSA/Rockets concession stand appliance agreement that can be presented to the Village. RYBSA has a board meeting Nov. 3rd and this concession stand appliance agreement will need to be finalized for approved at that meeting.
3. Submit Rockets practice/game schedule to RYBSA in anticipation for the Feb/March 2017 mock scheduling event.
4. The Rockets and RYBSA will assist the Village in getting estimates for Field #2 improvements and both organization will work together to submit that to the Village as a joint endeavor.

Email chain with Jeff Northern May 10, 2016

From: David Dietrich [mailto:double_d_76@yahoo.com]
Sent: Tuesday, May 10, 2016 9:39 AM
To: Katelynn Schmitt <Katelynn@richfieldwi.gov>; Chris Matheson <rybsapresident16@gmail.com>
Cc: Richfield Rockets <richfieldrockets@yahoo.com>; Jeff Northern <jeff.rtsvp@gmail.com>; Chad Nicpon <ragedirector15@gmail.com>; Jim Healy <administrator@richfieldwi.gov>; DPW <DPW@richfieldwi.gov>; Intern User <intern@richfieldwi.gov>
Subject: Re: Schedule Changes

Good Morning Katelynn,
I would like to make you aware, all change requests the Rockets may have will be done so through the Business Operations Director (myself). The Rockets have advised our coaches not burden the Village Administrators office with requests of this nature. This will ensure our internal schedule matches the Village Calendar.
I would also like to extend an invitation to our neighbors in RYBSA/RAGE to contact me if they would like to make any special schedule change requests that involve moving an approved Rockets field reservation. I can be contacted via my personal cell number listed below or through this email.

Sincerely,

David L. Dietrich
Richfield Rockets Baseball Organization
Business Operations Director
U9 Red Head Coach
262-951-5215

Good Morning Rockets Business Operation Director,

Thank you for extending this offer, we RYBSA/RAGE would like the Richfield Rockets to move their week day inter-squad scrimmages and Majors games that bump RYBSA/RAGE practices on Heritage Park fields. Now that the RYBSA schedule has been posted it clearly shows RYBSA teams will be traveling during the week leaving many fields open. Between Heritage and Fireman's Park fields Mon. – Friday there are 85 primary 2 hour time spots available. (This does not include any of the additional weekend slots) RYBSA/RAGE is only using on average this season approx. 20 slots per week Mon. - Friday. With that said that leaves approx. 65 slots for all to use.

Thank you in advance for adjusting your schedule to fit the needs of all kids in the community, this is a win-win for all.

Thank you,
Jeff Northern
RYBSA – VP
rybsavicepresident16@gmail.com

From: David Dietrich [mailto:double_d_76@yahoo.com]
Sent: Tuesday, May 10, 2016 11:26 AM
To: Jeff Northern <rybsavicepresident16@gmail.com>
Cc: Katelynn Schmitt <Katelynn@richfieldwi.gov>; Chris Matheson <rybsapresident16@gmail.com>; Tom.Wolff@hartfordfinishing.com; Chad Nicpon <ragedirector15@gmail.com>; Jim Healy <administrator@richfieldwi.gov>; Ron Gumz <rybsaboysdirector16@gmail.com>; chip kuchevar <rybsagirlsdirector15@gmail.com>; Tom Pentek <rybsatreasurer16@gmail.com>; Michele Kieckhaefer

<rybsasecretary16@gmail.com>; Nick Kaisler <whitetailman06@yahoo.com>; Richfield Rockets
<richfieldrockets@yahoo.com>
Subject: Re: Schedule Changes

Good morning Jeff,

First off, thank you for reaching out to me, it has been sometime since we have spoken to one another. I hope all is going well as relates to your business and family. Sorry I haven't had the opportunity to stop and talk to you at the fields. Every time I've seen you, you've been on the field with your team or I have been with mine.

I'd be happy to have a discussion on the Village Master Schedule once it released. I am puzzled by your request to move "Inter-squad scrimmages." To my knowledge the Rockets have not made any requests for inter-squad scrimmages at Heritage or Firemen's. As far as the Majors games, we followed the policy language as it relates to requesting Heritage field usage.

I'd suggest you explore alternative sites or alternative methods such as combined practices to afford your teams the practices they desire. I've noticed the batting cage at Heritage has been empty, it provides some great opportunities to get baseball activities in without the use of a field.

Once KateLynn is done entering the schedule let's try to set up another meeting to discuss the schedule. Hopefully this time you can attend.

Thanks,

David Dietrich
Cell: (262) 951-5215

Jeff Northern <rybsavicepresident16@gmail.com>

To 'David Dietrich'

CC 'KateLynn Schmitt' 'Chris Matheson' Tom.Wolff@hartfordfinishing.com 'Chad Nicpon' 'Jim Healy' and 6 more... May 10 at 12:27 PM

Dave,

Thank you for your email and the information you provided. Good luck to you this season.

Sincerely,

Jeff Northern
RYBSA – VP
rybsavicepresident16@gmail.com

MUTUAL UNDERSTANDING

This mutual understanding is between the Richfield Youth Baseball and Softball Association (**RYBSA**) and the Richfield Rockets Boys Baseball Program (**Rockets**). It is understood that:

- 1) The Rockets programs are an integral part of the RYBSA program.
- 2) Rockets should establish and maintain their own committee; and manage their own finances.
- 3) Rockets and RYBSA share same EIN number, thus the Rockets must supply monthly Profit & Loss and Balance Sheet to RYBSA for tax purposes, on or before each monthly Board meeting. RYBSA will handle all government reporting.
- 4) Rockets fall under the RYBSA liability policy for insurance purposes.
- 5) All players selected to play for the Rockets at the U9 to U12 age levels are required to simultaneously participate in RYBSA baseball at their appropriate age or skill level.
- 6) All players selected to play for the Rockets at the 7th grade (U13) and 8th grade (U14) levels will play for the Rockets WSYBL teams only and will not be required to play in the RYBSA program.
- 7) In the event that a game in one program is scheduled at the same time as the practice or scrimmage of another program, the player must play for the team playing the game.
- 8) Parents have final say on which team, number of innings/pitches their child will pitch. RYBSA and coaches should address this at parents' meetings. It will not be the final decision of the coach of either program.
- 9) Rockets and RYBSA coaches will openly and respectfully communicate with each other regarding the level of player participation and schedule of activities during the season.
- 10) RYBSA will maintain the master schedule and maintenance for all fields during season. Rockets will need to coordinate field prep with the Village for their annual tournament.
- 11) RYBSA does not profit off the Rockets, and conversely will not pay for financial shortcomings.
- 12) Rockets relationship with RYBSA allows use of concession stand during Fall Ball season with the understanding that Rockets will be held responsible for staffing, maintenance, and cleaning of the concession stand/area.
- 13) Annual fund raising efforts will be discussed and agreed upon by both RYBSA and Rockets to better coordinate fundraising in the community as to create unity not division.
- 14) Any item not included in this agreement should be discussed at a RYBSA Board meeting.

We understand and agree to this "mutual understanding" to implement for the 2013 season (9/1/12 – 8/30/13). We further commit to promote the spirit of competition, sportsmanship, and player development. Finally, we understand that we represent our organizations, as well as the Village of Richfield and will act as positive ambassadors to enhance the image our community.

Signed this _____ day of _____, 2012, by:

Rockets U-9 Red Coach: Doug Weston _____

Rockets U-9 White Coach: Dustin Taylor _____

Rockets U-10 Red Coach: Dan Bowerman _____

Rockets U-10 White Coach: Jeff Northern _____

Rockets U-11 Coach: Scott Engen _____

Rockets U-12 Coach/Director: William Theis _____

Rockets U-13 Coach: Joel Treffert _____

Rockets U-14 Coach: Howie Wolf _____

RYBSA President: Tim Stortz _____

RYBSA Vice President: Dennis Driver _____

RYBSA Treasurer: Wendy Wilbert _____

RYBSA Secretary: Denise Stelpflug _____

RYBSA Operations Director: Lance Olson _____

RYBSA Boys Director: Chad Nicpon _____

RYBSA Girls Director: Jim Klubertanz _____

Signatures of RYBSA Board Members

Signatures of Rockets Committee members

MUTUAL UNDERSTANDING

This mutual understanding is between the Richfield Youth Baseball and Softball Association (**RYBSA**) and the Richfield Rockets Baseball Organization (**Rockets**).

Mission

- The Rockets and RYBSA organizations are an integral part of the Village of Richfield youth baseball community.
- The operations of both organizations are for the sole benefit of the children that participate in each respective youth baseball program.
- The Rockets and RYBSA are separate entities as it relates to liabilities and finances but share the same interests as it relates to usage of the Village of Richfield owned baseball fields and facilities.

