

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
May 13, 2020
5:00 PM
THIS MEETING WAS HELD VIA WEBEX

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 5:04 p.m.

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

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

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. February 12, 2020 – Regular Meeting

Motion by Commissioner Murray to approve the meeting minutes from the February 12, 2020 Regular Park Commission meeting; Seconded by Commissioner Sommers; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion /Action regarding the approval of bid specifications for the construction of a tennis court and pickle ball courts in Fireman's Park

Administrative Services Coordinator Keller summarized the proposed plan for the tennis and pickleball courts rendering. It was also stated there would be sufficient time to prepare a bid document for publication and to facilitate a public bid opening followed by a Park Commission approval at the tentatively scheduled Special Meeting for June 11th. It was the hope of Staff the Village Board would grant final approvals to contract for the purpose of reconstructing the courts in Fireman's Park at the June 18th Village Board meeting.

Commissioner Murray requested information regarding the varying fence heights.

Administrative Services Coordinator stated the differentiation in height was due to the National Park and Recreation Association standards for pickleball court and tennis court enclosures.

Commissioner Sommers asked for a clarification regarding the differences between the proposed benches at the cost of \$3,000 and the alternative benches which would be donated by members of the community at the cost of \$700.

Administrative Services Coordinator Keller stated donated benches had been placed in Heritage Park and would be a viable donor option for the Fireman's Park tennis court and pickleball courts project.

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Commissioner Woelfel requested Staff research the black coating for the fencing around the courts to ensure it would not be a material that fades to white from weathering.

Chairman Meeks stated the black fence coating would extend the life of the fence if it were vinyl coating versus powder coating.

Commissioner Murray requested that a second garbage receptacle be considered for the parking area, in addition to the receptacle placed at the entry way to the courts, per the proposed plan.

Motion by Commissioner Woelfel to approve the bid summary and rendering for the construction of a tennis court and pickleball courts at Fireman's Park, subject to the review and approval of Village Engineer Ron Dalton; Seconded by Commissioner Wallenkamp; Motion passed without objection.

b. Discussion/Action regarding Aesthetic Improvements to Public Lands

Design of Signage:

Chairman Meeks voiced preference for sign design option #2, as it appeared to be larger and thus easier for park patrons to see.

Ben Loosen, 601 Plat Road, Colgate, asked Staff for further plan detail regarding the dimensions of the sign and for plan detail at the intersection of the post and arm of the sign.

Jamison Duehring, 3560 N. Shore Drive, Hubertus, asked how to proceed with the lettering on the sign.

Administrative Services Coordinator Keller stated the Waukesha County Highway Department could be a resource as they own a router which would assist with the addition of letters on each sign to ensure uniformity.

Motion by Commissioner Sommers to approve "Park Sign Option 2" as a template for the construction of signs at all Village Parks by Scout Loosen at Nature Park/Historical Park, Fireman's Park and Heritage Park and by Scout Duehring at Bark Lake Park; Seconded by Commissioner Murray; Motion passed without objection.

Location of Signage:

EDITORS NOTE: EXHIBITS OF SIGN LOCATIONS ARE ATTACHED HERIN FOR YOUR COVEINENCE.

Park Commission members expressed concern for the reduction in sign visibility of the STH 164 Nature Park access if the current sign were to be replaced with the smaller, previously approved park sign design. This sign was also determined to be in good condition. The Commission concluded the current sign constructed at the Nature Park/Historical Park entrance would remain and a secondary sign would be constructed and installed at proposed location #3, which was determined to be the northwest corner of the Nature Park parking lot. Additionally, a wayfinding sign would be added to the fork in the road between the entrance to the Historical Park and the Nature Park parking lot. The wayfinding signs would advise visitors of the direction to take in order to arrive to either the Historical Park or the Nature Park.

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Motion by Commissioner Murray to approve park signage to be installed at proposed location #3 at Nature Park/Historical Park; Seconded by Commissioner Wallenkamp; Motion passed without objection.

Discussion surrounding the Fireman's Park sign placement included interest in the addition of a wayfinding sign along STH 175 to be placed north of the Richfield Volunteer Fire Company (RVFC) Station No. 1. Village Staff stated they would arrange for a sign to be placed there with the WisDOT. After reviewing the parcel boundary lines of Fireman's Park, the Park Commission decided the proposed location #1 was best suited for those visiting the park, without placing a sign on private RVFC property.

