



AGENDA  
PARK COMMISSION MEETING  
RICHFIELD VILLAGE HALL  
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN  
NOVEMBER 11, 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. October 14, 2015 – Special Meeting
5. DISCUSSION/ACTION ITEMS
  - a. Discussion/Action regarding the proposed Hill and Gully Snowrider Vintage Show and Ride Event in the Village of Richfield Nature Park
  - b. Discussion/Action regarding the five year Bark Lake Park Master Plan
  - c. 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](http://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](http://www.richfieldwi.gov) with as much advance notice as possible.

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**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, Ken Meeks, Larry Schmitt, Heidi Woelfel, 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 9, 2015 – Regular Meeting**

Motion by Commissioner Bernard to approve the meeting minutes from the September 9, 2015 Regular Park Commission meeting; Seconded by Commissioner Schmitt; Motion passed without objection.

**5. DISCUSSION/ACTION ITEMS**

Motion by Commissioner Bernard to move item 5b before agenda item 5a; Seconded by Commissioner Filipiak; Motion passed without objection.

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

Administrative Services Coordinator KateLynn Schmitt discussed the Bark Lake Park Master Planning Process and asked for feedback regarding the final list of projects included in the Park Commission Packet. Administrative Services Coordinator Schmitt then reviewed the items on the General Budget Estimate for Preliminary Master Site Plan and the Park Commission approved or disapproved items to be included in the final Bark Lake Master Plan on the list one at a time.

**b. Discussion/Action of the Youth Sports Program Field Reservation Policy**

Motion by Commissioner Filipiak to suspend the rules to allow for public comment limited to three (3) minute segments; Seconded by Commissioner Schmitt; Motion passed without objection.

Chris Matheson, 4698 Autumn Trail, Richfield, RYBSA President asked what the best use of Village resources would be. Mr. Matheson read a memo written by Administrator Healy that stated Village Staff would help to coordinate a master schedule that would be held at Village Hall. It also stated that RYBSA has provided a vast amount of funding to the Richfield Park system. Mr. Matheson also spoke briefly about the separation between the RYBSA and Rockets organization, and the differences between those two organizations.

Dave Dietrich, 1609 Hillside Road, Hubertus, Richfield Rockets Business Operations Director requested to speak only regarding the policy before the Park Commission, and not about the messy divorce between the two organizations. Mr. Dietrich requested a change be made that games throughout the Village park system would take precedence over practices. Mr. Dietrich then requested that residency requirements on the policy of youth sports organizations be changed to 51%. This would still require a majority of Richfield residents for an organization II classification. Finally Mr. Dietrich requested that the final submission for scheduling dates be moved up to March 15<sup>th</sup>. Rockets have the majority of their schedule

complete by this date, and they need to know availability of fields so they are able to assign games to fields. Mr. Dietrich requested that their U-13 through U-15 major leagues be allowed to secure fields even before this date and if RYBSA was to need the field they would move their games to allow for RYBSA's use of the fields.

Dan Krohn, Rockets volunteer coaching within the Village asked that the Park Commission take the time to enact a policy that is equitable for all organizations utilizing the fields since the Village does not have a designated individual that manages scheduling. Mr. Krohn stated that the Rockets have financially contributed to the fields in the past and play a large role in the contribution to the community as a whole which should be taken into consideration with this policy.

Brian Duchateau, 804 Wood Thrush Lane, state that he was not at the meeting representing either organization and that his son participated in RYBSA, Fall Ball and the Rockets program. Mr. Duchateau has had good experiences with both programs, and stated both serve the youth in a not for profit capacity. Mr. Duchateau asked why the Park Commission would get involved and enact a hierarchy that would only create further tension between the two organizations. Mr. Duchateau believes there should be a more equitable way to distribute field usage and that giving priority to any one organization would not serve the youth of Richfield.

Chairman Wolff stated that he has discussed this policy with Rockets families, Village Staff, and RYBSA organization representatives. One area of the policy that seemed to be the biggest sticking point was the fact that games should take preferences over practices on all fields in the Village. Chairman Wolff requested the policy be changed so that games would take precedence over practices in all parks within the Village. RYBSA reflects most closely what a rec department would be in Richfield because they are inclusive to all children in the Village. For that reason RYBSA will still be given the priority on fields in Heritage Park. In regards to decreasing the percentage of child residency requirements amongst the organizations, Mr. Wolff believes that dropping the rate would create more diluted organizations that no longer serve the tax payers of Richfield appropriately.

General consensus among the Park Commission was that games should taking precedence over practice was reasonable for both organizations.

Commissioner Meeks stated that he was fine with the proposed amendments to the policy. RYBSA gives everyone a chance to play ball and he still believed they should be given some level of priority. The Village of Richfield does not have the resources available to provide its residents with a formal recreation program. In lieu of that the Park Commission must give its solid volunteer base the tools it needs to succeed.

Commissioner Bernard talked about the individuals he reached out to regarding this situation who lived both inside and outside the community. The feedback he received was largely favorable to the organization that was inclusive to all children living within the Village, aka RYBSA.

Commissioner Filipiak stated he agreed largely with Commissioner Meeks in that the scheduling hierarchy order should be RYBSA games then Rockets games in Heritage Park.

Commissioner Becker did not believe that the Village should give all of the scheduling authority to one group. Mr. Becker stated that fields were equitably distributed in the past and have shown to allow for full season use of both organizations. Mr. Becker was in favor of games taking precedence and was concerned about not allowing for use of fields for Rockets players.

Chairman Wolff stated that he believed allowing Rockets priority on Fireman's Park will give them a home base and force the two organizations to work together to some degree.

Scott Engen, 9979 Jamesway Pass, Hubertus, state that he was concerned with the scheduling of games for his majors league games. He stated that their schedule gets set in late January and he was concerned with availability due to the limited number of fields that allow for his league.

Mr. Dietrich expressed his frustration with denials for joint meetings between Administrator Jim Healy, KateLynn Schmitt and the RYBSA organization leadership.

AJ Naber, a previous coach for both RYBSA and Rockets leagues asked to point out the fact that RYBSA now has recreation and select league. From Mr. Neighbors experience as a coach for both organizations he believes RYBSA has been far more exclusive.

Commissioner Woefle asked why there was a reason for two organizations if both have a recreation and select team option.

Dave Tuinstra, 3035 Bark Lake Road, Hubertus, stated that he had been a Rockets coach for two years and a RYBSA coach for six years. Mr. Tuinstra stated that both organizations have brought a number of kids who were really interested in playing baseball onto our fields here in Richfield, and that the letters the Park Commission members received from the children were from kids both living in and outside of Richfield. Mr. Tuinstra stated that those families, through their participation, have helped to contribute to the fields and that it was unfair to assign only 11% of the fields for some of their use.

Motion by Commissioner Filipiak to approve the Field Use Policy; Seconded by Commissioner Meeks; Motion passed 4-3, with Commissioners Schmitt, Becker and Bernard opposed.

Commissioner Woefle asked that the policy be reviewed in one year to see how its usability played out.

Commissioner Schmitt also asked that the policy be reviewed and was saddened by the fact that the two boards were unable to get along and come together to create a better working relationship for the kids.

## **6. ADJOURNMENT**

Motion by Commissioner Bernard to adjourn; Seconded by Commissioner Filipiak; Motion passed without objection at 6:53 p.m.

Respectfully Submitted,

KateLynn Schmitt  
Administrative Services Coordinator

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**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 11, 2015

SUBJECT: Hill and Gully Snowriders Vintage Show and Ride at the Richfield Nature Park  
DATE SUBMITTED: November 6, 2015  
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:*

Phil Pulvermacher, a member of the Hill and Gully Snowriders approached Village Staff in October about the potential to use the Village of Richfield's Nature Park for their annual Vintage Show and Ride Event. 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 Annual Vintage Show and Ride event has been held at Wally and Bee's Last Stop Resort on Friess Lake for the last nine years. The club has 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 has also become a less than ideal location because of the limited space for parking and activities and the steep hill snowmobilers must climb when leaving the event to gain trail access. Finally Wally and Bee's is for sale and will eventually be closing. The uncertainty of new owners is making this an ideal time for the Hill and Gully Snowriders to seek out a new event location.

The Hill and Gully Snowriders are requesting permission from the Village of Richfield Park Commission to utilize the Village of Richfield Nature Park as their new location for their Vintage Show and Ride Event. Mr. Pulvermacher has included a map of the Richfield Nature Park with the proposed outlined areas of use 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. The Hill and Gully Snowriders may have one (1) or two (2) above ground fire pits for the attendees to warm themselves by in various areas on site as well. Village Staff has deemed these above ground fire pits as in compliance with the stated regulations of our Village code. Finally, Mr. Pulvermacher will 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. Fee's pertaining to this event are as follows:



**VILLAGE OF RICHFIELD**  
**PARK COMMISSION COMMUNICATION FORM**

MEETING DATE: November 11, 2015

SUBJECT: Hill and Gully Snowriders Vintage Show and Ride at the Richfield Nature Park  
 DATE SUBMITTED: November 6, 2015  
 SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

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 will need to be paid in advance of the event with the eligible deposit reimbursed within 10 days following the event.

*FISCAL IMPACT:*

REVIEWED BY: KateLynn Schmitt  
 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

*STAFF RECOMMENDATION:*

Motion to approve the Hill and Gully Snowriders Vintage Show and Ride Event to be held in the Richfield Nature Park.