Commitment

- The Rockets and RYBSA will openly and respectfully communicate with each other regarding;
 - The scheduling of activities on the village and school owned fields during the season
 - Usage of the village owned concessions stands.
 - Management of supplies and equipment stored in the village owned facilities.
 - Review, revise and renew this agreement yearly to insure this agreement is flexible enough for the successors of both organizations.

Heritage and Firemen's Park, Richfield and Plat School Fields Schedule

- The Rockets will submit a copy of the Rockets league games, tournament(s) and practice schedule for the year to RYBSA by March 1st.
- The Rockets and RYBSA shall follow the guidelines set by the Village Athletic Field Reservation Policy. In addition, both organizations shall make a good faith effort in allowing additional schedule requests outside of the policy guidelines to accommodate each other's field needs.
- Necessary in-season field schedule changes will be processed through each organization's scheduling director. Both organizations will make a good faith effort to do their due diligence to accommodate each other's needs. Approved changes will be sent to the Village for update to the Master Schedule.
- The Rockets and RYBSA will also collaborate in maintaining an activity schedule for Plat and Richfield School Fields.

Village owned Concession stands:

- The Rockets and RYBSA agree to share access to the Village of Richfield owned concession stands under the following conditions;
 - The Rockets will be granted usage during Rockets tournaments and Fall Ball
 - RYBSA will be granted usage during RYBSA tournaments and league season.
 - The Rockets and RYBSA agree to staff, clean and maintain the concession stand during their period of usage.
 - The Rockets and RYBSA agree to remove stock items at the end of their usage period in a timely fashion to allow the other to stock their items.
 - The Rockets and RYBSA have access to all appliances, agree upon items and storage cabinets.
 - The Rockets and RYBSA agree to notify the other when an appliance or item is damaged or inoperable prior to removal.
 - The Rockets and RYBSA agree to repair and/or replace any appliances or items damaged, if said damage occurs during their period of usage of the concession stand.
 - The Rockets and RYBSA agree to discuss a reasonable settlement in sharing the cost to replace Appliances and items deemed inoperable due to age and/or mechanical failure.

In Conclusion:

We understand and agree to this “mutual understanding” to implement for the 2017 season (11/1/16 – 10/31/17). We further commit to promote the spirit of competition, sportsmanship, and player development. Finally, we understand that we represent our organizations, as well as the Village of Richfield and will act as positive ambassadors to enhance the image our community.

Signed this _____ day of _____, 2016, by:

Signatures of Rockets Executive Committee:

Rockets President: William Theis _____

Rockets Vice President: Doug Weston _____

Rockets Field Operations/Tournament Director: Dustin Taylor _____

Rockets Treasurer: Brian Baumhardt _____

Rockets Secretary: David Tuinstra _____

Rockets Business Operations Director: David Dietrich _____

Rockets Marketing Director: Ryan Hilvers _____

Signatures of RYBSA Board Members:

RYBSA President: Ron Gumz _____

RYBSA Vice President: Jeff Northern _____

RYBSA Treasurer: Bill Dallapiazza _____

RYBSA Secretary: Jodi Baus _____

RYBSA Field Operations Director: Dave Kaisler _____

RYBSA Boys Director: Ben Rettler _____

RYBSA Girls Director: _____

Director of Safety and Training: Chris McManigal _____

Director of Scheduling & Special Events: Brad Riedl _____

Director of Richfield Rage Tournament Teams : Chad Nicpon _____



Richfield Rockets Baseball Organization

November 4, 2017

Attn: KateLynn Schmitt and Village Parks Commission

In accordance with the Athletic Baseball and Softball Field Reservation Policy section 5.3 the Richfield Rockets would like to submit our Tournament requests for the 2017 season.

1. Rockets Spring Tournament, the Rockets would like to reserve Heritage Park fields 1, 2, 4, 5, 6 and 7 and Firemen's Park. This tournament has taken place on the first weekend in May the past 4 consecutive years. We would like to reserve the fields for Saturday May 6 and Sunday May 7, 2017.
2. Rockets League Tournament and Family Picnic, this is the 2nd year this tournament will take place on the 2nd weekend in July. We would like to reserve Firemen's Park for Friday July 7th and Saturday July 8th 2017.
3. Rockets Classic Tournament, as in years past the Rockets would like to reserve Heritage Park 1, 2, 4, 5, 6, 7 and Firemen's Park. This tournament has taken place on the second to last weekend in July for the past 9 consecutive years. We would like to reserve the fields for Thursday July 21st – Sunday July 23rd, 2017.
4. Fall Ball, as in years past the Rockets would like to reserve Heritage Park fields 4, 5, 6 & 7 for the following Sundays; August 12th, 19th, 26th, September 9th, 16th, 23rd and 30th** 2017.

**Extra date for rain make-up

Thank you for your consideration, please contact me with any questions,

David L Dietrich
Richfield Rockets Baseball Organizations
Business Operations Director
(262) 951-5215

RICHFIELD ROCKETS, 1294B HWY 175, HUBERTUS, WI 53033
WWW.RICHFIELDROCKETS.ORG
ROCKETSCOACHES@GMAIL.COM



VILLAGE OF RICHFIELD, WISCONSIN

ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY

1.0 PURPOSE:

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

2.0 ORGANIZATIONS AFFECTED:

Personal/Individual Field Use

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

Group/Team Use and Reservations

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

3.0 POLICY:

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

4.0 PRIORITY IN SCHEDULING VILLAGE OWNED FIELDS:

4.1 Village sponsored programs (Priority Level I)

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

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

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

1. RYBSA Games

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

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

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

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

4.3 Non-resident based leagues. (Priority Level III)

5.0 FACILITY USE REQUESTS:

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

6.0 RESERVATION FEES AND CHARGES:

Softball & Baseball Fields

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0

2	\$10/Field	\$10/Field
3	\$100/Field	\$15/Field
Priority Level 2 Youth League Phased Discount for 150 rentals or more. Field Rental: Subtract \$5.00 per Field Rental Fee and Deposit Fee.		

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

7.0 WEATHER CANCELLATIONS:

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

8.0 LEVELS OF MAINTENANCE:

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

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

9.0 INSPECTION OF FIELDS AND SITE AMENITIES PRIOR TO USE:

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

10.0 INSURANCE:

- 10.1 Liability insurance coverage is required for group/team/organization use only, not individuals.
- 10.2 Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Richfield as an additional insured.
- 10.3 A certificate of insurance shall be filed with the Village of Richfield along with the Park/Facility Rental Permit at the time of field request. This certificate shall confirm said coverage and provide the Village with 30 days advance written notice of cancellation, change or termination of said insurance policy.

Date adopted by the Village of Richfield Park Board

October 14th, 2015

5 d



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

5d.

MEETING DATE: November 9, 2016

SUBJECT: Heritage Park Master Plan
DATE SUBMITTED: November 4, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: NONE

ISSUE SUMMARY:

Village Staff is excited to present one of the final drafts of the Heritage Park Master Plan to the Park Commission for formal review. While it was expected that the final draft would be presented at tonight's meeting Staff is asking for an additional month to work on the plan before the Park Commission takes any sort of formal action on its adoption.

Several changes were made to the Heritage Park Master Plan since the October meeting. After discussions with the Village's Department of Public Works Supervisor Adam Schmitt and after exploring different potential locations for the salt shed the decision was made to install the new salt shed in the current location of the old shed and explore different storage facility options in order to preserve and potentially better utilize the land in the center of the park. Additionally, significant modifications were made to the new retention pond and surrounding trails to more accurately reflect its current location. Finally, a second tennis court was added to the location of the tennis courts between the soccer and baseball diamonds.

Throughout November Staff will work to incorporate the recommendations of RYBSA/Rockets more accurately in the plan, finalize the cost estimates with DPW Supervisor Schmitt and review the Heritage Park Master Plan with park crew members to ensure the plan adheres to everyone's standards and is a sound tool to be utilized by all.