Motion by Commissioner Wallenkamp to approve park signage to be installed at proposed location #1 at Fireman's Park Seconded by Commissioner Sommers; Motion passed without objection.

Next, the Park Commission considered signing at Heritage Park. Scout Ben Loosen provided additional insight regarding the deterioration of the Heritage Park sign at the east entrance to the park. The Park Commission concluded the replacement of the current sign would be warranted. An additional sign to be placed at the south entrance was also agreed upon.

Motion by Commissioner Sommers to approve park signage to be installed at proposed location #1 and #2 at Heritage Park Seconded by Commissioner Filipiak; Motion passed without objection.

Lastly, a sign to be constructed and installed at Bark Lake Park was agreed upon following input from Scout Jamison Duehring. The Park Commission concluded the best line of sight would be reached by proceeding with proposed location #2.

Motion by Commissioner Wallenkamp to approve park signage to be installed at proposed location #2 at Bark Lake Park Seconded by Commissioner Filipiak; Motion passed without objection.

Bark Lake Park Improvement

Scout Jamison Duehring summarized the proposed drawings of a permanent Port-A-John enclosure for Bark Lake Park. This enclosure would include a concrete base with metal poles and siding made of cedar planking. Scout Duehring also stated he would wrap the posts of the open-air shelter at the park with the same cedar plank materials and paint in a color to match.

Motion by Commissioner Wallenkamp to approve the proposed Port-A-John enclosure submitted by Scout Duehring for improvement to Bark Lake Park; Seconded by Commissioner Woelfel; Motion passed without objection

c. Discussion regarding Nature Park Master Plan Inventory Memo

Administrative Services Coordinator Keller summarized the Nature Park Master Plan Inventory Memo with the inclusion of photos and a condition analysis of all current amenities in the Park.

Chairman Meeks mentioned a future Eagle Scout project could include refurbishing the Port-A-John enclosure at Nature Park along with the refinishing of the two (2) viewing decks at the south and east end

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of the Park. It was Chairman Meeks understanding the current observation decks were originally constructed for an Eagle Scout project.

d. Discussion regarding General Park Operations Report

Administrative Services Coordinator (ASC) Keller welcomed Hank Wellenkamp to the Park Commission. Mr. Wallenkamp was appointed at the February 27th Village Board meeting. Next, ASC Keller updated the Park Commission on the addition of a drop-box on the west side of Village Hall. The drop-box will be utilized as a pick-up location for committee, commission and board packets. This new system reduces costs to mail packets, while also providing access to them much sooner.

ASC Keller stated RYBSA and RAGE will begin their seasons on June 1st, beginning first with practices, with games to follow. Staff will encourage youth sports organizations to adopt internal policies regarding COVID-19 safety measures such as sanitizing shared items/surfaces and other guidelines recommended by the County's Public Health Officer.

Staff have communicated interest to the Amy Belle PTA regarding a 2021 Arbor Day project after the cancellation of the April 25th, 2020 event. Next, the 2020-2023 contract was discussed for the for the maintenance of athletic fields via herbicide and fertilizer treatments with Yard Lines LLC. The spring application of herbicide only is slated for the third week in May.

The Community Roots program had received seven (7) requests from families in the community hoping to plant trees in honor or in memory of loved ones. Trees have been chosen for Nature Park, Heritage Park, and Fireman's Park. Lastly, ASC Keller informed the Park Commission that the Richfield Volunteer Fire Company (RVFC) is tentatively planning to host Richfield Days August 21st – August 23rd at Fireman's Park. RVFC has stated they are monitoring the COVID-19 recommendations and best practices from both the Center for Disease Control (CDC) and the Washington/Ozaukee County Health Department for updates.