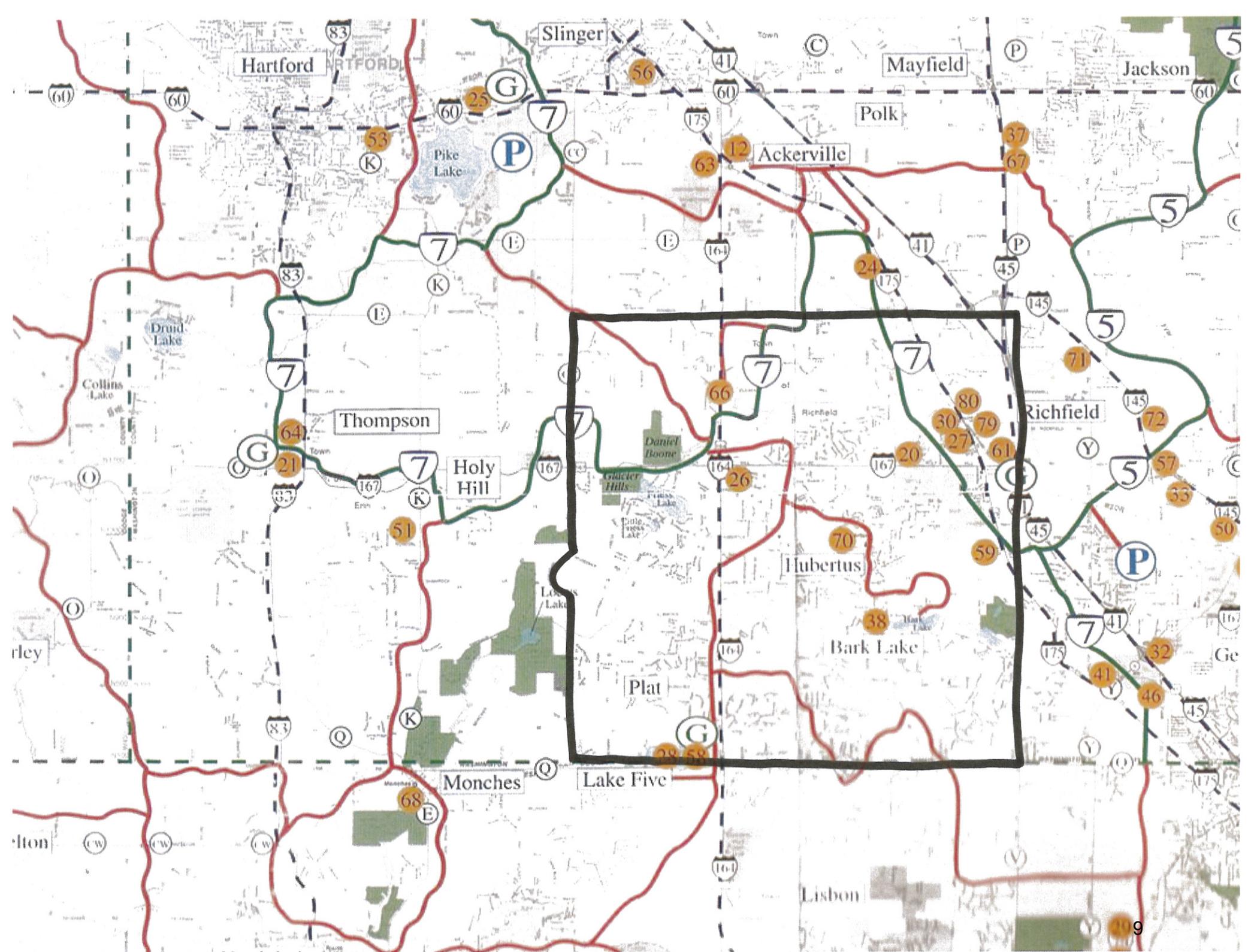
APPROVED FOR SUBMITTAL BY:

[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

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**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.

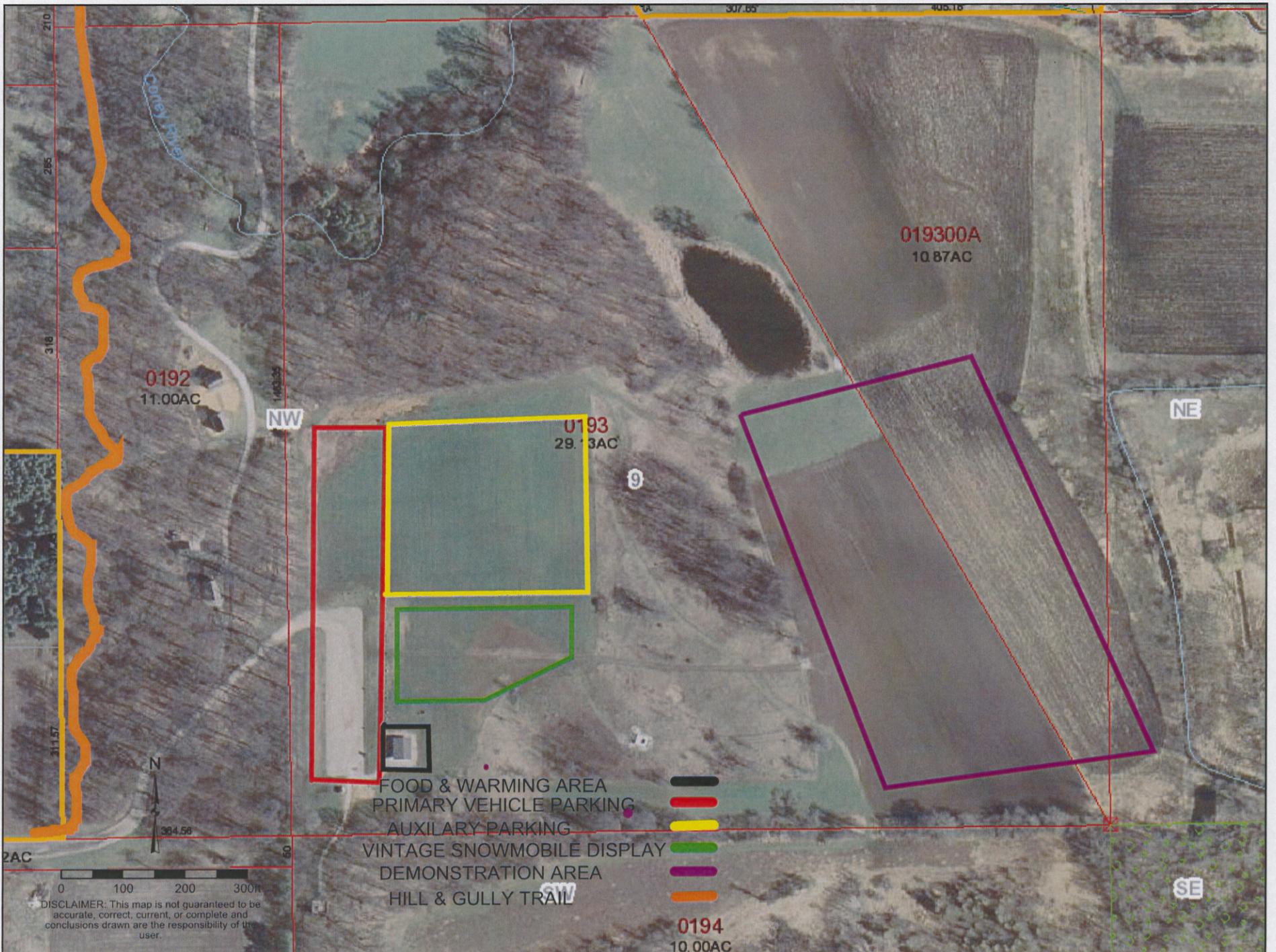
The vintage ride and show is a one day event where people can gather and show their antique and vintage snowmobiles, and weather permitting take a group ride on the snowmobile trails. This is a family event with no admission charge and is open to the public. This is a just for fun event, there is no 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:

<b>Organization/Group:</b> Hill and Gully Snowrider Vintage Show and Ride			
<b>Applicant:</b> Phil Pulvermacher		<b>Phone (H):</b>	<b>Phone (C):</b> (262) 424-0994
<b>Address:</b>		<b>City:</b>	<b>Zip:</b>
<b>Nature of Activity:</b> Annual Snow and Ride Event/Fundraiser			
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"/>			
<b>Date(s) Requested:</b> January 16 <sup>th</sup>		<b>Time (include set-up &amp; clean-up time):</b> 7:00AM to 5:00 PM	
<b>Facility Requested</b> (Check and identify all areas that will be used):			
<b>Fireman's Park:</b>	<b>Richfield Nature Park:</b>	<b>Heritage Park:</b>	<b>Bark Lake Park:</b>
\$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)	\$25.00 <input type="checkbox"/> Observation Deck (2) \$40.00 <input checked="" type="checkbox"/> Shelter (electric)	See back <input type="checkbox"/> Baseball Fields (8) \$25.00 <input type="checkbox"/> Soccer Fields (10) \$25.00 <input type="checkbox"/> Playground \$40.00 <input type="checkbox"/> Shelter 1 (North) \$40.00 <input type="checkbox"/> Shelter 2 (South)  (no electric)	\$25.00 <input type="checkbox"/> Playground \$40.00 <input type="checkbox"/> Shelter \$25.00 <input type="checkbox"/> Picnic Areas  (no electric)
<b>Deposit Fees are as follows:</b> 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:			
<b>Please Check All That Apply:</b> Profit <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Beverages Served <input type="checkbox"/> Food Served <input type="checkbox"/>			
<b>Estimated Attendance:</b> 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.			
<b>Signature of Applicant:</b>		<b>Date:</b>	

For Village Use Only

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

## Village of Richfield Park and Recreation Facility Use and Reservation Policy

### 1.0 PURPOSE:

The Village of Richfield's Village Hall facility is provided for use by Richfield citizens primarily for community-sponsored activities, for informational, educational, intellectual, or charitable activities. The following shall serve as a use and reservation policy for the parks within the Village of Richfield in order to ensure the environmental and aesthetic benefits of the system for current and future residents. The Village of Richfield reserves the right to cancel a reservation.

### 2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to all Village of Richfield staff, elected/appointed officials, and the public.

### 3.0 POLICY:

It is the policy of the Village to enforce all guidelines dictated in this policy and in local ordinances regarding use of Village park and recreation facilities in the Village of Richfield.

### 4.0 GENERAL REQUIREMENTS AND GUIDELINES:

- 4.1 No individual, business, or entity shall be able to reserve and have exclusive use of any portion of a public park in the Village of Richfield without first submitting and receiving an approved application (provided by the Village Clerk's office). Any use of public park facilities by groups over 20 persons must also register with the Village Clerk's office no less than two weeks prior to the scheduled event.
- 4.2 No application will be considered by the Village unless it is completed in its entirety, signed by an authorized representative of the entity seeking use of the park, and has the accompanying fee (see below).

### 5.0 USE OF THE FACILITY:

In the event that more than one event or function is planned for the same facility on the same date, priority for functions other than Village uses shall be on a "first come, first serve" basis, except that for applications received on the same date, priority shall be in the order as shown below. Applications for use during a calendar year will first be received on January 1 of that year. Displaced groups shall be notified of scheduling conflicts as soon as possible.

- 5.1 Functions of Village government shall always take precedence in scheduling the use of Village facilities.
- 5.2 Activities under Village sponsorship and community sponsored organizations such as Boy/Girl Scouts, Richfield Historical Society, Lion/Lioness Clubs, etc.
- 5.3 Not for profit and educational organizations.
- 5.4 Residents of the Village of Richfield.

### 6.0 AVAILABILITY:

The Village parks are available from dawn until dusk.

### 7.0 SCHEDULING USE OF THE FACILITY:

Scheduling of the park and recreation facilities for events must be done during Village Hall business hours of 7:30 am and 4:00 pm and can be done by E-mail or in person through the Office Assistant. The Village Park Commission, identified as Commission hereafter, shall have the ultimate authority for resolving any scheduling conflicts regarding the use and reservation of any park. Unless specifically authorized by the Village, on an event-by-event basis, the Village of Richfield will not insure sporting events or other uses of Village Parks. Depending on the use, applicants may be required, in the application process, to provide proof of general comprehensive liability insurance, naming the applicant as the insured in minimum amounts deemed necessary, reasonable, and appropriate by the Commission. The Commission may also require that the Village be named as an additional insured in any such policy. Applicants are further encouraged to seek all insurance necessary to insure any personal property brought to the park by applicants or as a result of park use. Approval for use may be granted once the responsible party has signed the Village Park and Recreation Facility Use Agreement, paid the applicable security deposit, and provided the required insurance certificate.