If the Park Commission has any questions or additional recommendations for the plan tonight I would be happy to address those and/or incorporate those modifications into the final Heritage Park Master Plan.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Variable
Future Ongoing Costs: Budget and Capital Improvement Requests/Costs
Physical Impact (on people/space): Park Development
Residual or Support/Overhead/Fringe Costs: Variable

ATTACHMENTS:

- 1. 2016 Heritage Park Master Plan

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN



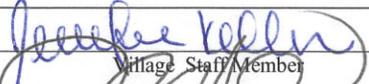
VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 9, 2016

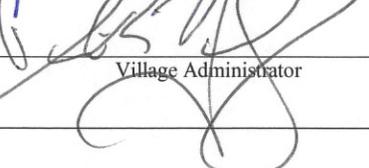
SUBJECT: Heritage Park Master Plan

DATE SUBMITTED: November 4, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator



Village Staff Member



Village Administrator

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

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

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 Heritage 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

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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
Scott Braun, 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

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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) of 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, playground equipment, volleyball court
Nature Park	92	Community	Village of Richfield	Nature trails, observation deck, horse riding trails, bird watching shelter

The Village of Richfield continues to have a “surplus” in the allotted acreage it has allocated for all three (3) “Community Parks”, which means the provided amenities are more than suitable for our current residents pursuant to 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 NPRA 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. Staff will utilize this plan as a starting point in order to expound upon those ideas and create master plans that will be utilized in future Capital Improvement Planning and Budgeting criteria.

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

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

Park Master Planning Schedule

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

2014	Comprehensive Park Master Plan
2015	Bark Lake Park Master Plan
2016	Heritage Park Master Plan
2017	Fireman's Park Master Plan
2018	Nature Park Master Plan
2019	Comprehensive Park Master Plan
2020	Bark Lake Park Master Plan
2021	Heritage Park Master Plan
2022	Fireman's Park Master Plan
2023	Nature Park Master Plan
2024	Comprehensive Park Master Plan
2025	Bark Lake Park Master Plan
2026	Heritage Park Master Plan
2027	Fireman's Park Master Plan
2028	Nature Park Master Plan
2029	Comprehensive Park Master Plan
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 period of growth, the planning schedule may alter due to a shift in demands.

Community Input & The Planning Process

Community engagement was an important part of the planning process to produce this park master plan. Input was solicited from a wide range of stakeholders, and park users. Staff met with of the most important stakeholders of this project including: 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 vital to 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 and volleyball courts that were 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 throughout 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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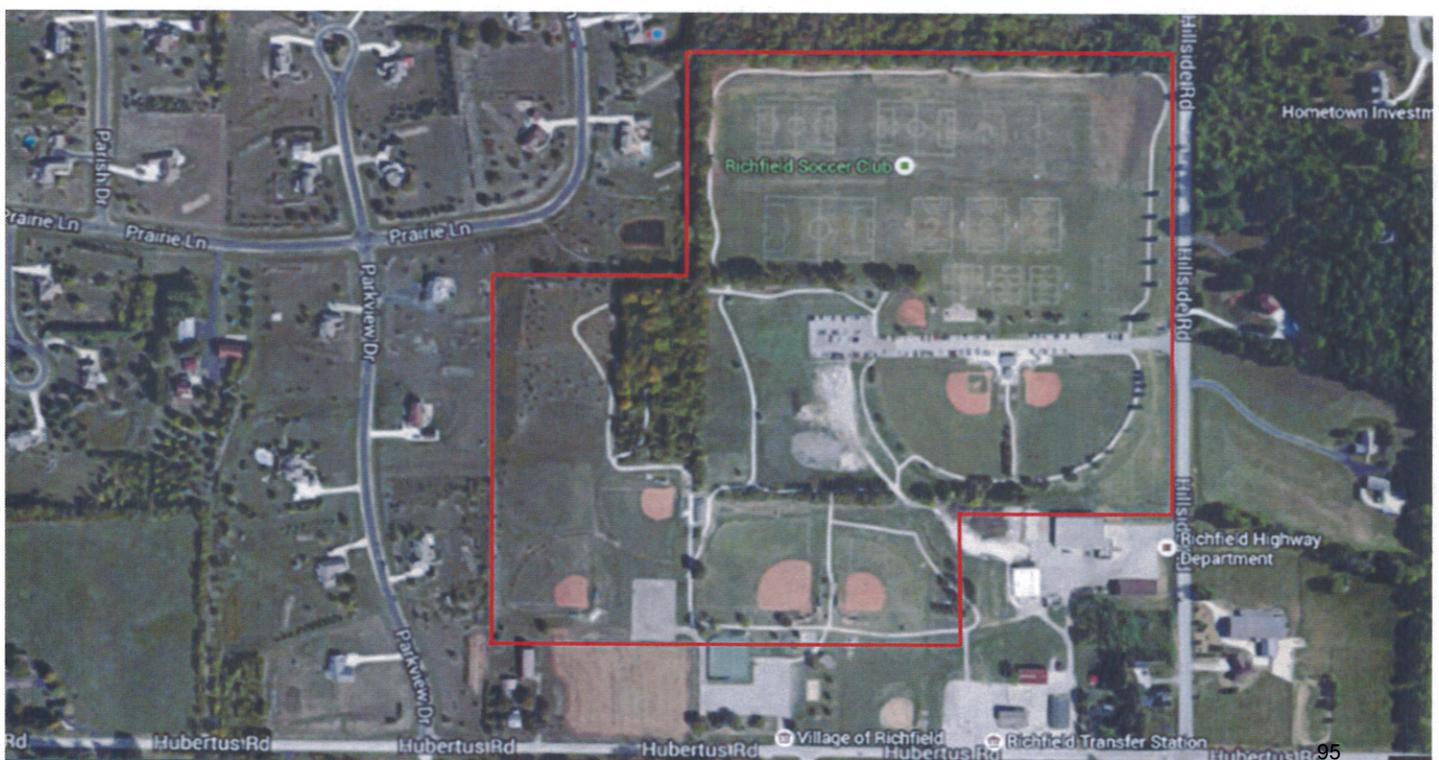
Heritage Park Master Plan

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 athletic fields, ten (10) soccer and seven (7) baseball, Heritage Park not only draws in residents of Richfield, but also residents of the surrounding municipalities. The only reason the Village has been able to accommodate this capacity is because of it's successful, 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 and one seasonal employee dedicated to 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 allowing travel 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

According to NPRA standards, Heritage Park 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 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

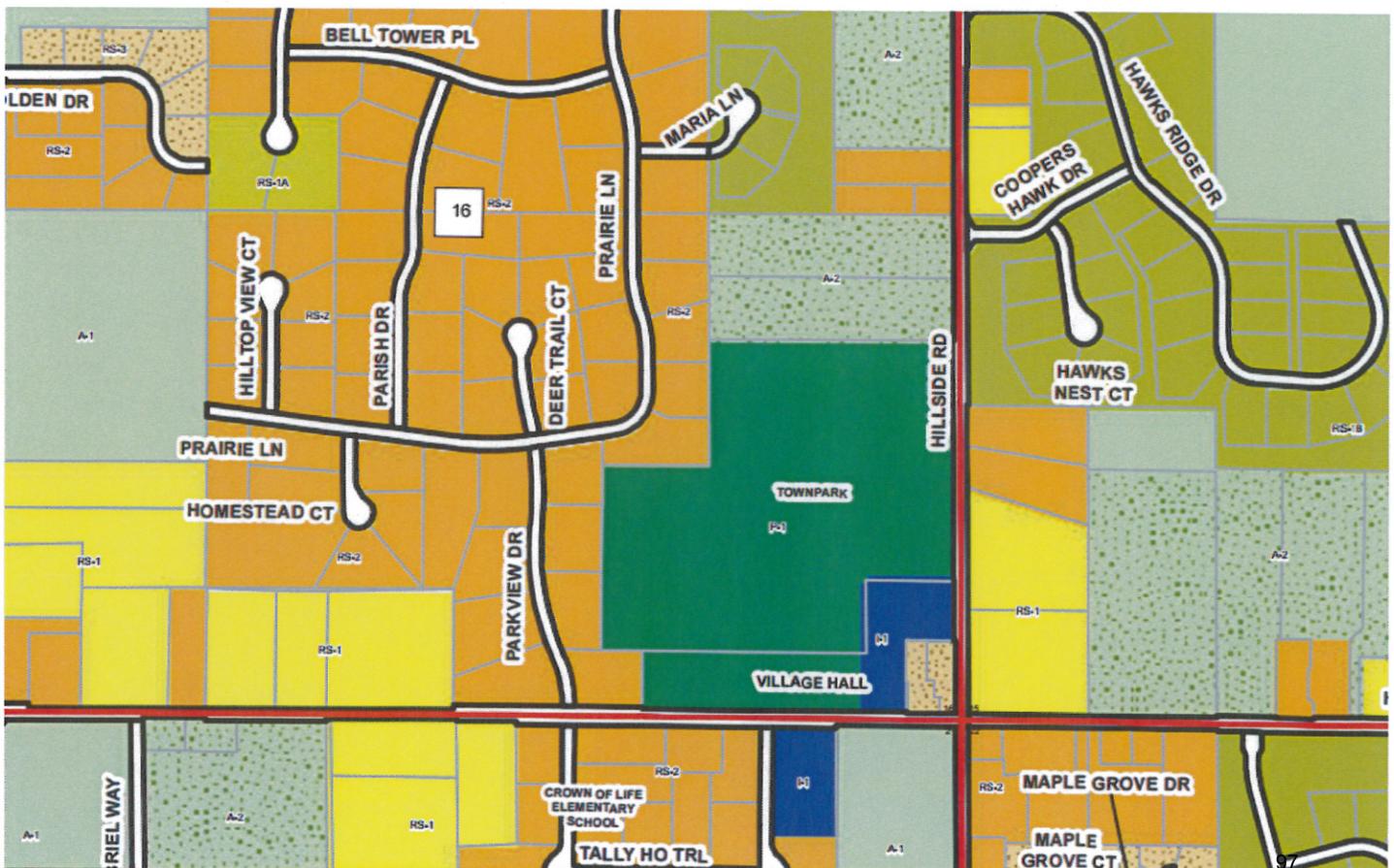
Heritage Park is located in Section 16 of the Village of Richfield. In evaluating the park's potential use, it's important to review the Zoning Map. Heritage Park directly abuts the Village campus and the soon to be Richfield Volunteer Fire Station No. 1 location. The vast majority of Heritage Park is 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 maintaining 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 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 being utilized to around 90% of it's maximum capacity.