6. ADJOURNMENT

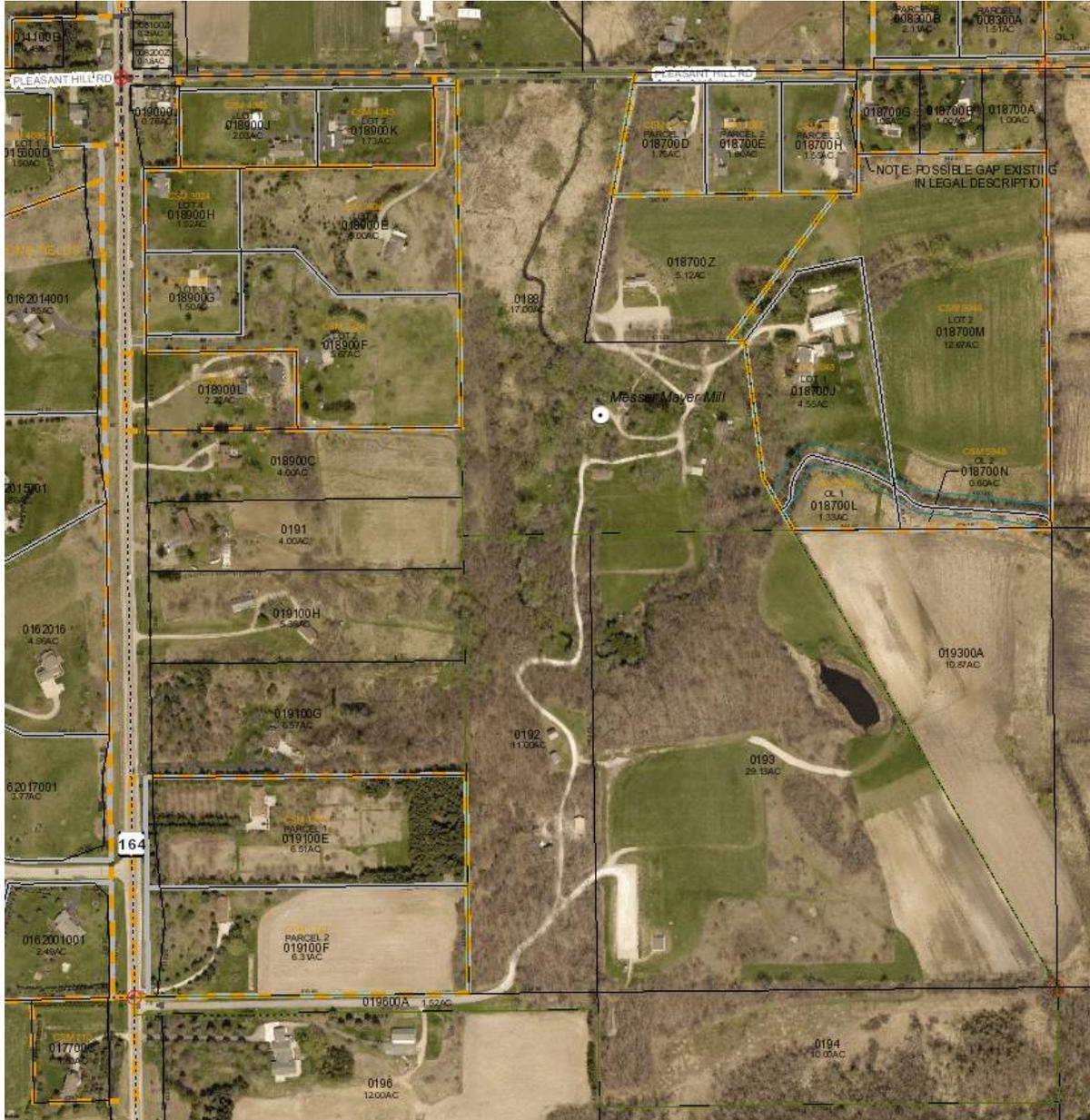
Motion by Commissioner Murray to Adjourn at 6:33PM; Seconded by Commissioner Filipiak; Motion passed without objection.