### 8.0 CHARGES FOR USE OF FACILITIES:

- 8.1 A reservation fee of \$40.00 as well as a \$50.00 deposit is required to reserve Village park shelters. The \$50.00 deposit will be returned if the park area is left in a clean condition. The refund will be made within 10 days after the event.
- 8.2 A reservation fee of \$115.00 is required for single games on Village baseball fields. Double-header games require a \$150.00 reservation fee and a fee of \$180.00 per field is required for full day events. A \$35.00 deposit is also required for each single game, double-header, and all day event. The \$35.00 deposit will be returned if the reserved fields are left in a clean condition. The refund will be made within 10 days after the event.
- 8.3 A reservation fee of \$25.00 as well as a \$25.00 deposit is required for all other park and open space areas (i.e. soccer fields, basketball courts, observation deck, etc.). The \$25.00 deposit will be returned if the reserved area is left in a clean condition. The refund will be made within 10 days after the event.

### 9.0 PROHIBITED USE OF THE FACILITY:

A list of prohibited acts can be found in Sec. 270(1-6) of the Richfield Village Ordinances.

### 10.0 FACILITY SPECIFIC POLICIES:

- 10.1 Heritage Park: Rental includes the picnic area around the concession building only.
- 10.2 Fireman's Park (Shelter): A separate request must be made to the Richfield Volunteer Fire Company at least two weeks prior to the event date requested. All cars must park in the designated parking lot located on the south end of the park. It is strictly forbidden to park vehicles behind the concession stand. The road leading to the concession stand is also restricted. Fireman's Park is a no carry-in facility. All drinks and food consumed by spectators must be purchased from the Fireman's Park Concession stand if it is open.  
Picnic Policy: All beverages to be consumed at the picnic must be purchased from the concession stand and the Fire Company if it is open. If the picnic will include grilling of any items that are typically sold by the concession stand (i.e. hot dogs, bratwurst, hamburgers), these items must be purchased through the Richfield Volunteer Fire Company. A food request should be made while requesting the facilities in order to ensure availability when required. The picnic/pavilion area must be left in the same condition it was found.

### 11.0 RELEASE AND ACKNOWLEDGEMENT:

The applicant shall release the Village from any and all liability of any kind resulting from the applicant's use of the park, unless caused by the negligence or intentional act of the Village, its employees, agents, or representatives. Such release shall include, but not be limited to, personal injuries resulting from participation in events at the park, loss due to theft, or injuries and liability of any kind caused by the applicant, its coaches, agents, representative, and assigns.

### 12.0 CANCELLATION

If for any reason the event must be cancelled the Village will reimburse the applicant partial or full amounts if the following notification is given:

- 12.1 If the Village is notified of cancellation by phone, email, or in person more than seven calendar days prior to the event the applicant shall receive full reimbursement for the fees charged for the scheduled event.
- 12.2 If the Village receives notification of cancellation by phone or in person 24 hours before and up to six calendar days prior to the event they shall receive 75% reimbursement for the fees charged for the scheduled event.
- 12.3 If the Village receives notification of cancellation by any modes of communication within a 24 hour time period the applicant shall receive 0% reimbursement for the fees charged for the scheduled event.

Village of Richfield, WI  
Friday, November 6, 2015

## 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.

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.<sup>[1]</sup>  
[1]: *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- 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.<sup>[2]</sup>  
 [2]: *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- H. Fires: to build any fire, except in fireplaces or other suitable facilities provided for that purpose, or to dispose live embers of any fire. Fires may be permitted in areas specifically designated as a campground and upon issuance of a permit by the Park Commission.<sup>[3]</sup>  
 [3]: *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- I. Litter: to leave, throw or break any bottle, box, refuse or other object, except in clearly marked refuse receptacles provided for that purpose.
- J. Animals: to take, have or keep any dog or cat, except upon a leash.
- K. Fireworks: to set off fireworks of any kind, except when a public display permit has been issued by the Village Board pursuant to Chapter 275, Article IV, Fireworks, of this Code.
- L. Games: to engage in any athletic contest, game or activity, except in areas specifically designated for such activity, whereby large areas of public grounds are usurped by the participants to the exclusion and at the peril of injury to others.
- M. Rules: to fail, refuse or neglect to obey the regularly posted rules and regulations for the use or enjoyment of any facilities.

### § 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.

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

### § 270-4. Music.

Portable music and sound equipment, including radios, record players, etc., may be used in the park only in such a manner which is not a nuisance to other users or park personnel. Live music or musical instrument playing is allowed in the parks only with prior approval of the Park Commission.

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

### § 270-5. Alcohol use.

The only alcohol beverages to be consumed on such public grounds are those sold on such public grounds by licensees of the Village. The use of alcohol beverages may be restricted to certain areas of each park by the Park Commission to avoid use conflicts. Such restrictions shall be posted in any such designated area.

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

## § 270-6. Violations and penalties.

Each violation of any provision of this Article I shall be subject to the penalties and remedies described in § 1-3 of this Code, except that the forfeiture amount described in § 1-3A shall be not more than \$250 for each violation.

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

## Article II. Boating and Lake Recreational Activities

[Adopted 5-15-2008 by Ord. No. 08-05-04; amended in its entirety 5-21-2009 by Ord. No. 2009-5-1 (Ch. 42, Art. III, of prior Code)]

### § 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 steerage 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.
- B. No person shall operate a boat at a speed greater than 35 miles per hour from 10:00 a.m. to 7:00 p.m. on Friess Lake. At all other times the maximum speed shall be slow-no-wake.  
[Amended 7-22-2010 by Ord. No. 2010-6-17]
- C. No person shall operate a boat at a speed greater than 40 miles per hour on Lake Five from 10:00 a.m. to 8:00 p.m. or sunset, whichever comes first. At all other times the maximum speed shall be slow-no-wake.
- D. No person shall operate a boat at a speed greater than 25 miles per hour during the hours of 10:00 a.m. to 5:00 p.m. on Bark Lake. At all other times the maximum speed shall be slow-no-wake.
- E. No person shall operate a boat at a speed greater than slow-no-wake at all times on Little Friess Lake.
- F. No person shall operate a boat outside the traffic lane as defined in § 270-8 on Friess Lake, Lake Five or Bark Lake at a speed greater than slow-no-wake.
- G. No person may operate any vehicle on any icebound lake at a speed greater than 25 miles per hour.

## § 270-14. Emergency slow-no-wake.

- A. Declaration of emergency. During periods of abnormally high lake levels, the Village President or his/her designee is authorized and directed to declare a high lake water emergency for any and all lakes located in the Village. The Village Administrator, working with the lake associations and the Highway Superintendent, shall establish benchmark(s) on each of the lakes to use as reference point(s) during abnormally high lake levels. These reference point(s) shall be used in the determination to declare an emergency. Additional factors may be considered to declare an emergency, such as weather forecasts, shoreline erosion, neighborhood concerns, historical data, Department of Natural Resources information and other variables.
- B. Orders. During high lake water emergencies, the Village President or designee is authorized and directed to issue slow-no-wake orders for any and all lakes located in the Village. Copies of such orders shall be posted at all public and private landings. When lake levels have returned to normal levels the Village President or designee shall declare a cessation of the high level emergency and rescind the slow-no-wake order.<sup>[1]</sup>

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

- C. Speed limit. During the period that the slow-no-wake order is in effect, no person shall operate a boat at a speed greater than slow-no-wake.
- D. Each violation of any provision of this § 270-14 shall be subject to the penalties and remedies described in § 1-3 of this Code, except that the forfeiture amount described in § 1-3A shall be \$50 for a first violation and \$100 for a subsequent violation.<sup>[2]</sup>

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

## § 270-15. Prohibited operation.

In addition to the requirements and restrictions set forth in §§ 30.68 and 30.62(2), Wis. Stats.:

- A. No motor boat shall pass within 100 feet of a swimmer or skindiver's marker unless physical circumstances make compliance impossible.
- B. No person shall operate any boat repeatedly in a circuitous course around any other boat or around any person who is swimming if such circuitous course is within 200 feet of such boat or swimmer nor shall any water skier operate or approach closer than 100 feet to any swimmer or skindiver's marker.
- C. All boats for rent or hire shall have stenciled or printed on the top side of the rear seat thereof the maximum safe carrying capacity of such boat.
- D. No motorboat shall approach or pass another boat in such a manner as to create a hazardous wake or wash.
- 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.

5b



VILLAGE OF RICHFIELD  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 11, 2015

SUBJECT: Bark Lake Park Master Planning  
DATE SUBMITTED: November 6, 2015  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE BARK LAKE PARK MASTER PLAN?

ISSUE SUMMARY:

*“The Village of Richfield, Wisconsin has a wealth of both passive and active recreation opportunities for its residents, making it a desirable place to live and visit. This master plan focuses on the future of the only “neighborhood park” {as defined by National Park and Recreation Association standards) NPRA} located within the Village of Richfield: Bark Lake Park. The purpose of this master plan is to guide park improvements, by establishing an overall vision for the park, addressing existing issues related to pedestrian circulation, access, activities, and outlining strategies for future funding, project implementation, and routine maintenance.”*

The above is an excerpt taken from the introduction to the Bark Lake Master Park Plan. This beginning paragraph gives the description and intent Staff sought in the construction of the Master Plan. The Bark Lake Park Master Plan is separated into two sections first the introduction which describes the intent of the plan and its purpose in serving Village Staff and the Park Commission, and the second addresses Bark Lake Park itself and its future potential projects. The introduction communicates to residents the planning processes here at Village Hall. Having structured planning schedules helps Staff coordinate their annual planning efforts on a regular basis and ensures that no areas of the Village are neglected for an extended period of time.

The second portion of the document address specificities of Bark Lake Park itself. This includes the type of park Bark Lake Park is, the general topography of it, and the types of current and future activities that residents utilize in the park and may utilize in the future. In gaining feedback from residents, community stakeholders, employees, and Park Commission members Village Staff conducted a needs assessment and generated future goals and objectives for the park and thoroughly described those in this portion of the plan. Those goals and objectives being;

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 playground upgrades.  
[Objective #2] Work with various approving bodies to illustrate the need for park improvements during budget time.
3. [Goal #3] Improve communication with Bark Lake Association  
[Objective #3] Attend meetings, as requested, to listen to concerns of area residents.

The proposed projects and future needs section of the Bark Lake Park Master Plan suggests the incorporation of items under Maintenance to Existing Features and Small Additions To/Permanent Upgrades to be included in areas where the Village budget allows on an annual basis. Capital Improvement Planning and Future Needs would be considered/included during the completion of the annual Capital Improvement Plan and incorporated into the budget as necessary. Generally speaking those items in excess of \$5,000 will be considered/included in the Capital Improvement Plan. The only major



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: November 11, 2015

SUBJECT: Bark Lake Park Master Planning
DATE SUBMITTED: November 6, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

amenities that breach this \$5,000 threshold are the ADA Compliant Play Surface, the Pedestrian Walking Areas and the Sports Courts.

