

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
February 12, 2020
6:00 PM

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:02 p.m.

Present at the meeting were Chairman Meeks, and Commissioners Filipiak, Bernard, Sommers, and Murray.

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

Excused Absence: Commissioner Woelfel

2. Verification of Compliance with Open Meetings Law

Administrative Services Coordinator Keller stated the agenda was posted at all three (3) 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 8, 2020 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the January 8, 2020 Regular Park Commission meeting; Seconded by Commissioner Filipiak; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion and possible recommendation to the Village Board regarding 2020 Consideration to Repair or Reconstruct Fireman's Park Tennis Courts

Chairman Meeks opened the discussion to the public –

Becky Rach, 4513 A Da Hi Ct., Mrs. Rach's family frequently used the Heritage Park courts before they were removed for the construction of the Fire Station and began utilizing the courts in Germantown. Mrs. Rach read about this upcoming meeting in the Richfield Happenings Newsletter and wished to voice her support of the intent to repair or reconstruct the courts at Fireman's Park. A plywood volley court would be great to add to the designs considered by the Commission.

Hank Wallenkamp, 1128 Pine Meadow Ct., Mr. Wallenkamp asked if lights would be included in the design of the project.

Administrative Services Coordinator Keller explained the engineering timeline of this project is estimated to be 1.5 to two (2) months before bids can be received. Staff is hopeful the Village Board can consider accepting a bid for work at either the April or May Village Board Meeting. Additional add-ons staff will ask the Village Engineers to include in the design are wind screens with reinforced fencing, 4' separation fencing between the tennis court and pickle ball courts, additional landscaping around the courts with benches, lighting poles, and a volley wall. Donations will be sought for the purchase and installation of playground equipment directly west of the reconstructed courts, as well.

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Administrator Healy explained companies have come forward to donate in-kind items such as aggregate or monetary donations to the project. There are other companies in the community that are known to give to our schools, and this would be a comparable project companies may consider contributing. Opportunity exists to enhance the area with other features such as playground equipment so that families there for baseball, tennis, or other activities, can cater to all visitors.

Commissioner Sommers asked what routine maintenance would need to be conducted after the repair or replacement.

Administrative Services Coordinator Keller stated the average maintenance schedule for these types of courts includes cosmetic repairs every seven (7) to eight (8) years.

Administrator Healy added that impact fees can be utilized to repair this capital asset. Mr. Healy went on to explain that Impact Fees are fees the Village charges new residents when new homes are constructed. These types of fees are imposed so the existing population isn't subsidizing new amenities such as tennis courts for new residents. Lastly, Mr. Healy stated a routine maintenance program for the court would be the focus of Staff moving forward.

Chairman Meeks expressed satisfaction in long term planning and inquired about any remaining funds being utilized for future playground equipment.

Administrator Healy stated the Park Impact Fee Fund would be used in its entirety for this project. However, community donations could be a way of avoiding a zero-dollar balance.

Commissioner Filipiak asked staff whether the location of the tennis courts had been considered at Heritage Park.

Administrator Healy indicated staff had considered Heritage Park. However, it was determined the feasibility of this would be difficult. In summary, there would need to be at least two (2) acres to be constructed with parking to service the area courts were built. The areas which were previously planned for a potential reconstructed tennis court are now being utilized by DPW for brush and also as overflow for parking during large sporting events.

Motion by Commissioner Bernard to recommend Village Board approval of the transfer of funds from the Park Impact Fees in the amount of \$75,835 to the General Fund for the purpose of reconstructing the tennis courts in Fireman's Park; Seconded by Commissioner Sommers; Motion passed without objection.

b. Discussion regarding General Park Operations Report

Administrative Services Coordinator Keller updated the Commission on meetings with the Richfield Youth Sports Organizations. The Richfield Rockets, Richfield Rebels, and RYBA met to discuss scheduling and general availability of fields for the 2020 season. Ms. Keller stated a candidate for Eagle Scout, Ben Loosen, has contacted Staff with interest in designing a project which benefits the community. Sometime in February or March there may be a project selected which would benefit a Village asset such as signage or the parks department in general. Lastly, requests for bids on weed spraying and fertilizer in all parks have been sent to contractors. Staff will be reviewing all submitted bids for work on Friday, February 28th.

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6. ADJOURNMENT

Motion by Commissioner Bernard to Adjourn at 6:34PM.; Seconded by Commissioner Murray; Motion passed without objection.

Respectfully Submitted,

Jen Keller
Administrative Services Coordinator