Respectfully Submitted,

Jen Keller
Administrative Services Coordinator

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NATURE PARK / HISTORICAL PARK GIS AERIAL



= CURRENT SIGN LOCATION & PROPOSED LOCATION #1

= PROPOSED LOCATION #2

= PROPOSED LOCATION #3 (PROPOSED AT MEETING)

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FIREMAN'S PARK GIS AERIAL (NO CURRENT SIGN)



= PROPOSED LOCATION #1

= PROPOSED LOCATION #2

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HERITAGE PARK GIS AERIAL

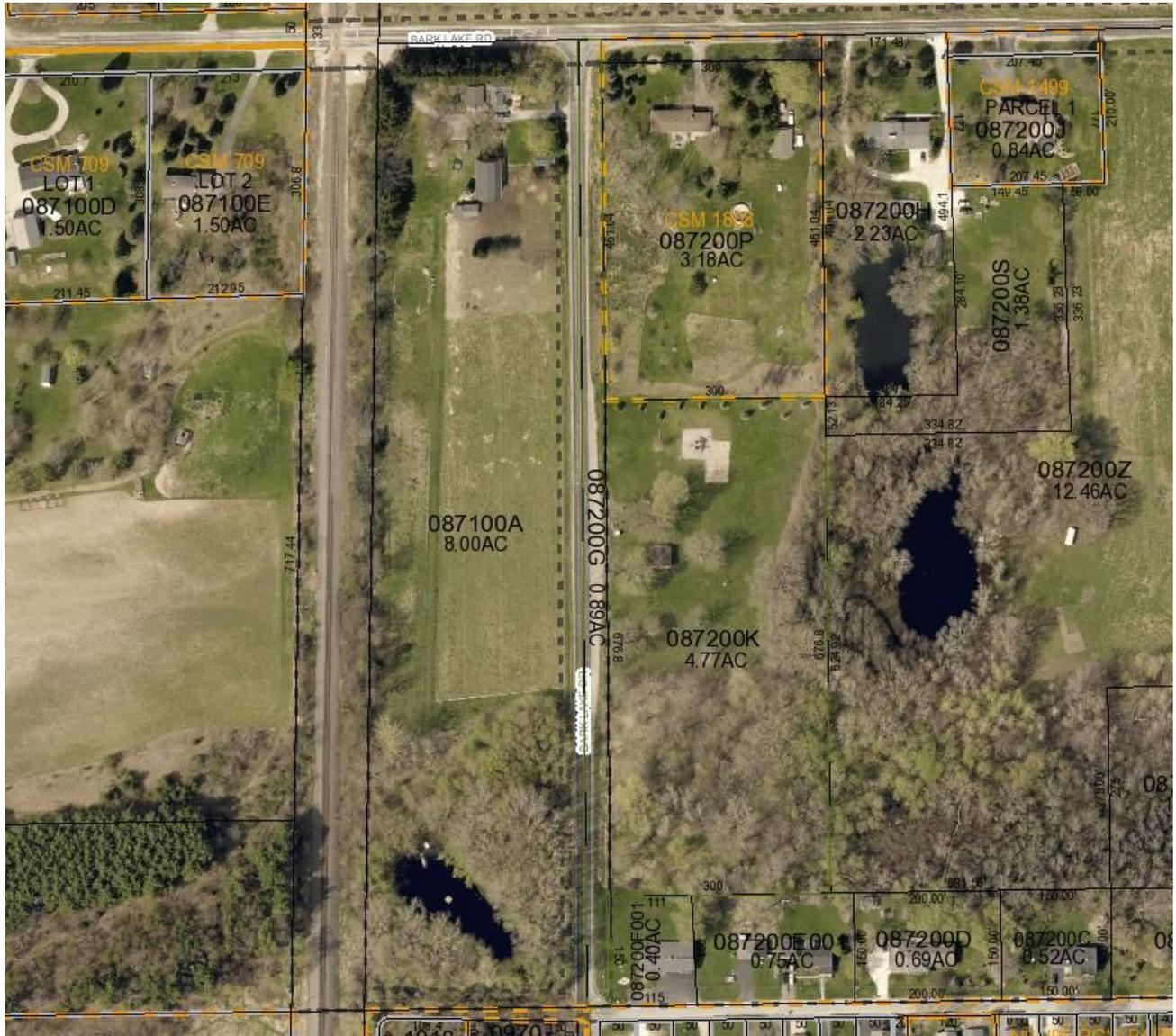


= CURRENT LOCATION AND PROPOSED LOCATION #1

= PROPOSED LOCATION #2

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BARK LAKE PARK AERIAL (NO CURRENT SIGN)



= PROPOSED LOCATION #1

= PROPOSED LOCATION #2