



AGENDA
SPECIAL PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
OCTOBER 14, 2015
6:00 P.M.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Richfield Park Commission, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.")

1. Call to Order
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. Meeting Minutes
 - a. September 9, 2015 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action of the Youth Sports Program Field Reservation Policy
 - b. Discussion regarding the development of a Bark Lake Park Master Plan
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.

4 a

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

9/9/2015
6:00 p.m.

1. Call to Order/Roll Call

Park Commission Chair Tom Wolff called the meeting to order at 6:00 p.m.

Present at the meeting were Commissioners Dick Becker, Paul Bernard, Don Filipiak, Heidi Woelfel, Village Administrator Jim Healy and Administrative Services Coordinator KateLynn Schmitt.

Commissioners Ken Meeks and Larry Schmitt were excused absences.

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. July 8, 2015 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the July 8, 2015 Regular Park Commission meeting; Seconded by Commissioner Woelfel; Motion passed without objection.

5. DISCUSSION/ACTION ITEMS

a. Discussion and possible recommendation to the Village Board regarding the Youth Sports Program Field Reservation Policy

Administrative Services Coordinator KateLynn Schmitt briefly explained the Youth Sports Program Field Reservation Policy and how Richfield Youth Baseball and Softball Association and Richfield Rockets Baseball will be affected by this policy.

Motion by Commissioner Bernard to suspend the rules to allow for public discussion from the Richfield Rockets organization; Seconded by Commissioner Filipiak; Motion passed without objection.

Dave Dietrich spoke in regards to how Richfield Rage softball will be affected by this policy, and presented his ideas about a different compromise he felt would be amicable. That compromise was priority on the use of two additional fields in Heritage Park along with the Fireman's Park field.

Discussion continued between Chairman Wolff and Mr. Dietrich about the field use policy and preference for fields. Chairman Wolff stated that the RYBSA/Village of Richfield successful relationship was one that had been around for a numerous number of years, and served as a "recreation" youth sports association that served all of the children in the Village of Richfield in lieu of a Village run recreation type program.

Administrative Services Coordinator Schmitt provided clarification on the estimate on the number of games RYBSA scheduled this year and RYBSA's preference for priority use of all fields in Heritage Park during their regular season.

Commissioner Bernard asked if there would be other fields that the Richfield Rockets could use besides the ones requested, fields one (1) and two (2).

Richfield Rockets President, Bill Theis answered that the Rockets could use fields five (5) and seven (7) as well. Mr. Theis stated they would be open to using other fields and that their main concern was access.

Commissioner Bernard stated he would like additional time to speak with residents throughout the community before he makes a final decision and votes on the policy.

Motion by Commissioner Bernard to table agenda item 5a, Action regarding the Youth Sports Program Field Reservation Policy to October 14, 2015 at 6:00 pm; Seconded by Commissioner Becker; Motion passed without objection.

b. Discussion regarding the new development of a Bark Lake Park Master Plan

KateLynn Schmitt, Administrative Services Coordinator, gave a brief description of the progress on the Bark Lake Park Master Plan. Ms. Schmitt stated that Staff had been working with the Village Engineers regarding Bark Lake Park Master Plan. Ms. Schmitt stated that she will go back and make improvements to the plan from the input gained from the Public Workshop Meeting, the feedback received from the Village Engineers and the information gained from the Park Commission thus far.

c. Discussion regarding the Staff Park Operations Report

Administrative Services Coordinator KateLynn Schmitt gave a brief overview of current events and activities in the Richfield park system.

6. ADJOURNMENT

Motion by Commissioner Bernard to adjourn; Seconded by Commissioner Becker; Motion passed without objection at 6:51 p.m.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator

5 a



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

5a

MEETING DATE: October 14, 2015

SUBJECT: Athletic Baseball and Softball Field Reservation Policy
DATE SUBMITTED: October 9, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY?

ISSUE SUMMARY:

The Athletic Baseball and Softball Reservation Policy is being brought back before the Park Commission tonight for a second time. The original policy was assembled during the months of July and August and its first draft was brought before the Park Commission at the September 9th, 2015 meeting. At this meeting several individuals from the Richfield Rockets organization presented their opinions about the policy to the Commission, those being that they believed some form of priority access to Heritage Park was needed for certain fields to provide for greater equitability of all the fields.

Several discussions took place at the meeting specifically related to the hierarchy in scheduling. Largely the Park Commission wanted to determine what organization would be given priority, if any, and how that would be structured moving forward.

At the September meeting several Park Commission members expressed concern about their lack of knowledge about the situation overall and the following motion was made to allow them more time to gather information and make determinations regarding field usage:

Motion by Commissioner Bernard to table agenda item 5a, Action regarding the Youth Sports Program Field Reservation Policy to October 14, 2015 at 6:00 pm; Seconded by Commissioner Becker; Motion passed without objection.