Village Staff is confident in the ability of this new plan to be a working document used at various points throughout the year. In creating this plan staff has also constructed a timetable and template that will be used in updating other parks in the Village of Richfield.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

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

ATTACHMENTS:

- 1. 2015 Bark Lake Park Master Plan

STAFF RECOMMENDATION:

Motion to approve and incorporate the 2015 Bark Lake Master Plan.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

[Signature] Village Staff Member

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.

[Signature] Village Administrator

# *Richfield*



## **BARK LAKE PARK MASTER PLAN**

**Village of Richfield**  
Adopted: November 11, 2015



## 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 Bark Lake 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

### VILLAGE OF RICHFIELD PARK BOARD

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Heidi Woefle, Board Member  
Ken Meeks, Board Member  
Larry Schmitt, Board Member  
Don Filipiak, Board Member  
Dick Becker, Board Member  
Paul Bernard, Board Member

### VILLAGE OF RICHFIELD STAFF

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  
Andrew Prendergast, Hwy Department  
Annie Stuetzgen, Parks Department  
Lance Nighbor, Parks Department  
Margaret Runnells, Office Assistant  
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# Introduction

## Purpose of the Bark Lake Park Master Plan

*The Village of Richfield, Wisconsin has a wealth of both passive and active recreation opportunities for its residents, making it a desirable place to live and visit. This master plan focuses on the future of the only “neighborhood park” {(as defined by National Park and Recreation Association standards) NPRA} located within the Village of Richfield: Bark Lake Park. The purpose of this master plan is to guide park improvements, by establishing an overall vision for the park, addressing existing issues related to pedestrian circulation, access, activities, and outlining strategies for future funding, project implementation, and routine maintenance.*



The Village Board has requested these individual master park plans be constructed and adopted as part of the Comprehensive Park Planning Process. It is imperative that Staff continually review these plans and make updates as projects are completed to ensure that the parks are being utilized to their fullest extent. It is understood that this is a living, breathing, document and should be updated and modified as such, when needed. The Village of Richfield manages approximately 212 acres of park land. Our parks and trails provide extensive recreational opportunities for those who live here—and for those who are visiting.

Each park in the Village of Richfield has its own ‘niche’. The Bark Lake Park ‘niche’ is that it is the only “neighborhood park” which primarily services the local residents of the immediate surrounding area. Contrary to the users of the Village’s other parks, Bark Lake Park is unique in that it mainly services only Village of Richfield residents.

Bark Lake Park is also the smallest of all of the Village of Richfield parks and historically it has been one of the most neglected for routine maintenance due to its comparably low volume of users. During the development of the Bark Lake Master Plan it was realized that two categories needed to be addressed. First, “Immediate Needs” and second, “Future Needs”. “Immediate Needs” were those ones with low cost, high impact solutions. “Future Needs” were those types of improvements that likely would need to be saved for over multiple years before purchasing would occur.

Staff began the individual park planning process with Bark Lake Park for two reasons. The first being its comparative neglect for an extended period of time and the lack of a general direction the Park Commission had when considering various park improvements. The second was to tie this document into some of the other larger planning efforts the Village has undertaken in recent years, namely, the Village’s 2014 Comprehensive Plan Update and its 2013 Comprehensive Park Plan.

We would like to thank the Bark Lake Association, the residents who live on Bark Lake and the surrounding area for their willingness to participate in this community planning event. The thoughtfulness of their insights and considerations have made this plan what it is. This roadmap for future park planning has given the Village and these stakeholders a future directive that its never had before!

## 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

While Bark Lake Park is the only Village owned “Neighborhood Park,” several other parks throughout the Village which are either privately or publicly owned could also be classified as such:

Name/Description	Acres	Park/Site Type	Ownership	Features/Facilities
Amy Belle School	8.5	Neighborhood	School District	Playground equipment, ball field, basketball courts
Richfield School	8.8	Neighborhood	School District	Playground equipment, ball fields, basketball courts
Friess Lake School	27.0	Neighborhood	School District	Playground equipment, ball fields, basketball courts s
Friess Lake School	40.0	Conservancy	School District	Wooded, undeveloped
Plat School	5.0	Neighborhood	School District	Playground equipment, ball fields, basketball courts
St. Augustine School	5.0	Neighborhood	Private	Playground equipment, ball fields, basketball courts
St. Gabriel School	10.0	Neighborhood	Private	Playground equipment, ball fields, basketball courts

Taking these “parks” into consideration, the Village has a “surplus” in the allotted acreage it has allocated for “Neighborhood Parks”, which means the provided amenities are more than suitable for our current residents pursuant to NRPA standards. It’s important the Village identifies its other “Neighborhood 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 NRPA Recommends	Surplus or (Deficit) Acreage
Neighborhood	69.3	1 to 2	11.3 to 22.6	58 to 46.7
Notes: 2010 Population = 11,339				

## Relationship to Other Plans

The Bark Lake 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 and 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 of where to focus energy and resources in our Village Park system. Staff will continue to track general maintenance to 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 address immediately pressing issues related to intent and use of the Bark Lake Park. We also sought to create a planning process and document that could be duplicated as a base format for the remaining park Master Plans. The way in which we will continue to go about updating the Park Master Plans will generally be conducted as follows:

2014	<b>Comprehensive Park Master Plan</b>
2015	Bark Lake Park Master Plan
2016	Heritage Park Master Plan
2017	Fireman's Park Master Plan
2018	Nature Park Master Plan
2019	<b>Comprehensive Park Master Plan</b>
2020	Bark Lake Park Master Plan
2021	Heritage Park Master Plan
2022	Fireman's Park Master Plan
2023	Nature Park Master Plan
2024	<b>Comprehensive Park Master Plan</b>
2025	Bark Lake Park Master Plan
2026	Heritage Park Master Plan
2027	Fireman's Park Master Plan
2028	Nature Park Master Plan
2029	<b>Comprehensive Park Master Plan</b>
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 time the schedule may alter and the need to reevaluate one plan over another may take precedence.

## 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. 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 most important during the Park Planning Process.

Date	Bark Lake Park Master Planning Timeline
June 16th, 2015	Preliminary Staff Assessment of Park Needs
June 24th, 2015	Public Workshop Meeting
July 8th, 2015	Presentation of data collection
August 4th, 2015	Bark Lake Association Meeting
August 21st, 2015	Meeting with Engineers to discuss needs of the Master Plan
September 9th, 2015	Park Commission Site Visit/Master Plan Rough Draft submittal
September 30th, 2015	Preliminary Site Plan and Cost Estimates back from the Engineers
October 14th, 2015	Finalize list of Bark Lake Park Master Planning Projects
October 30th, 2015	Final Site Plan and Cost Estimates back from Engineers
November 11th, 2015	Final Bark Lake Master Plan implementation

A preliminary assessment of park needs was conducted early in the planning process amongst Village Staff, and a list of needs and potential projects was generated. An assessment of the condition of the park, the list of current needs and potential projects were relayed during the Bark Lake Park Master Planning Workshop Meeting and prioritization of those projects also took place at that time. Residents within a 1,000' of Bark Lake Park were mailed notices of the Bark Lake Park Master planning workshop and approximately ten (10) residents attended the meeting.

From the Public Workshop Meeting a community survey was generated listing the various projects believed to be most pertinent to the residents in attendance at the Bark Lake Master Planning Workshop. The Community Survey (Appendix III) asked for individuals to rank the potential projects as either an immediate or future need. The survey was posted on the Village of Richfield's website and distributed through the social media accounts. Appendix IV is a completed survey received by Village Staff. The survey was discussed at the August 4th Bark Lake Association meeting in which approximately 40 residents of the Bark Lake Community were present.

Feedback to the projects and ideas was generated throughout the planning process and then relayed to the Park Commission at their regular Meetings. The Park Commission also met out at the Bark Lake Park before the September 9th meeting for which public notice was given. At the Special Park Commission Meeting on October 14th the Village of Richfield Park Commission finalized the project list to be included in the Master Site Plan.

In addition to public and community input, the Bark Lake 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.



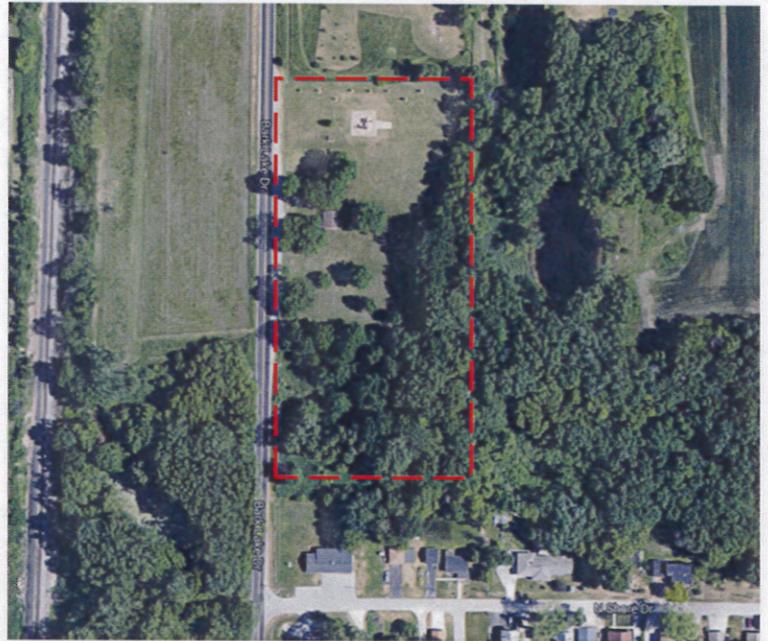
# Bark Lake Park Master Plan

## Park Location

Bark Lake Park, in the southwest part of the Village, is one of the largest “neighborhood parks” in Richfield. Located on Bark Lake Drive, just south of Bark Lake Road, it encompasses five (5) acres and has a mix of recreation uses. A large majority of this park is taken up by wooded and low lands, while open space and recreational uses otherwise comprise the park. To the north and east, residential homeowners surround the current park. The road is adjacent to the western most border of the park and residents pull off to the gravel shoulder of this road to park as an undesignated parking lane. Bark Lake Park was dedicated to the then Town of Richfield in 1990 from the Richfield Volunteer Fire Company. The Certified Survey Map dated May 14th, 1990 states:

*“This conveyance is subject to the real estate herein conveyed being used exclusively for park, fire department or public purposes and if sold to private parties or used for private purposes, then this conveyance shall be null and void and the real estate revert to grantor or it’s successor. At no time shall said premises be used for a public dump or for public garage disposal purposes.”*

The location of Bark Lake Park provides a beautiful setting for park visitors. Located just north of Bark Lake, it’s open space provides generally flat areas for both passive and active recreational options. Strategically placed clusters of trees occupy the northern part of the landscape and are scattered throughout. It is the only Village park with direct physical access to the land which is not on a main arterial roadway.