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

In preparation of the Heritage Park master planning discussions, Staff took an inventory of the current amenities in Heritage Park as well as their condition. It was ultimately determined the current amenities provided are adequate, with several higher priority investments in various areas of the 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 Concession Stand
- Open Space Area
- Playground Equipment
- Shelter
- Parcel Outline



Inventory Features

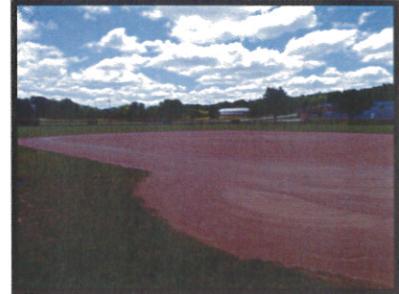
CONDITIONS OF EXISTING FEATURES AND AMENITIES

A full report of the existing conditions for Bark Lake Park were documented by Village Staff and are included below. Park Amenities were given a classification rating of “Poor”, “Fair”, “Good” or “New”.

FEATURES	CONDITION AND NOTES
Athletics	
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., with Field #3 being a T-Ball field. In some of the fields, fencing and magic mix will need to be repaired in the near future. 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.
Play Features	
Playground (2)	Good—These playground features are utilized on a daily basis in the summertime by the families visiting the park.
Sand Digger (1)	Good—This amenity was installed at the same time as the playground equipment and is 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.
Other Amenities	
Concession Stand (2)	Good—The Village has one located at the North and South end. 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 structures with electrical going to both shelters. The shelters are rented for small parties and other similar uses throughout the 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 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— The park has 38 different types of trees, with 29 of those being White or Green Ash. The Ash trees 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 area of parking is located 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 two (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

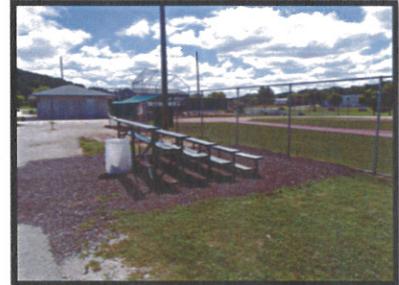


Base 60', 70'
Pitching 35', 46', 50'

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
Pitching

Accommodates
RYBSA T-Ball U6

Baseball Field #4



Base 50', 60'
Pitching 35', 40'

Accommodates
RYBSA Rookies Boys U7-U8
RYBSA Rookies Girls U8-U9
RYBSA Juniors Girls U10-U12

Bleachers
Electronic Scoreboards

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



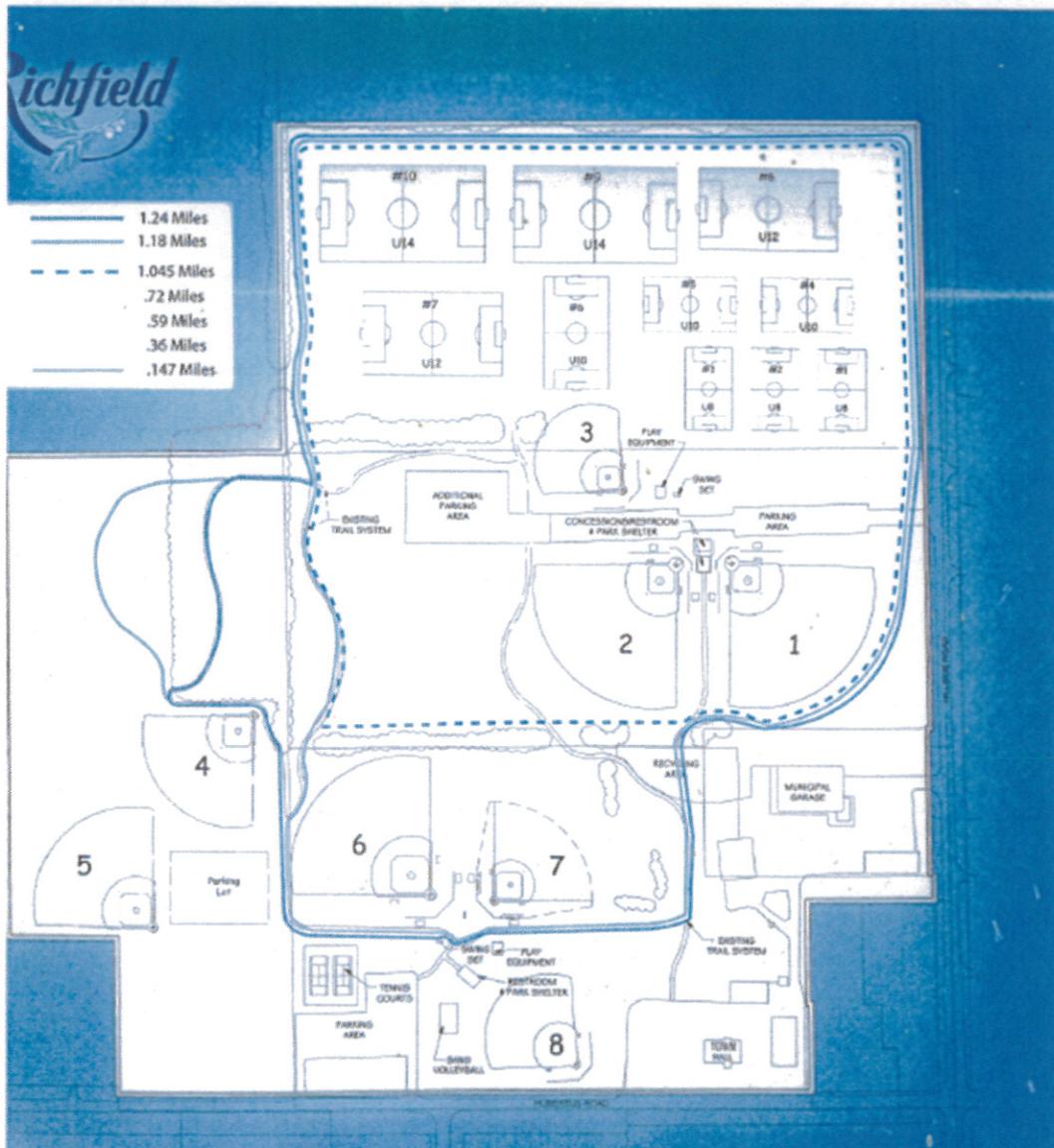
Equipment Includes: Playground, Swings, Digger

Workout Stations



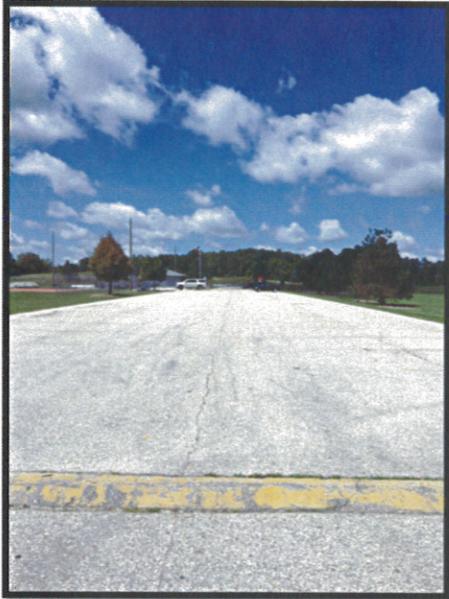
Inventory Pictures Continued

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) workshops attended by the public. 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 the Community Survey.