FISCAL IMPACT:

REVIEWED BY: *KateLynn Schmitt*
Village Deputy Treasurer

Initial Project Costs: Staff time.
Future Ongoing Costs: Variable.
Physical Impact (on people/space): Usage of Heritage Park and Fireman's Park.
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

- 1) Village of Richfield Athletic Baseball and Softball Field Reservation Policy

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

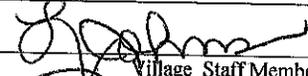
VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

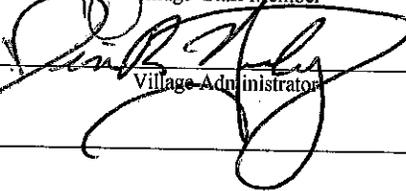


VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: October 14, 2015

SUBJECT: Athletic Baseball and Softball Field Reservation Policy
DATE SUBMITTED: October 9, 2015
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, 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. **RYBSA Practices**
3. **Rockets Games**
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. **Rockets Practices**
3. **RYBSA Games**
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

September 9th, 2015

Date adopted by the Village of Richfield Village Board

September 17th, 2015

Date to be effective

November 1st, 2015

5b



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

56

MEETING DATE: October 14, 2015

SUBJECT: Bark Lake Park Master Planning
DATE SUBMITTED: October 9, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: NONE.

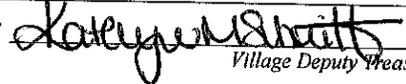
ISSUE SUMMARY:

At the September 9th Park Commission Meeting, Park Commission members had a chance to review a rough outline of the Bark Lake Park Master Plan. After that meeting, Staff met with the Village Engineers to relay the proposed projects mentioned over the course of the park planning process to be incorporated into the plan itself to denote costs and potential layout.

Since then, GAI Consultants has provided the Village with a comprehensive list of park projects and have incorporated those projects into an overview drawing so that Park Commission Members, Staff and Richfield residents might have a better idea of what the park might look like after all of the requested improvements have been made.

Tonight I'm asking for feedback regarding those site improvements in order to determine a final project list that should be incorporated into or taken out of the plan. Attached is an itemized list of the projects incorporated and the overview drawing of Bark Lake Park.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: Staff time.
Future Ongoing Costs: Variable
Physical Impact (on people/space): Park development.
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

- 1. General Budget Estimate for Preliminary Master Site Plan
- 2. Bark Lake Park Preliminary Master Site Plan

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN


Village Staff Member


Village Administrator

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

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

General Budget Estimate for Preliminary Master Site Plan

Project Name: Bark Lake Park Master Site Plan
 Client: Village of Richfield

Project No.: W138620.01
 Date: 10/2/2015

TOTAL PROJECT COSTS

No.	Qty	Units	Item	Unit Price	Total
<u>Playground:</u>					
1	1	each	¹ Swings - Two Seat	\$1,040.00	\$1,040
2	1	each	¹ Curved Balance Beam	\$450.00	\$450
3	1	each	¹ Tetherball Equipment	\$160.00	\$160
4	1	each	¹ Toss-Up Equipment	\$600.00	\$600
5	4550	SF	² Rubberized Play Surface	\$22.00	\$100,100
<u>Accessible Path & Picnic Area:</u>					
6	2140	SF	² Path - 5" concrete & CABC	\$6.00	\$12,840
7	720	SF	² Picnic Area - 5" concrete & CABC	\$6.00	\$4,320
<u>Sport Courts:</u>					
8	1	lump sum	² Tennis Court	\$55,000.00	\$55,000
9	1	lump sum	² Shuffleboard Court	\$3,500.00	\$3,500
10	1	lump sum	² Sand Volleyball Court	\$4,000.00	\$4,000
11	1	lump sum	² Horseshoes	\$500.00	\$500
<u>Reconfigured/Enlarged Parking Area:</u>					
12	1	lump sum	² Parking Area	\$2,500.00	\$2,500
<u>Trail Loop:</u>					
13	1	lump sum	Clearing and Grubbing	\$2,500.00	\$2,500
14	78.5	CY	Common Excavation	\$16.00	\$1,260
15	157	ton	Aggregate	\$16.00	\$2,510
16	950	SY	Restoration	\$3.00	\$2,850
<u>Site Furniture & Landscape:</u>					
17	1	each	¹ Bench	\$750.00	\$750
18	3	each	¹ Picnic Table	\$850.00	\$2,550
19	2	each	¹ Grill	\$300.00	\$600
20	6	each	² Shade Trees	\$600.00	\$3,600
				Subtotal:	\$201,630
				15% Contingencies	\$30,200
				10% Eng., Legal & Admin. Fee	\$20,200
				Total Project Cost:	\$252,030

NOTE: ¹ Materials cost only. Shipping and installation not included in estimate.

NOTE: ² Materials and installation cost.

GAI Consultants