## Site Conditions & Analysis

Bark Lark Park is a unique park in that according to NPRA standards, it could technically be classified as either a “Neighborhood Park” or 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.

### NEIGHBORHOOD PARK

*“A park designed to serve a residential neighborhood or subdivision. Neighborhood parks typically include playground equipment, unmarked play areas and picnic facilities. Larger neighborhood parks may include basic baseball/softball fields, courts (tennis, volleyball, basketball, etc.), picnic areas, or restroom facilities. These parks should be within a comfortable walking distance of intended users.”*

Typical Size: 1 to 5 acres

Per Capital Standard: 1 to 2 acres per 1,000 residents

Accessibility Standard: 1/4 to 1/2 mile radius

### 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

Bark Lake Park is a quaint park that users in the area may bike or walk to on side roads. It's main amenities include a park shelter with electrical service and seating which may be reserved at Village Hall along with playground equipment.

At the Bark Lake Park Master Planning Public Workshop meeting, the potential expansion of the park, it's open space and potential amenities, were discussed with the idea in mind that it could be possible to bring this park up to a pseudo- “Community Park” standard with more ‘intensive’ uses and open space areas. While the park's total lot size is five (5) acres, the fact remains that approximately three (3) acres of the park is utilized. In order to undertake the effort of clearing a majority of trees along the southern boarder, significant consideration to the FEMA regulated floodplains along the southern property boundary line as well as any Southeastern Wisconsin Regional Plan Commission (SEWRPC) delineated wetlands would need to be surveyed. Upon review of the topography of the lot and in speaking with residents who go to and utilize the park expansion of the park, many are satisfied with the current acreage and open space uses the park offers. Additional planning and financial considerations in the future may be warranted if these trees ever become dead, diseased or dying as a part of the emerald ash bore or another type of similar insect or fungus known to wipe out tree populations.

## Site Conditions & Analysis Continued

### ZONING & TOPOGRAPHY

Bark Lake Park is located in Section 23 of the Village of Richfield. In evaluating it's potential use it's important to review the Zoning Map along with the 100 year floodplain maps because of it's proximity to Bark Lake. The current parcel V10\_0872\_00K is zoned and generally stated as:

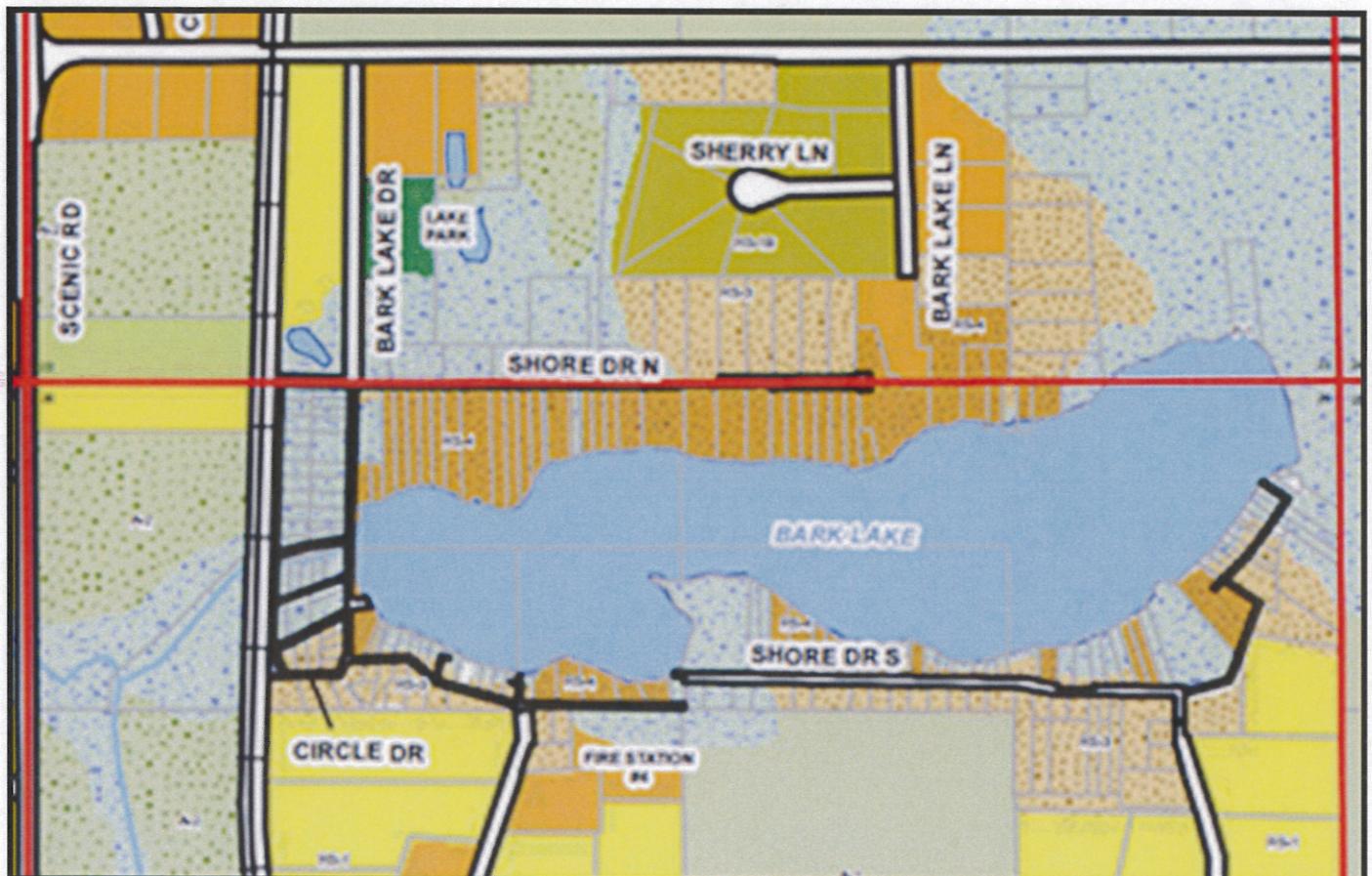
**P-1 Park & Recreation District:** This district is intended to provide for areas where the recreational needs, both public and private, of the population can be met without undue disturbance of natural resources and adjacent uses.

And

**F-1 Floodland District:** This district is intended to preserve in essentially open space and natural use, lands which are unsuitable for intensive development purposes due to poor natural soil conditions and periodic flood inundation and shall include all land and water area lying within the delineated forecast 100-year recurrence interval flood or as delineated on the county shoreland-floodland map.

As previously mentioned, the northernmost portion of the property is where the main park activities take place and the southernmost portion of the property is the area largely unutilized. The unutilized area is covered in trees and marsh/swamp land. Mosquitos and various animals inhabit this marsh land which makes it an undesirable area of the park for those utilizing its amenities.

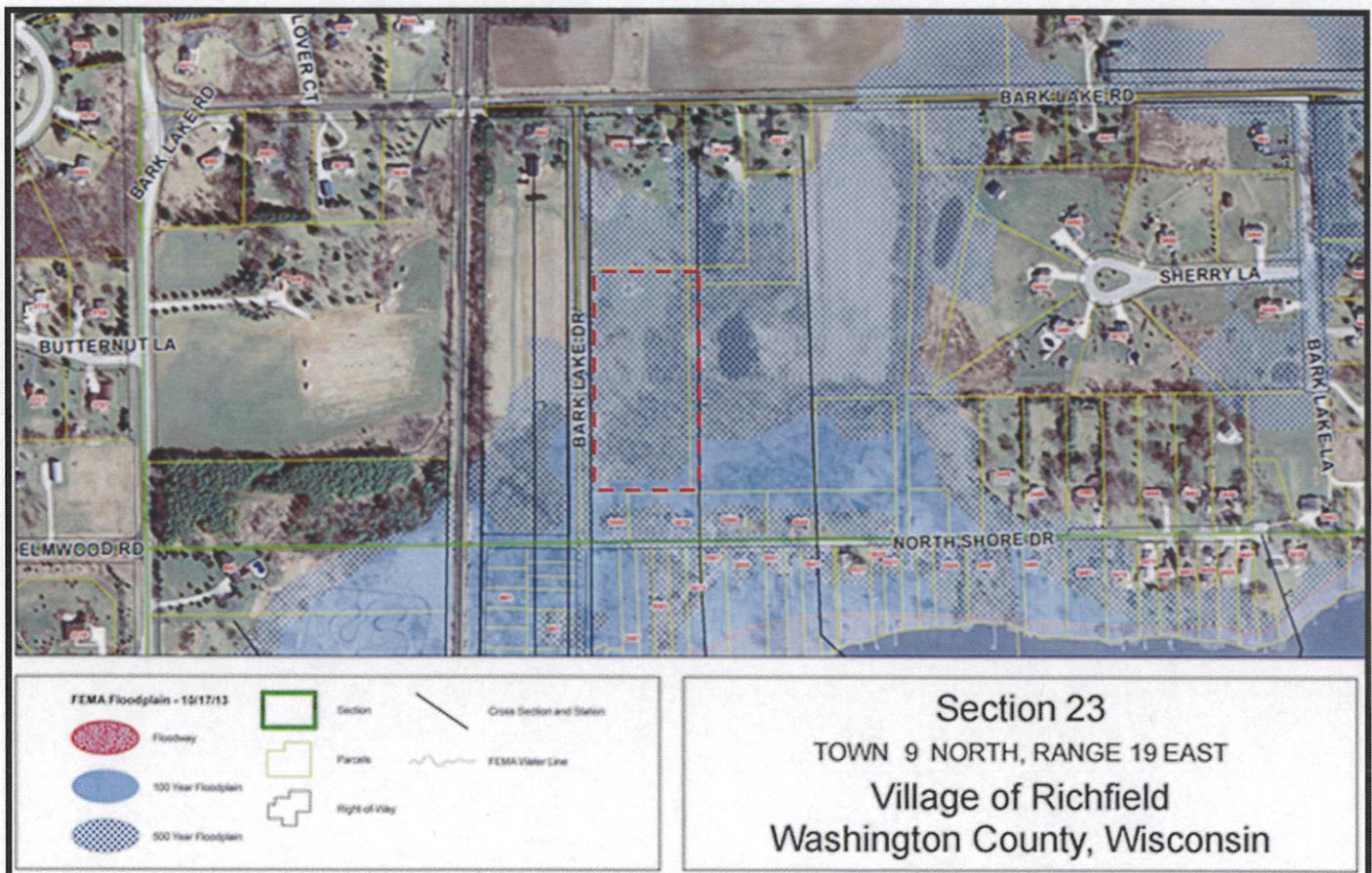
Taking out various trees and undergrowth would be a significant undertaking for the Village. It would alter the natural landscape of the park and could potentially alter the flow of water from the FEMA regulated floodplain areas.