While some of the park’s most avid users are the youth sports organizations, one of our goals that resulted from 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 determined 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.

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 Youth Sports	
Yes	5
No	5

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 either immediate, or a 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 upcoming budgets vs. future year capital improvement plans. The preliminary immediate vs. future need list is provided on page 30.

STATION ONE: PRELIMINARY POTENTIAL PROJECTS/AMENITIES SURVERY



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 the station. 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 4128 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 \$5,000 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



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.

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

included:

■ 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. These benefits allow RVFC to not only improve their response times, but also to increase their volunteer base by allowing members from outside of the community to be involved with the RVFC by because of overnight accommodations available.

While there are significant benefits to this new fire station there are also drawbacks to the space. The station will encroach upon the park and construction will eliminate amenities to Heritage Park. During construction, the Village gained fifty (50) parking stalls in Heritage Park to service the youth baseball organizations, lost two (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 to the protection of 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 additional, if any, needs would have to be addressed 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 submitted in-person or 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 for 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 be 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

"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 (5th grade). He and his teammates 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.

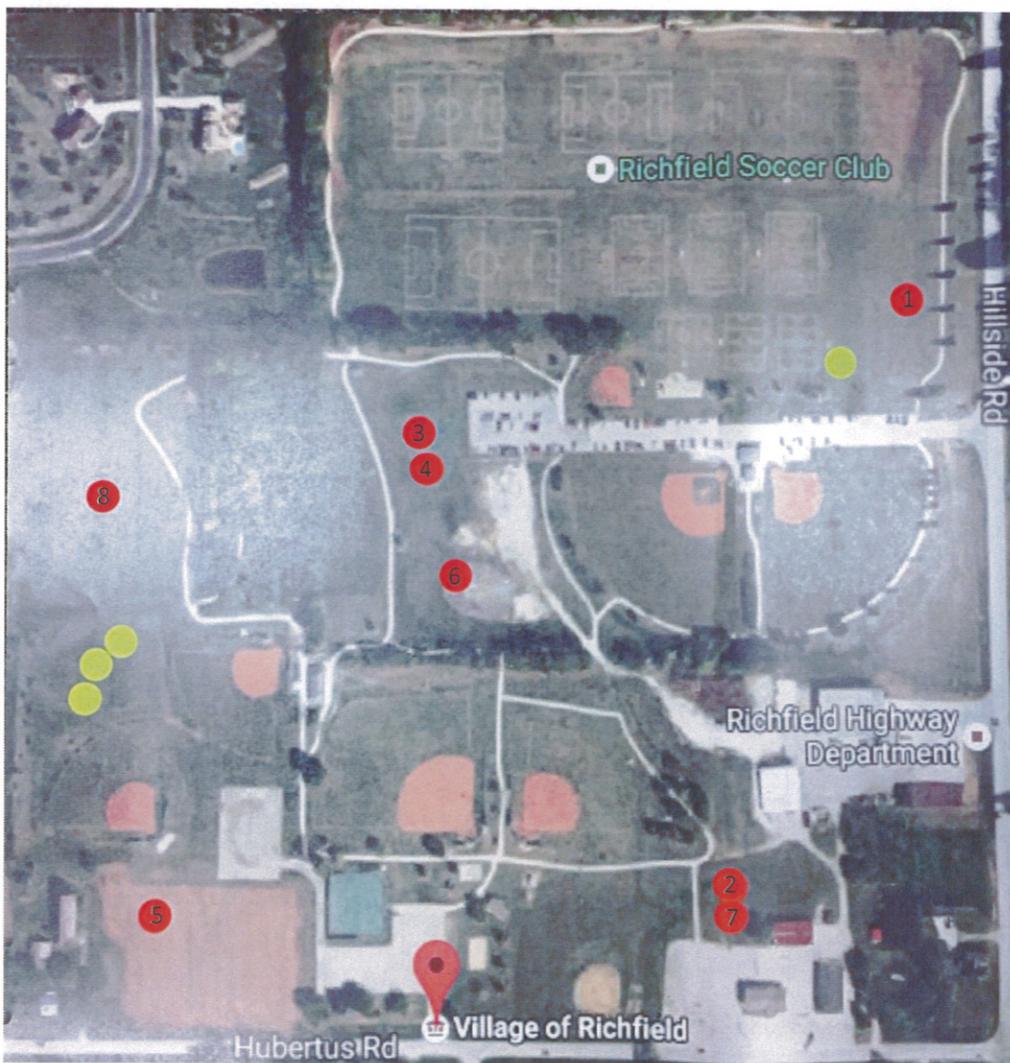
Richfield has made a commitment to baseball and soccer at Heritage Park. Richfield needs to support other physical activities at this location as well. The location of this park, as well as the frequent usage of the tennis courts at this park and at Fireman's, make a tennis court at Heritage a necessity. 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."

Public Workshop Meetings Continued

STATION THREEE: DOTS

At the third station we had two (2) sets of 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 included 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 the rough draft improvement plan and what residents felt the priority level of those projects would be.

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 list below reflects project ideas in order of highest level of priority to lowest:

- 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 residents to review at the Public Workshop Meetings. This was provided 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 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 in addition to a wooden fence and various landscaping that is aimed to deter child interest.
- The new salt shed will be 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 reflect such changes.

Public Workshop Meetings Continued



DATE	07/11/2016
BY	PLD
PROJECT	MAX
DATE	AUGUST, 2016
REVISIONS	
REVISIONS	
DATE	
BY	

Cedar
CORPORATION

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HERITAGE PARK
VILLAGE OF RICHFIELD
WASHINGTON COUNTY
EXISTING PARK

SHEET NO.	1 OF 1
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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 Schmit

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

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

SNOWMOBILE CLUB—PLAT FIVE

Village Staff spoke with Reid Snedaker of the Plat Five Snowmobile club. Mr. Snedaker's only concern/request was possibly additional signage or police enforcement of the snowmobile trails in the future to ensure that those passing through Heritage Park did not stray from the trail when passing through. The one problem we have occasionally is snowmobilers riding into unpermitted sections of the park and causing damage to the surface beneath the snow.

Needs Assessment & Park Goals

During this process, one of the most commonly heard topics from residents is that this park largely serves 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. 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 plan for additional treatments as well.

Fertilizer and Weed Control Current Budget		
Spring Treatment		
Weed Control		
Village of Richfield	\$1,239	Heritage Park weed control (no fields) Village pays
Richfield Soccer	\$483	Heritage Park weed control (soccer fields) Soccer pays some
RYBSA/Rockets	\$378	Heritage Park weed control (baseball fields) Village pays
Total	\$2,100	
Fertilizer		
Village of Richfield	\$1,898	Heritage Park Fertilizer (no fields) Currently not done but recommended
Richfield Soccer	\$740	Heritage Park weed control (soccer fields) Soccer pays some
RYBSA/Rockets	\$580	Heritage Park weed control (baseball fields) Village pays
Total	\$3,218	
Fall Treatment		
Weed Control		
Village of Richfield	\$1,239	Heritage Park weed control (no fields) Village pays
Richfield Soccer	\$483	Heritage Park weed control (soccer fields) Soccer pays some
RYBSA/Rockets	\$378	Heritage Park weed control (baseball fields) Village pays
Total	\$2,100	
Fertilizer		
Village of Richfield	\$1,898	Heritage Park Fertilizer (no fields) Currently not done but recommended
Richfield Soccer	\$740	Heritage Park weed control (soccer fields) Soccer pays some
RYBSA/Rockets	\$580	Heritage Park weed control (baseball fields) Village pays
Total	\$3,218	
Total	\$10,636	Above is what is recommended by our DPW Supervisor current budgeted is \$5,000

2. **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. The Village will work with the Youth Baseball organizations in the future to develop a scheduled plan for the recoating of the fields. While \$40,000–\$50,000 was the cost for the original coating estimated replacement costs would be \$1,000-\$2,000 per field.

Field Priority List		
Field #2	In need of additional mix, very light dusting left. Grass edges are higher than field mix, lips developed due to drag pattern. Home plate is also above the surface on this field because of the lack of mix.	\$2,000
Field #6	In need of more mix, base lines have channels (ruts) down running lanes between bases. Home plate is also above surface due to lack of mix.	\$2,000
Field #1	In Need of additional mix, very light dusting left	\$1,000
Field #4	Good but needs additional mix.	\$1,000
Field #5	Good but needs additional mix.	\$1,000
Field #7	Good but needs additional mix.	\$1,000
Field #8	Brand new field.	\$1,000
Field #3	No mix on T-Ball field	-
Totals		\$9,000

3. **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 a positive improvement for these players.
4. **Sand Down and Paint Benches by Fields #7 and #6.** These wooden benches have 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 their continued use.
5. **Village Maintenance of Dugout Covers.** The dugout covers 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 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).
6. **Village Maintenance of Fridges.** Another item the Village may want to consider maintaining the fridges in the park concession stands. When these refrigerators die the responsibility of replacement and maintenance can become controversial. 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.
7. **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. Below is a list of the damage that has been done to some of the fences in Heritage Park. To prevent further damage “No hitting or soft toss” signs may need to be hung.

