

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
April 10, 2019
6:00 PM

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:04 p.m.

Present at the meeting were Chairman Meeks, Park Commissioners Becker, Woelfel, Sommers, and Hartlund.

Also Present: Administrative Services Coordinator Jen Keller and Village Administrator Jim Healy

Excused Absence: Commissioner Bernard and Filipaik

2. Verification of Compliance with Open Meetings Law

Administrative Services Coordinator Keller stated 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. January 9, 2019 – Regular Meeting

Motion by Commissioner Hartlund to approve the meeting minutes from the January 9th regular Park Commission meeting; Seconded by Commissioner Becker; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion only regarding the 2019 Baseball Scheduling

Administrative Services Coordinator Keller stated the Richfield Youth Baseball Softball Association (RYBSA) had not submitted their 2019 practice and games schedule. The coordinator of the schedule Mr. Reidl had not been able to do so with last-minute registrations as well as the issue of other community baseball sign-ups and scheduling are not established until mid-April. This creates further delay for RYBSA in finalizing a schedule before the April 1st deadline as indicated in Village Policy.

Chairman Meeks stated scheduling is understandably difficult, and recommended tentative scheduling be established until a final schedule could be formulated.

Commissioner Sommers expressed concern for delaying scheduling due to baseball activity that has already begun.

Administrative Services Coordinator Keller stated she would contact RYBSA to better coordinate scheduling in 2020.

b. Discussion only regarding Fireman's Park tennis court repairs

Administrative Services Coordinator Keller introduced the item and summarized the two estimates to repair or reconstruct the tennis courts provided by Munson, Inc.

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Chairman Meeks asked how long repairs would last the tennis courts.

Administrative Services Coordinator indicated there would be approximately \$18,000 - \$20,000 of funding needed in eight (8) years to cover the costs of cleaning, leveling, re-coloring and striping the courts. This would be necessary whether there were repairs made or reconstruction of the courts.

Commissioner Hartlund asked the Commission if it were a better strategy to invest in replacing the courts instead of applying short-term fixes to the courts.

Commissioner Woelfel inquired if private donations could be acquired for the project.

Administrator Healy stated private funds could assist with financial obligations of the project. It was further discussed the current Park Impact Fees are currently utilized to pay back the general fund for loans to purchase Nature Park and would be available for Park Commission use in the future.

Chairman Meeks recommended a community input survey to establish if there were community preference regarding the location of the tennis courts and if they would utilize the courts more if they were reconstructed or repaired.

c. Discussion regarding General Park Operations Report

Administrative Services Coordinator Keller updated the commissioners on a break-in that had occurred in the Richfield Historical Park at the Mill House. There was no major damage sustained to the structure. It was also disclosed to the Commission there was a newly hired DPW Supervisor, Mr. Brett Thicke. Brett had served as the Interim Public Works Supervisor during the transition period and was the chosen candidate for permanent Supervisor role. Summer LTE employment has also been arranged with a previous employee that was apart of the team in 2018. Additionally, the DPW team had installed concession stand security in Heritage park at the north concession stand, this was done in hopes of mitigating future break-ins to the concession stand. Administrative Services Coordinator Keller then mentioned the soccer club contributed funds to purchase a new line sprayer for the use on fields as well as improve the parking lot lines.

Administrator Healy mentioned the Village Parks building would receive a new coat of paint in the coming year.

Administrative Services Coordinator Keller discussed the 2019 parks expenditure budget. With a budget of \$1,100 available for parks beautification efforts, Staff hoped to utilize funds for the purchase of tree saplings with Washington County, which would replace some of the trees that had been removed from Richfield Historical Park. Evergreen and broad-leaf trees would be purchased to ensure variation in growth rate and life span of the trees.

Commissioner Sommers asked if Staff could provide benchmarking information regarding the current level of funding the parks have compared to what other communities allocate for their parks departments.

Administrator Healy indicated Staff would re-examine the current service levels and consult with the National Park and Recreation Association standards. Parks acreage and other amenities compared to the budget and population of other municipalities are options.

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Chairman Meeks stated he hoped the Village parks could offer more diversity in amenities for those who do not participate in baseball and soccer.

Lastly, Administrative Services Coordinator Keller provided an update regarding tree removal in the Richfield Historical Park. There was a total of 75 trees removed in 2019 and future plans provide for tree removal into 2020 and 2021.

6. ADJOURNMENT

Motion by Commissioner Woelfel to Adjourn at 7:00 p.m.; Seconded by Commissioner Sommers;
Motion passed without objection.

Respectfully Submitted,

Jen Keller
Administrative Services Coordinator