## Site Conditions & Analysis Continued

Residents present at the Bark Lake Park Master Planning Public Workshop Meeting were overwhelming not in support of the Village drastically changing the natural landscape of the park for reasons related to recreational use expansion. They indicated the current size and usable area was adequate for their needs.

In the future Staff may explore the feasibility of trail installation throughout this currently unutilized marsh land area with a pervious surface like crushed stone or woodchips. A walking trail leading residents through various potential vantage point locations might be something that could be explored in the future if the Park Commission and surrounding residents were of a mind to support such an installation. At that time an effort would be made to preserve the natural landscape as much as possible and only allow for pedestrian foot traffic much like the trails currently utilized in the Village of Richfield Nature Park.



## 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 
- Open Space Area 
- Playground Equipment 
- Shelter 
- Usable Park Boundry 
- 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—holes line the entire park area and make mowing difficult
Play Features	
Playground (1)	Good—Playground equipment was installed in 2007 features include slides, a bridge and rock climbing wall
Sand Digger (1)	Good—This amenity was installed at the same time as the playground equipment still fully operational
Other Amenities	
Picnic Tables (2)	Fair—Usable paint chipping regular vandalism each year i.e. name scraping and spray painting
Bench (1)	Poor—Wooden usable bench
Trash Can (1)	Fair—Barrel garbage can, bee's, animals and bugs frequent the can
Dog Signs (2)	New—Dog signs were recently placed in the park
No Motorized Vehicle Signs (2)	New—Signs were recently placed in the park
Shelter (1)	Good—Sound structure minor graffiti cleaned up each year
Trees (23)	Good—Pine, Oak and Hickory trees
Lights (4)	Poor—The park currently has four (4) lights none of which are operational, the pavilion also has the potential for one additional flood light
Parking	Good—Parking is along the shoulder of Bark Lake Road
Landscaping Incorporated	Poor—The current flag pole does not have lighting elements so not flag can be displayed because it would not be lit at night and the there is no sign for the time capsule that is buried at this location
Port-A-John (1)	New—A temporary bathroom facility is brought to this location each year

## Inventory Pictures



*Bark Lake Shelter*



*Playground Equipment*



*Picnic Tables (2)*



*Sanddigger*



*Park Bench*



*Dog Waste Signs (2)*



*No Motor Vehicle Signs (2)*



*Landscaping*

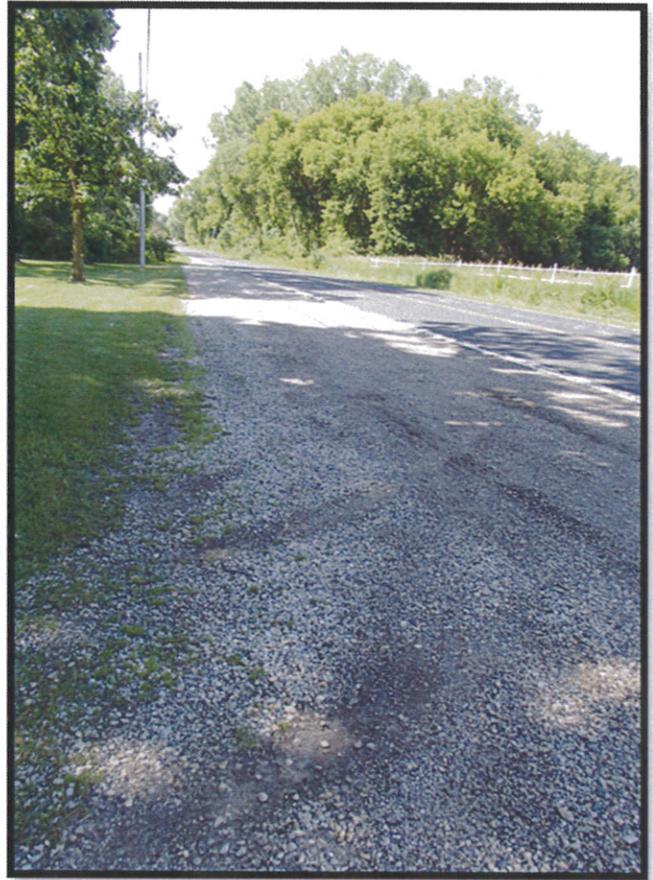
# Inventory Pictures



Park Lights



Park Lights



Parking



Open Space



Open Space



Trees



Open Space

## Preliminary Proposed Improvements

The preliminary list of potential projects/amenities for the Bark Lake Park is based on the site analysis and needs assessment conducted by Staff in conjunction with feedback from the Bark Lake Park Master Planning Workshop Meeting, the Bark Lake Association, and Community Survey.

### POTENTIAL PROJECTS/AMENITIES

During the community workshop meeting held on June 24th, 2015 the residents in attendance considered the following list of potential Park Planning Objectives.

Preliminary Potential Projects/Amenities
Sanitary facility (include bubbler/water fountain)
Fill low spots throughout park
Additional picnic tables
Create an ADA compliant gravel path
Replace lights and include timers on those lights (this may include an update to electricity)
Replace flood light by pavilion
Put a solar light by the current flag pole
Install a sign for time capsule located by flag pole
Install park grills (with charcoal receptacles)
Fixed sealing garbage cans to prevent animal/bug attraction
Swing set feature
Basketball court
Shuffle board
Horseshoe pit
Tennis court
Eliminate wood chips and get rubber ADA compliant padding for play area
Permanent bathroom facilities
More benches
Enlarge the park (take out brush to create more open space)

These potential park projects were then evaluated based on their immediate vs. their 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 future years budgets vs. future year capital improvement plans. The preliminary immediate vs. future need list has been provided below.

IMMEDIATE NEEDS	POTENTIAL FUTURE NEEDS
Fill Low Spots Throughout Turf in Park	Swing Set
Additional Picnic Tables (2 more)	Basketball Court
Replacement of Lights/Timers on Lights	Shuffle Board
Floodlight by Pavilion	Horse Shoe Pits
Solar Light by Flag Pole	Tennis Court
Time Capsule (sign)	Eliminate Wood Chips add ADA Tire Surface
Upgrade to Electric	Permanent Bathroom/Sanitary Facility w/ Bubbler
Closing Permanent Garbage Can	
Additional Benches	
Grills (Charcoal Disposal Container)	
Path	

## Needs Assessment & Park Goals

During this process, one of the most commonly heard topics for discussion from residents in this area is the 'potential' that Bark Lake Park has and how historically, this park has been seemingly undervalued. Make no mistake about it, Bark Lake Park is indeed special and what we've come to find out through community input is that the Village is in the position to make immediate financial investments which will dramatically increase the user experience here at this park. Working in concert with accomplishing some of these more immediate needs, Staff also intends to propose the inclusion of larger capital expenditures into the Village's five (5) year Capital Improvement Plan.

It is understood that the list on the previous page is only meant to help guide discussions about improvements at Bark Lake Park. Ultimately, the decision will be that of the Park Commission and the Village Board, what improvements are considered and implemented long-term. Several years back Bark Lake Park had a baseball diamond. The discussions surrounding this type of use or ones similar to it, such as basketball or tennis, elicited polarizing feedback. Residents were either very much in favor of that type of use coming back to the park or they did not see a need for it at this time. An appropriate balance will need to be determined in future years between what is 'nice' and what is 'necessary' for more intensive uses at this park.

### MOST POPULAR ACTIVITIES

- Picnicking
- Parties in which the shelter is utilized
- Open space recreation use
- Playground equipment use

### FEATURES TO STAY

- Playground Equipment
- Shelter

### ISSUES

- Lack of general amenities
- Inadequate seating around playground fixtures
- ADA accessibility and defined walking areas
- Maintenance of park features (lights)
- FEMA Floodplains/SEWRPC delineated wetlands

### OPPORTUNITIES FOR CHANGE

- Ample amount of open space for additional amenities
- Growing partnerships with the Bark Lake Assoc. and 25 Sportsman's Club
- Create Attractive Park Entry/Signage to enhance the 'sense of place'
- Develop a formalized landscaping plan

## GOALS AND OBJECTIVES FOR BARK LAKE 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 playground upgrades.

[Objective #2] Work with various approving bodies to illustrate the need for park improvements during budget time.

3. [Goal #3] Improve communication with Bark Lake Association

[Objective #3] Attend meetings, as requested, to listen to concerns of area residents.

## Park Master Site Plan General Budget Estimate

No.	Qty	Units	Item	Unit Price	Total
<b>Playground</b>					
1	1	Each	<sup>1</sup> Swings—Two seats	\$1,040	\$1,040
2	1	Each	<sup>1</sup> Curved Balance Beam	\$450	\$450
3	1	Each	<sup>1</sup> Tetherball Equipment	\$160	\$160
4	1	Each	<sup>1</sup> Early Childhood T-Swing	\$1,810	\$1,810
5	1	Each	<sup>1</sup> Toss-Up Equipment	\$600	\$600
6	2,965	SF	<sup>2</sup> ADA Accessible Surface—EWF System	\$3.50	\$10,380
<b>Accessible Path &amp; Picnic Area</b>					
7	2,140	SF	<sup>2</sup> Path—5" concrete & CABC	\$6	\$12,840
8	720	SF	<sup>2</sup> Picnic Area—5" concrete & CABC	\$6	\$4,320
<b>Sport Courts</b>					
9	1	Lump sum	<sup>2</sup> Tennis Court	\$55,000	\$55,000
10	1	Lump sum	<sup>2</sup> Shuffleboard Court	\$3,500	\$3,500
11	1	Lump sum	<sup>2</sup> Horseshoes	\$500	\$500
<b>Reconfigures/Enlarged Parking Area</b>					
12	1	Lump sum	<sup>2</sup> Parking Area	\$2,500	\$2,500
<b>Trail Loop</b>					
13	1	Lump sum	Clearing and Grubbing	\$2,500	\$2,500
14	78.5	CY	Common Excavation	\$16	\$1,260
15	157	Ton	Aggregate	\$16	\$2,510
16	950	SY	Restoration	\$3	\$2,850
<b>Site furniture &amp; Landscape</b>					
17	1	Each	<sup>1</sup> Bench	\$750	\$750
18	3	Each	<sup>1</sup> Picnic Table	\$850	\$2,550
19	2	Each	<sup>1</sup> Grill	\$300	\$600
20	6	each	<sup>2</sup> Shade Trees	\$600	\$3,600
<b>Subtotal</b>					<b>\$109,720</b>
<b>Contingencies (15%)</b>					<b>\$16,500</b>
<b>Eng., Legal &amp; Admin. Fee (10%)</b>					<b>\$11,000</b>
<b>Total Project Cost</b>					<b>\$137,220</b>

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

Note: Materials and installation cost

This list is for costing purposes only and does not represent a commitment for implementation. Cost estimates provided by GAI Consultants



## Proposed Projects and Future Needs

The Bark Lake 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 22 of this document includes the estimated budget of capital costs for park improvements that are common and typical of “neighborhood 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. **Grounds.** Purchase sod/soil and focus on filling the “low spots” of the turf throughout the park in order to make mowing and maintenance more manageable for Staff. It also allows for a more evened walking surface for residents utilizing the open space area, a popular feature at the park.
2. **Pole Mounted Lights.** There are a total of four (4) lights located in the park. These lights are no longer operational. On-going maintenance will include the replacement of the lights and a possible upgrade to the electrical wiring.
3. **Pavilion Lights.** In addition to the regular lights, the floodlight located on the pavilion has been disconnected. There has been some discussion about whether the replacement of this is necessary or not. Village Staff will look to determine this in the near future and replace the light or remove it, if necessary.