Fence Problems from Soft Toss	
Field #1	Bowed and has gaps at the bottom edge
Field #2	Bowed and has gaps at the bottom edge
Field #4	Good
Field #5	Good
Field #6	Fencing is Bowed
Field #7	Fencing is Bowed

- 8. 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

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

- 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 a baseline of 80’ and a pitching distance of 54’, then older RYBSA and Rocket teams would have the ability to utilize the field. This change could 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, the infield grass 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 parking and 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 Stand is located between fields #2 and #1 across the parking lot from the Soccer Fields. Because of this, there is generally a large amount of traffic crossing 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 reoccurring issue.
- 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 runners who might utilize the trails during the summer months included work-out bars to be located around the trails. These bars would allow users to do crunches, pull-ups and other basic weight lifting maneuvers during their workout.
7. **Add Stanchions 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 sports organizations in scheduling all of their games/practices.
9. **Expansion of Nets for Fields.** One of the suggestions we received from not only the youth sports organizations but also from the Richfield Volunteer Fire Company was for the 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 sports organizations in scheduling all of their

Back-Stop Maintenance	
Field #1	Nets need tightening (could use taller fences)
Field #2	Needs backstop netting to be rehung
Field #4	Fencing is good but not tall enough and there is no netting
Field #5	Fencing is good but not tall enough and there is no netting
Field #6	Netting above the backstop needs to be tightened
Field #7	Fencing is good but not tall enough, loose netting

games/practices.

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

- 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. 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.
- 3. 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. The two organizations 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 to accommodate our youth sports organizations as much as possible, hoping to assist them as their organizations continue to grow.
- 4. 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, it would be difficult to do this. 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 as an Eagle Scout project with the Boy Scouts of America.
- 5. Pavement of the Park Walking Path.** The walking trails in Heritage Park are utilized all year round. Runners and dog walkers take advantage of the park walking trails during the summer months and snow shovels use 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.
- 6. New Playground Feature in Between Field #4 and #5.** The Village currently has two playground areas. One playground is located by Field #3 and the Soccer fields, the other is 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.
- 7. 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.

8. **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 small-scale site work and paving options potentially explored in the future.
9. **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 back 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.
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 need 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 Site Plan General Budget Estimate

No.	Qty.	Units	Item	Unit Price	Total
Baseball Fields					
1	1	Per Field	New Field Construction	\$80,000	\$80,000
2	6	Per Field	Magic Mix	\$1,000—\$2,000	\$9,000
3	7	Per Field	Hitting Prep Areas Changed to Grass	\$100	\$1,400
4	16	Per Cover	Village Maintenance of Dugout Covers	\$1,000	\$16,000
5	8	Each	Signs For Fences	\$25	\$200
6	1	Per Field	Expansion of Field #2	\$3,000	\$3,000
7	3	Per Field	Stanchions for T-ball	\$20	\$60
8	1	Per Field	Expansion of Field #7	\$3,000	\$3,000
9	6	Per Field	Expansion of Netting	\$2,000	\$12,000
Soccer Fields					
10	1	Each	Extend Fence by Soccer Fields	\$10,000	\$10,000
11	1	Each	Soccer Equipment Shed	\$5,000	\$5,000
12		Upper	Reseeding Soccer Fields	\$59,000	\$59,000
13	2	Each	Open Air Soccer Shelters	\$20,000	\$40,000
Paving Projects					
14			Expand and Pave South Parking Lot		\$39,800
15			Pave Village Parking Lot		\$152,800
16			Paving Walking Trails		\$221,200
17			Expand and Pave North Parking Lot		\$162,100
18	2	Each	Replace Tennis Courts	\$30,000	\$60,000
Amenities					
19	5	Each	Work-out Bars Along Trail	\$1,200	\$6,000
20	1		Improve/Expand North Concession Stand	\$50,000	\$50,000
21	1	Each	New Playground between Field #4 & #5	\$20,000	\$20,000
22	1	Each	New Salt Shed	\$225,000	\$225,000
Facilities					
23	4	Each	Village Maintenance of Fridges	\$1,200	\$4,800
24	2	Each	Additional Port-A-John Restrooms	\$900	\$1,800
General Maintenance/Improvements					
25		Yearly	Maintenance of Grass Areas	\$10,636	\$10,636
26	1	Each	Sand and Paint Benches on Fields #6 and #7	\$50	\$200
27	4	Each	Parking Signs	\$40.00	\$120
28	2	Each	Signage For Park	\$1,000	\$2,000
			Total Project Costs		\$1,042,316

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 Progress/Maintenance to existing features and Small Additions to/Permanent Upgrades, are categories that Staff hopes to incorporate into immediate budget planning agendas. As monies become available, we will seek to perform maintenance in the park and keep these items generated as an on-going upgrade list to the park.

The Capital Improvement Planning/Future Needs list includes items that the Capital Improvement Planning Committee will look to evaluate each year. This committee evaluates how strong the need for those proposed projects are and then works to evaluate what we should do based on realistic funding levels the Village can provide. A certain amount of funding is regularly set aside for park improvement projects over a \$5,000 threshold. Generally park improvement projects over the \$5,000 threshold must be saved and planned for over a period of years. The three largest items in the 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 from Village residents from the survey's received and multiple meetings with the youth sports organizations. That information was combined and translated into a prioritized list of projects in order to better help guide the Park Commission in their future decision makings in Heritage Park.

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 constructed 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 sees these organizations as valued partners and invested stakeholders in the success of this park so obtaining community 'buy-in' with proposed projects is seen as an important and valued strategic partnership.

Budgeting and Capital Improvement Planning

BUDGET PROJECTS

BUDGET PROJECTS					
Baseball Fields					
2	6	Per Field	Magic Mix Replacement	\$1,000—\$2,000	\$9,000
3	7	Per Field	Hitting Prep Areas Changed to Grass	\$100	\$1,400
4	16	Per Cover	Village Maintenance of Dugout Covers	\$1,000	\$16,000
5	8	Each	Signs for Fences	\$25	\$200
6	1	Per Field	Expansion of Field #2	\$3,000	\$3,000
7	3	Per Field	Stanchions for T-Ball	\$20	\$60
8	1	Per Field	Expansion of Field #7	\$3,000	\$3,000
9	6	Per Field	Expansion of Netting	\$2,000	\$12,000
Facilities					
23	4	Each	Village Maintenance of Fridges	\$1,200	\$4,800
24	2	Each	Additional Port-A-John Restrooms	\$900	\$1,800
General Maintenance/Improvements					
25	1	Yearly	Maintenance of Grass Area	\$10,636	\$10,636
26	1	Each	Sand and Paint Benches on Fields #6 & #7	\$50	\$200
27	4	Each	Parking Signs	\$40	\$120
28	2	Each	Signage for Park	\$1,000	\$2,000
Total					\$64,216

CAPITAL IMPROVEMENT PROJECTS

No.	Qty.	Units	Item	Unit Price	Total
Baseball Fields					
1	1	Per Field	New Field Construction	\$80,000	\$80,000
Soccer Fields					
10	1	Each	Extend Fence by Soccer Fields	\$10,000	\$10,000
11	1	Each	Soccer Equipment Shed	\$5,000	\$5,000
12		Upper Fields	Reseeding Soccer Fields	\$59,000	\$59,000
13	2	Each	Open Air Soccer Shelters	\$20,000	\$40,000
Paving Projects					
14			Expand and Pave South Parking Lot	\$39,800	\$39,800
15			Pave Village Parking Lot		\$152,800
16			Pave Walking Trails	\$221,200	\$221,200
17			Expand and Pave North Parking Lot		\$162,100
18	2	Each	Replace Tennis Courts	\$30,000	\$60,000
Amenities					
19	5	Each	Work-out Bars Along Trail	\$1,200	\$6,000
20	1		Improve/Expand North Concession Stand	\$50,000	\$50,000
21	1	Each	New Playground between Field #4 and #5	\$20,000	\$20,000
22	1	Each	New Salt Shed	\$225,000	\$225,000
Total					\$978,100

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 8th from 5:00 PM until 7:00 PM and the second will take place on Thursday, August 25th 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 14th, 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 14th. 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 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

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:

**Please return all survey's to Administrative Services Coordinator, KateLynn Schmitt at katelynn@richfieldwi.gov or 4128 Hubertus Road, Hubertus, WI 53033 no later than August 31st, 2016.