### SMALL ADDITIONS TO/PERMANENT UPGRADES

Several current features in the park have been requested for upgrade for practicality purposes. Those upgrades are listed below and additional smaller amenities may be included in future budgets to bring this small neighborhood park, back up to usable standards.

1. **Picnic Tables.** The pavilion at Bark Lake Park currently has two (2) picnic tables more picnic tables which are in poor condition. Additional seating or the refurbishing of these tables ought to be considered for the benefit of those who use and rent the park pavilion. Village Staff has recently heard stories of families hosting large parties have had to bring their own tables due to lack of seating.
2. **Enclosed or secured waste receptacles.** The wooded land that encompasses a portion of the five (5) acre park is home to many different animals. Having secured waste receptacles will deter animals from tipping over our waste barrels and spreading trash around the park.

## Proposed Projects and Future Needs

1. **Signage for Park and Time Capsule.** Bark Lake Park currently lack basic naming signage which could be placed at or around the flagpole/time capsule. Defined signage for parks is considered a 'best practice' in Parks and Recreation Management. This is the only Village park not clearly identified with signage. Additionally, much like the time capsule located at Village Hall, which the Village does also does not have a sign or placard, Staff would like to denote this time capsule for future generations so that it is not forgotten. Individuals from the Bark Lake Community have also mentioned an interest in opening the time capsule in 2016 which would be it's 40 year anniversary so that those who originally helped bury the capsule might still be able to open up and view it's contents. At that time we would likely look to replace the capsule as well.
2. **Grills.** One of the most popular activities in Bark Lake Park are small family events and parties. One of the most highly requested additions to this particular park has been the installation of park grills so that cooking can be done on site in the park. An additional consideration would be a metal receptacle to place the hot coals or ash.
3. **Benches.** Benches and other forms of seating for this park will be explored and kept on an ongoing list for needs for any Eagle Scouts or other individuals looking for community service projects. The Village is currently in talks with the 25 Sportsman's Club and could potentially receive two (2) benches as a donation in 2016.
4. **Swing Set.** Swings are some of the most utilized pieces of equipment in Heritage Park. This very basic piece of equipment could be easily installed in this park and may be one of the first additional amenities placed in the park in the near future. Additional playground amenities may also be included in the future such as a curved balance beam, tetherball equipment, and toss up play equipment.
5. **Horse Shoe Pits.** One of the major downsides of this alternative is that residents would be expected to bring their own horse shoes. The Village would not maintain those for residents. Horse shoes left in the grass also pose a danger for mowing for Village Staff.
6. **Shuffle Board.** While nice in theory, it may not be appropriate for our winter climate. Just as a tennis court relies on a smooth surface for playing on, much is the same for this sport. Its success or failure would also rely heavily on our residents owning the equipment and bringing it to the park.
7. **Parking.** The residents and Park Commission believe their gravel drive to be ample parking for the park itself. Additional gravel and the use of old telephone polls to denote parking stalls could be utilized to bring more structure to the parking area and make it more visually appealing.
8. **Landscaping.** The park itself has a large number of trees, but the Village could work the purchase of several trees and shrubs into the budget to develop a more formal landscaping plan. An ideal place for the addition of said landscaping might be around a new park sign or adjacent to the pavilion.

## CAPITAL IMPROVEMENT PLANNING AND FUTURE NEEDS

The Village of Richfield has five (5) parks under it's control which encompasses over 200 acres. That means Staff and Board need to continue to be responsible managers of those parks and utilize all available allocated space under the Village of Richfield's control to it's fullest extent. Below is a list of those additional amenities that may be appropriate for this type of "neighborhood park".

## Proposed Projects and Future Needs

- 1. ADA Compliant Play Surface.** While Staff originally thought the installation of ADA compliant rubberized surface would be an ideal upgrade to the park after preliminary cost estimates were received the Park Commission requested additional options be explored. The Village is proposing instead we consider utilizing a material called “EWF System”. It is a new wood surface that would provide an ADA Accessible surface but is also more cost-effective.
- 2. Pedestrian Walking Areas.** The installation of a path leading from the parking area to the pavilion and over to the playground equipment is something that would be nice for those having parties. It also could be utilized as a buffer for the placement of additional play structure. A 5” concrete path or crush gravel path could be considered which may bring more users to the park and provide more ‘curb appeal’ for those passing by. Another one of the ideas mentioned at the Public Workshop Meeting was potentially clearing some of the brush on the southern portion of the park so that more of the park land was usable to residents visiting the Park. Village Staff, residents and Park Commission members were in general agreeance that the implementation of a trail loop into the wooded area would be a potentially desirable future amenity. Clearing and grubbing, excavation, aggregate and restoration will total approximately \$10,000. For this reason the trail loop may be considered in future Capital Improvement Plans.
- 3. Sports Courts.** Several different court options were explored for the park. Tennis Courts were found to be most appealing to users of the Park itself and due to the fact that the Tennis Courts in Heritage Park will soon be removed due to the construction of the new fire station on Village Hall campus, this is an option to be considered. The Village presently has a secondary tennis court at Fireman’s Park which could alternatively be resurfaced to make up for the loss of courts at Heritage Park. Another consideration which may be less than desirable for neighboring property owners is the potential for lighting which is typically installed in conjunction with municipal tennis courts. Additional research and community input will likely be necessary before such a significant financial undertaking is formally proposed.

## 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 this 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 Master Park Planning *In 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 a \$5,000 threshold are those projects that are saved and planned for over a period of years. The three largest items in the Bark Lake Master Plan Capital Improvement Project list are the ADA accessible surface, the 5" Concrete/Stone aggregate path, and the Tennis Court.

In 2016 the Village will lose two tennis courts when the new Fire Station is built. Tennis courts were included in this plan as a potential way to provide alternative courts for users in another park in the Village. At the present time it is debatable if this type of a use is appropriate for the "neighborhood park" or if our monies are better spent resurfacing the second set of courts the Village has at Fireman's Park.

It is anticipated that going for the Village will coordinate closely with the Bark Lake Association so that any proposed improvements to the park are communicated to the Association in advance. The Village sees the Lake Association as a valued partner and stakeholder 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						
No.	Qty	Units	Item	Unit Price	Total	
Playground						
1	1	Each	<sup>1</sup> Swings—Two seats	\$1,040	\$1,040	
2	1	Each	<sup>1</sup> Curved Balance Beam	\$450	\$450	
3	1	Each	<sup>1</sup> Tetherball Equipment	\$160	\$160	
4	1	Each	<sup>1</sup> Early Childhood T-Swing	\$1,810	\$1,810	
5	1	Each	<sup>1</sup> Toss-Up Equipment	\$600	\$600	
Sport Courts						
10	1	Lump sum	<sup>2</sup> Shuffleboard Court	\$3,500	\$3,500	
11	1	Lump sum	<sup>2</sup> Horseshoes	\$500	\$500	
Reconfigures/Enlarged Parking Area						
12	1	Lump sum	<sup>2</sup> Parking Area	\$2,500	\$2,500	
Site furniture & Landscape						
17	1	Each	<sup>1</sup> Bench	\$750	\$750	
18	3	Each	<sup>1</sup> Picnic Table	\$850	\$2,550	
19	2	Each	<sup>1</sup> Grill	\$300	\$600	
20	6	each	<sup>2</sup> Shade Trees	\$600	\$3,600	
					Total	\$18,060

CAPITAL IMPROVEMENT PROJECTS						
No.	Qty	Units	Item	Unit Price	Total	
Playground						
6	2,965	SF	<sup>2</sup> ADA Accessible Surface—EWF System	\$3.50	\$10,380	
Accessible Path & Picnic Area						
7	2,140	SF	<sup>2</sup> Path—5" concrete & CABC	\$6	\$12,840	
8	720	SF	<sup>2</sup> Picnic Area—5" concrete & CABC	\$6	\$4,320	
Sport Courts						
9	1	Lump sum	<sup>2</sup> Tennis Court	\$55,000	\$55,000	
Trail Loop						
13	1	Lump sum	Clearing and Grubbing	\$2,500	\$2,500	
14	78.5	CY	Common Excavation	\$16	\$1,260	
15	157	Ton	Aggregate	\$16	\$2,510	
16	950	SY	Restoration	\$3	\$2,850	
					Subtotal	\$91,660
					Contingencies, Eng., Legal & Admin. Fees	\$27,500
					Total	\$119,160

## Appendix I: Community Workshop Notice to Residence



June 12, 2015

**Village of Richfield**  
*Forward. Preserving...  
A Country Way of Life!*

### **RE: Notice of Public Meeting for Bark Lake Park Master Planning**

Dear Bark Lake Community Residents,

My name is KateLynn Schmitt and I am your Village Administrative Services Coordinator. I'm writing today to notify you that we have been approached by several residents of the Richfield community regarding the development of Bark Lake Park. At our most recent Park Commission meeting various members of the Bark Lake Association and the community came before the Commission to discuss its uses and potential for development. While the Bark Lake Park is the Village of Richfield's smallest park it is still utilized by residents on a very regular basis.

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 thorough analysis of the Village's entire park system. Given the most recent interest in Bark Lake Park and the Village's intent to complete Master Planning for our Parks Village Staff has chosen to Master Plan for Bark Lake Park next. June 24<sup>th</sup> 2015 will be the official launch date of this process and a Public Meeting/Workshop will be held in the lower level of Village Hall from 6:00 PM until 7:00 PM so that residents in the immediate proximity of the park and Richfield community might have an opportunity to offer input and feedback about the current state of the park and it's potential for development.

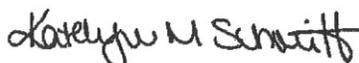
The Park Commission will be hearing the details of the collected information at the July 8<sup>th</sup>, 2015 Park Commission meeting which will be held in the lower level of Village Hall at 6:00 PM. It is important to note that no decisions will be made by the Park Commission on July 8<sup>th</sup>. This information will be presented to them as a 'Discussion Only' agenda item. This is done for the purposes of information gathering by Staff and to give the Bark Lake Community adequate time to provide our Park Commission with pertinent information.

If you wish to provide input to Staff and the Park Commission on this matter but are unable to attend the June 24<sup>th</sup> meeting you can email me directly at [katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov) or send letters to the following address:

**Richfield Village Hall**  
**Attn: Administrative Services Coordinator, KateLynn Schmitt**  
**4128 Hubertus Road**  
**Hubertus, WI 53033**

As always, please feel free to also call with any questions, comments, or concerns. I will be happy to help in any way that I can.