Appendix III: Amenity Cost Estimates

HERITAGE PARK IMPROVEMENTS
VILLAGE OF RICHFIELD

Cedar Corporation - Opinion of Probable Cost
Job #: 5771-001
Date: OCTOBER 27, 2016



TOTAL ESTIMATED PROJECT COST: \$383,300.00

PARKING LOT CONSTRUCTION

Assumptions:
43,000 SF addition to existing parking lot.
Surface runoff will be managed via area drains and vegetated swales.
Driving surface will be 3" HMA installed on a 8" aggregate base.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
EXCAVATION, COMMON	C.Y.	2520	\$8.00	\$20,200.00
CRUSHED AGGREGATE BASE, PARKING LOT	C.Y.	1070	\$30.00	\$32,100.00
HMA, SURFACE, 3"	S.Y.	4800	\$12.00	\$57,600.00
TEMPORARY EROSION MAT	S.Y.	370	\$2.00	\$800.00
AGGREGATE TRACKING PAD	C.Y.	20	\$20.00	\$400.00
TRAFFIC CONTROL	EACH	1	\$1,000.00	\$1,000.00
PAVEMENT MARKING	L.F.	3600	\$2.00	\$7,200.00
SILT FENCE	L.F.	400	\$2.00	\$800.00
RESTORATION	S.Y.	670	\$3.00	\$2,100.00
STORM SEWER, RCP, 12"	L.F.	200	\$34.00	\$6,800.00
STORM MANHOLE	V.F.	7	\$255.00	\$1,800.00
STORM CASTINGS	EACH	2	\$450.00	\$900.00
SUBTOTAL				\$131,700.00
CONTINGENCY				\$10,600.00
ENGINEERING				\$19,800.00
ESTIMATED STREET CONSTRUCTION COST				\$162,100.00

Appendix III: Amenity Cost Estimates Continued

HERITAGE PARK IMPROVEMENTS
VILLAGE OF RICHFIELD

Cedar Corporation - Opinion of Probable Cost
Job #: 5771-001
Date: November 3, 2016
Prepared By: RCJ



TOTAL ESTIMATED PROJECT COST: \$39,800.00

PARKING LOT CONSTRUCTION

Assumptions:
9,200 SF addition to existing parking lot.
Surface runoff will be managed via area drains and vegetated swales.
Driving surface will be 3" HMA installed on a 6" aggregate base.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
EXCAVATION, COMMON	C.Y.	570	\$8.00	\$4,600.00
CRUSHED AGGREGATE BASE, PARKING LOT	C.Y.	230	\$30.00	\$6,900.00
HMA, SURFACE, 3"	S.Y.	1100	\$14.00	\$15,400.00
TEMPORARY EROSION MAT	S.Y.	180	\$2.00	\$400.00
AGGREGATE TRACKING PAD	C.Y.	20	\$20.00	\$400.00
TRAFFIC CONTROL	EACH	1	\$1,000.00	\$1,000.00
PAVEMENT MARKING	L.F.	540	\$2.00	\$1,100.00
SILT FENCE	L.F.	200	\$2.00	\$400.00
RESTORATION	S.Y.	670	\$3.00	\$2,100.00
SUBTOTAL CONSTRUCTION COST				\$32,300.00
CONTINGENCY				\$2,600.00
ENGINEERING				\$4,900.00
ESTIMATED PARKING LOT PROJECT COST				\$39,800.00

Appendix III: Amenity Cost Estimates Continued

**VILLAGE HALL PARKING LOT
IMPROVEMENTS**

Cedar Corporation - Opinion of Probable Cost
 Job #: 5771-001
 Date: November 4, 2016
 Prepared By: KRO



PARKING LOT CONSTRUCTION

Assumptions:
 64,550 SF existing parking lot.
 3" HMA parking lot surface with some supplemental gravel required for fine grading

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
REMOVE ASPHALT	S.Y.	7200	\$1.50	\$10,800.00
CRUSHED AGGREGATE BASE, PARKING LOT	C.Y.	200	\$30.00	\$6,000.00
HMA, 3"	S.Y.	7200	\$14.00	\$100,800.00
TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00
PAVEMENT MARKING	L.F.	2000	\$2.00	\$4,000.00
SUBTOTAL CONSTRUCTION COST				\$122,100.00
CONTINGENCY				\$12,300.00
ENGINEERING				\$18,400.00
ESTIMATED PARKING LOT PROJECT COST				\$152,800.00

Appendix III: Amenity Cost Estimates Continued

HERITAGE PARK IMPROVEMENTS
VILLAGE OF RICHFIELD

Cedar Corporation - Opinion of Probable Cost
Job #: 5771-001
Date: OCTOBER 27, 2016



TOTAL ESTIMATED PROJECT COST: \$411,500.00

PAVED TRAIL CONSTRUCTION

Assumptions:
13,000 LF of existing 8' wide trails will be top dressed with aggregate, graded and paved with a 2" HMA surface.
1,500 LF of proposed trails will be constructed 10' wide with 2" HMA surface and 8" crushed aggregate base.
Trails will generally match existing grade and alignment.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
EXCAVATION, COMMON	C.Y.	620	\$8.00	\$5,000.00
CRUSHED AGGREGATE BASE, PROPOSED TRAIL	C.Y.	380	\$30.00	\$11,400.00
CRUSHED AGGREGATE BASE, EXISTING TRAIL	C.Y.	970	\$30.00	\$29,100.00
HMA, SURFACE, 2"	S.Y.	13300	\$10.00	\$133,000.00
TEMPORARY EROSION MAT	S.Y.	470	\$2.00	\$1,000.00
AGGREGATE TRACKING PAD	C.Y.	60	\$20.00	\$1,200.00
TRAFFIC CONTROL	EACH	1	\$1,000.00	\$1,000.00
SILT FENCE	L.F.	700	\$2.00	\$1,400.00
RESTORATION	S.Y.	3330	\$3.00	\$10,000.00
SUBTOTAL CONSTRUCTION COST				\$193,100.00
CONTINGENCY				\$15,500.00
ENGINEERING				\$29,000.00
ESTIMATED TRAIL PROJECT COST				\$237,600.00

Appendix III: Amenity Cost Estimates Continued

- Projects
- Village Maintenance of Dugout Covers
- Replacement cost \$1,000
- Village Maintenance of Fridges (cost of new refrigerators)
- http://www.webstaurantstore.com/turbo-air-tgm-14rv-white-24-single-glass-door-merchandising-refrigerator-14-cu-ft/902TGM14RV.html?utm_source=Google&utm_medium=cpc&utm_campaign=GoogleShopping&gclid=CMXDn8WZ7M8CFQkoaQodrRAG4w



- Approx. \$1200
- <http://www.warehouserestaurantdeals.com/products/true-gdm-47-ld-glass-door-refrigerated-merchandise?gclid=CM6I4s6i7M8CFQgpaQodE3MAmw>



- Approx. \$3000
- Signs for Fences
- <https://baseballracks.net/product/standard-signs>

Appendix III: Amenity Cost Estimates Continued



- Approx. \$25
- <https://beaconathletics.com/store/for-facilities/no-soft-toss-ballpark-sign/>



- Approx. \$45
- <http://www.ebay.com/itm/No-Batting-or-Soft-Toss-Into-Any-Fence-Aluminum-Sign-/261805595022>



- Approx. \$5
- Parking Signs
- <http://www.safetysign.com/products/p3986/no-parking-any-time-sign>



- Approx. \$18 ea. (cost per unit decreases as quantity increases)

Appendix III: Amenity Cost Estimates Continued

- Work-out Bars Along the Running Trail
- https://www.worthingtondirect.com/outdoor-furniture/up259-horizontal-chin-up-station.htm?utm_source=google&utm_medium=productsearch&utm_campaign=product&cvfa=3384&cvffe=2&cvsfhu=3433363331&gclid=CKzZtt-f9M8CFZOKaQodvhcH6w



- Cost is approx. \$1,910 with shipping
- <https://www.worthingtondirect.com/outdoor-furniture/up255-push-up-station.htm>



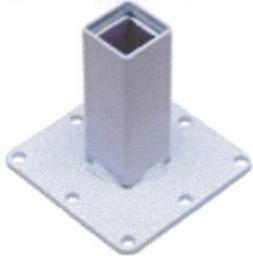
- Cost is approx. \$1,265 with shipping
- <https://www.worthingtondirect.com/outdoor-furniture/simple-outdoor-fitness-kit-by-ultraplay.htm>



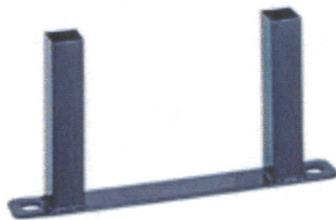
- Simple Outdoor Fitness Kit cost is approx. \$5,300. Includes Cardio Walker, horizontal chin-up, chin-up, push-up and plyometric box.

Appendix III: Amenity Cost Estimates Continued

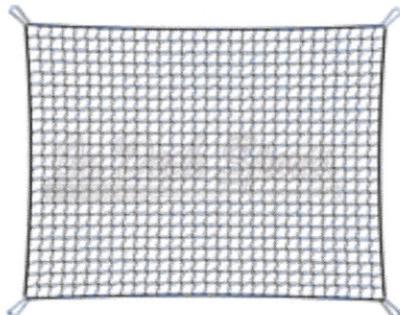
- Add Stanchions for T-Ball on Field #4
- http://www.dickssportinggoods.com/product/index.jsp?productId=24675096&camp=CSE:GooglePLA:24675096:16970618-DSG:BASEBALL_BASEBALL-ACCESSORIES_ACCESSORIES&gclid=CKyrq5Xc888CFQqqaQodjN0PZA



- Approx. \$16
- <http://baseball.epicsports.com/prod/10595/markwort-baseball-pitching-rubber-stanchion-anchor.html?gclid=CJD0m8Xc888CFQmQaQodSvUK4w>



- Approx. \$15
- Expansion of Nets for Fields
- <http://www.ondecksports.com/Custom-Netting-Panel>



- Price point set according to length and width. Example of cost: 10ft. x 30ft. approx. 140, shipping is 15% of order cost with \$20 min. (This example would cost approx. \$160)
- http://www.cascadenets.com/barrier_netting.php?gclid=CJuAo4Te888CFQylaQodxmUHLg

Appendix III: Amenity Cost Estimates Continued

	10'	15'	20'	25'	30'	35'	40'	45'	50'	55'	60'	65'	70'	75'	80'	85'	90'	95'	100'	105'	110'	115'	120'	125'	130'	
4'	\$37	\$52	\$63	\$77	\$91	\$106	\$118	\$132	\$146	\$160	\$174	\$187	\$201	\$215	\$229	\$243	\$256	\$270	\$284	\$302	\$316	\$330	\$344	\$358	\$371	\$385
6'	\$46	\$69	\$79	\$91	\$106	\$122	\$138	\$153	\$169	\$185	\$200	\$216	\$232	\$248	\$263	\$280	\$291	\$306	\$311	\$328	\$341	\$355	\$370	\$385	\$400	\$414
8'	\$51	\$69	\$66	\$104	\$122	\$139	\$157	\$174	\$192	\$210	\$227	\$233	\$249	\$266	\$283	\$299	\$310	\$333	\$350	\$366	\$383	\$400	\$416	\$435	\$451	\$465
10'	\$59	\$79	\$66	\$118	\$137	\$157	\$176	\$196	\$204	\$222	\$241	\$259	\$278	\$296	\$315	\$333	\$352	\$370	\$382	\$379	\$398	\$413	\$430	\$448	\$465	\$485
12'	\$67	\$88	\$110	\$131	\$152	\$174	\$195	\$205	\$225	\$245	\$265	\$285	\$305	\$325	\$345	\$340	\$359	\$378	\$397	\$415	\$434	\$453	\$471	\$490	\$509	\$529
15'	\$79	\$103	\$127	\$151	\$176	\$189	\$212	\$235	\$257	\$280	\$303	\$326	\$323	\$344	\$365	\$386	\$407	\$428	\$449	\$470	\$491	\$512	\$533	\$554	\$575	\$595
20'	\$98	\$127	\$156	\$179	\$202	\$229	\$255	\$284	\$287	\$312	\$336	\$361	\$386	\$411	\$435	\$461	\$486	\$511	\$484	\$507	\$529	\$552	\$574	\$596	\$619	\$641
25'	\$118	\$151	\$178	\$208	\$236	\$270	\$277	\$308	\$335	\$364	\$362	\$421	\$450	\$479	\$457	\$493	\$509	\$534	\$560	\$585	\$611	\$637	\$663	\$689	\$714	\$739
30'	\$137	\$176	\$202	\$238	\$274	\$285	\$318	\$350	\$383	\$416	\$448	\$481	\$481	\$490	\$519	\$548	\$578	\$607	\$636	\$665	\$694	\$723	\$752	\$781	\$810	\$839
35'	\$157	\$189	\$229	\$270	\$285	\$321	\$358	\$385	\$431	\$468	\$452	\$485	\$517	\$549	\$582	\$614	\$646	\$679	\$711	\$744	\$776	\$808	\$841	\$873	\$905	\$937
40'	\$178	\$212	\$256	\$277	\$318	\$358	\$398	\$439	\$430	\$468	\$501	\$537	\$573	\$608	\$644	\$680	\$715	\$751	\$787	\$823	\$858	\$894	\$930	\$965	\$1,001	\$1,037
45'	\$198	\$235	\$284	\$306	\$350	\$385	\$430	\$433	\$472	\$511	\$550	\$589	\$629	\$667	\$706	\$745	\$784	\$823	\$862	\$901	\$940	\$979	\$1,019	\$1,058	\$1,097	\$1,137
50'	\$204	\$257	\$287	\$335	\$383	\$431	\$430	\$472	\$515	\$557	\$599	\$642	\$684	\$726	\$769	\$811	\$853	\$895	\$938	\$980	\$1,023	\$1,065	\$1,107	\$1,150	\$1,192	\$1,234
55'	\$222	\$280	\$312	\$364	\$416	\$458	\$498	\$511	\$557	\$603	\$648	\$694	\$740	\$785	\$831	\$877	\$922	\$968	\$1,014	\$1,059	\$1,105	\$1,151	\$1,196	\$1,242	\$1,288	\$1,334

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- **1 3/4" Black Nylon Diamond Mesh Barrier Netting**
- **Backstop on Field #6**
- **See above pricing for netting.**

Appendix IV: Richfield Rockets Heritage Park Evaluation

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

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

Depth of the outter 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 peaned 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

 Benchs: 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 disatances: (3) 70', 80' 90'

Depth of the outter 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 peaned 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

 Benchs: 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 IV: 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 distances: (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 Dimensions as field 7 to allow 70' base stanchions, field could accommodate (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 distances: (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 windshields and 2 shattered rear windows to date.

Other Comments: Expanded infield mix to the same Dimensions as field 7 to allow 70' base stanchions, field could accommodate (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 IV: 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 postioning. 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 postions 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 disatances: (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 IV: 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 disatances desired: (3) 50', 60' and 70'

Depth of the outer 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"

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General Park Operations Report for November 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.**

- ✓ **Richfield Historical Society.** The Historical Society has their last major event of the year approaching soon. December 3rd is the date of this year's Christmas in Richfield. The Historical Park hosts a portion of this event in the Richfield Historical Park serving homemade cookies and hot cider straight off of the wood burning stove. This event along with the February 19th, 2017 Antique Appraisal and Chili Lunch will be publicized in the upcoming editions of the Richfield Happenings Newsletter.
- ✓ **Richfield Historical Society Bridge.** The Girl Scouts have successfully fundraised for the new Historical Park Bridge and have been assisting Historical Society members in its installation. The base of the bridge had been constructed and installed at the draft of this operations report and more work was set to be completed November 6th.
- ✓ **Memorial Bench Donation.** Staff recently received a \$767.45 donation for the installation of bench in Heritage Park. The Village would like to formally thank Rory and Julie Wolf for this contribution to Heritage Park.
- ✓ **New Richfield Volunteer Fire Company Station/Heritage Park Master Plan.** One of the items taken out of the Heritage Park Master Plan was the installation of lights on field #7. Because valuable discussions have not been had to date about the potential to move Richfield Days to Heritage Park this potential controversial inclusion has been removed and will be held off until further conversations are had regarding the feasibility of a Richfield Days in Heritage Park.
- ✓ **11 Acre Land Donation.** Village Staff has continued to look into and consider land donations as they are offered. Currently the Staff is collecting information regarding an 11 acre land donation in Endeavor Business Park. To date not enough information has been compiled for the Park Commission to consider a feasible use of this potential park land area and the Commission should expect to see a presentation for formal consideration and/or approval at some point in the future.

Respectfully Submitted,


 KateLynn Schmitt
 Administrative Services Coordinator