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](http://www.richfieldwi.gov)

## NEEDS

<ul style="list-style-type: none"> <li>❖ Replacement of Lights/Timers on Lights ✓</li> <li>❖ Light on Flag Pole ✓</li> <li><del>NO</del> ❖ Point Shelter <del>(crossed out)</del></li> <li>❖ Fill low spots on turf ✓</li> <li>❖ Time Capsule Sign by Flag Pole ✓</li> <li>❖ Sign Stating Bark Lake Park Name</li> <li>❖ Grills Number and Location</li> <li><del>❖ Volleyball Court</del></li> <li>❖ Permanent Bathrooms ✓</li> <li>❖ Horseshoe Pits ✓</li> </ul>	<ul style="list-style-type: none"> <li>❖ Additional Benches ✓</li> <li>❖ Additional Picnic Tables ✓</li> <li>❖ Trail ✓</li> <li>❖ Eliminate Woodchips and get ADA tire rubber ✓</li> <li>❖ Pave pull-off area and create parking spots (not needed)</li> <li>❖ Basketball Court ✓</li> <li>❖ Tennis Court ✓</li> <li>❖ Baseball Field - no room</li> <li>❖ Additional Park Equipment (if so what) ✓</li> <li>❖ Swingset Features ✓</li> </ul>
--	---

-mosquito spraying

## IMMEDIATE VS. FUTURE NEEDS (2-3 hour occupational time)

IMMEDIATE NEEDS	FUTURE NEEDS
<ul style="list-style-type: none"> <li>- Sanitary facility butler/water fountain</li> <li>- Fill low spots on turf</li> <li>- Additional picnic tables</li> <li>- Path gravel</li> <li>(Dick Becker) - replacement of lights/timers on light</li> <li>- Floodlight by pavilion</li> <li>- Flag Pole (Solar)</li> <li>- Time Capsule</li> <li>- upgrade new electric picnic table (2 more)</li> </ul>	<ul style="list-style-type: none"> <li>path</li> <li>grills</li> <li>swingset</li> <li>baseball court</li> <li>*Gravel path</li> <li>shuffle board</li> <li>horse pits</li> <li>swingset</li> <li>Tennis Court</li> <li>Eliminate wood AD tire</li> </ul>

Additional amenities more benches.

→ Grills - charcoal receptacle  
 → nicer garbage cans

→ ~~Boardwalk in wet area~~

## Appendix III: Community Survey

# TAKE OUR SURVEY!

### IF YOU MISSED OUR BARK LAKE 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"/>	Sanitary facility (include bubbler/water fountain)
<input type="checkbox"/>	<input type="checkbox"/>	Fill low spots throughout park
<input type="checkbox"/>	<input type="checkbox"/>	Additional picnic tables
<input type="checkbox"/>	<input type="checkbox"/>	Create an ADA compliant gravel path
<input type="checkbox"/>	<input type="checkbox"/>	Replace lights and include timers on those lights (this may include an update to electricity)
<input type="checkbox"/>	<input type="checkbox"/>	Replace flood light by pavilion
<input type="checkbox"/>	<input type="checkbox"/>	Put a solar light by the current flag pole
<input type="checkbox"/>	<input type="checkbox"/>	Install a sign for time capsule located by flag pole
<input type="checkbox"/>	<input type="checkbox"/>	Install park grills (with charcoal receptacles)
<input type="checkbox"/>	<input type="checkbox"/>	Fixed sealing garbage cans to prevent animal/bug attraction
<input type="checkbox"/>	<input type="checkbox"/>	Swing set feature
<input type="checkbox"/>	<input type="checkbox"/>	Basketball court
<input type="checkbox"/>	<input type="checkbox"/>	Shuffle board
<input type="checkbox"/>	<input type="checkbox"/>	Horseshoe pit
<input type="checkbox"/>	<input type="checkbox"/>	Tennis court
<input type="checkbox"/>	<input type="checkbox"/>	Eliminate wood chips and get rubber ADA compliant padding for play area
<input type="checkbox"/>	<input type="checkbox"/>	Permanent bathroom facilities
<input type="checkbox"/>	<input type="checkbox"/>	More benches
<input type="checkbox"/>	<input type="checkbox"/>	Enlarge the park (take out brush to create more open space)

Other Comments/Suggestions:

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\*\*Please return all survey's to Administrative Services Coordinator, KateLynn Schmitt at [katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov) or 4128 Hubertus Road, Hubertus, WI 53033 no later than July 8<sup>th</sup>, 2015.

## Appendix IV: Online Submitted Comments from Residents

### TAKE OUR SURVEY!

IF YOU MISSED OUR BARK LAKE 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitary facility (include bubbler/water fountain)
<input type="checkbox"/>	<input type="checkbox"/>	Fill low spots throughout park
<input type="checkbox"/>	<input type="checkbox"/>	Additional picnic tables
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create an ADA compliant gravel path
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Replace lights and include timers on those lights (this may include an update to electricity)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Replace flood light by pavilion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Put a solar light by the current flag pole
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Install a sign for time capsule located by flag pole
<input type="checkbox"/>	<input type="checkbox"/>	Install park grills (with charcoal receptacles)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fixed sealing garbage cans to prevent animal/bug attraction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Swing set feature
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basketball court
<input type="checkbox"/>	<input type="checkbox"/>	Shuffle board
<input type="checkbox"/>	<input type="checkbox"/>	Horseshoe pit
<input type="checkbox"/>	<input type="checkbox"/>	Tennis court
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eliminate wood chips and get rubber ADA compliant padding for play area
<input type="checkbox"/>	<input type="checkbox"/>	Permanent bathroom facilities
<input type="checkbox"/>	<input type="checkbox"/>	More benches
<input type="checkbox"/>	<input type="checkbox"/>	Enlarge the park (take out brush to create more open space)

#### Other Comments/Suggestions:

*Some older children playsets would be nice - big swings, spider climber, etc.*

*Would most like the flagpole updated, w/light, to include light & flag  
A Hiking path in the woods would be cool.*

\*\*Please return all survey's to Administrative Services Coordinator, KateLynn Schmitt at [redacted] or 4128 Hubertus Road, Hubertus, WI 53033 no later than July 8<sup>th</sup>, 2015.

# Appendix V: Playworld Cost Estimates

## Swings

### Freestanding Products



Early Childhood T-Swing AGE: 2-5 ♿

SWING-7T ..... \$1,195

- Designed especially for younger children
- Two black, slash-proof infant seats with zinc coated chains included
- 7' (2,13m) tall with 3-1/2" (8,8cm) diameter posts



Single Post Swings with Toddler Beam AGE: 2-12 ♿

SWING-SP8-TOD ..... \$1,809

- Two black belt swing seats and one infant seat with zinc coated chains included
- 8' (2,44m) tall with 5" (12,7cm) outer diameter end posts



Classic Standard Swings AGE: 2-12 ♿

SWING-S8-6 ..... \$2,669

- 2-3/8" (6,03cm) outer diameter posts
- Slash-proof, black belt swing seats with zinc coated chains
- Priced as shown with the 8' (2,44m) high top rail and 6-seats



Accessible Swing Seat AGE: 2-12 ♿

- Available in 7' (2,13m), 8' (2,44m) and 10' (3,05m) top rail versions
- Can be used on many of the swing sets shown here

Description	Item Number	Ages	Space Required	Size	Fall Height	Play Events	Child Capacity*	Install Hours	Weight	2015 Price				
										AW	AWA F188	OSP PAB 005	CAWCA-2014	BN110
Early Childhood T-Swing	SWING-7T	2-5	22' 6" x 20' 4" (6,86m x 6,21m)	10' 11" x 0' 6" x 7' 0" (3,33m x 0,16m x 2,13m)	7' 0" (2,13m)	1	2	2	241 lbs (110 kg)	*	*	*	*	\$1,195
Single Post Swings with Toddler Beam	SWING-SP8-TOD	2-12	31' 8" x 32' 3" (9,65m x 9,83m)	16' 7" x 0' 9" x 8' 6" (5,05m x 0,23m x 2,59m)	8' 0" (2,44m)	1	3	3.75	338 lbs (154 kg)	*	*	*	*	\$1,809
Single Post Swings 2-Seats	SWING-SP6	2-12	24' 0" x 32' 0" (7,32m x 9,75m)	12' 0" x 0' 8" x 8' 0" (3,66m x 0,2m x 2,44m)	8' 0" (2,44m)	1	2	2.5	262 lbs (128 kg)	*	*	*	*	\$1,173
Single Post Swings Add-a-Bay Unit	SWING-SP8-ADD	2-12	+32' 0" Length (+9,75m)	12' 0" x 8' 0" x 8' 0" (3,66m x 2,44m x 2,44m)	8' 0" (2,44m)	1	2	1.5	192 lbs (88 kg)	*	*	*	*	\$895
Classic Standard Swings 2-Seats 8' (2,44m) Height	SWING-S8-2	2-12	27' 9" x 32' 0" (8,46m x 9,75m)	16' 8" x 11' 8" x 8' 0" (5,08m x 3,56m x 2,44m)	8' 0" (2,44m)	1	2	3	228 lbs (104 kg)	*	*	*	*	\$1,039
Classic Standard Swings 4-Seats 8' (2,44m) Height	SWING-S8-4	2-12	36' 4" x 32' 0" (11,08m x 9,75m)	27' 3" x 11' 8" x 8' 0" (8,31m x 3,56m x 2,44m)	8' 0" (2,44m)	1	4	5	377 lbs (171 kg)	*	*	*	*	\$1,854
Classic Standard Swings 6-Seats 8' (2,44m) Height	SWING-S8-6	2-12	45' 11" x 32' 0" (14,91m x 9,75m)	37' 10" x 11' 8" x 8' 0" (11,53m x 3,56m x 2,44m)	8' 0" (2,44m)	1	6	7	523 lbs (238 kg)	*	*	*	*	\$2,669
Classic Standard Swings 8-Seats 8' (2,44m) Height	SWING-S8-8	2-12	56' 6" x 32' 0" (18,14m x 9,75m)	48' 5" x 11' 8" x 8' 0" (14,76m x 3,56m x 2,44m)	8' 0" (2,44m)	1	8	9	674 lbs (306 kg)	*	*	*	*	\$3,484
Classic Standard Swings 2-Seats 10' (3,05m) Height	SWING-S10-2	5-12	29' 0" x 40' 0" (8,94m x 12,19m)	17' 0" x 12' 6" x 10' 0" (5,18m x 3,81m x 3,05m)	10' 0" (3,05m)	1	2	3	251 lbs (114 kg)	*	*	*	*	\$1,136
Classic Standard Swings 4-Seats 10' (3,05m) Height	SWING-S10-4	5-12	39' 6" x 40' 0" (12,04m x 12,19m)	27' 6" x 12' 6" x 10' 0" (8,39m x 3,81m x 3,05m)	10' 0" (3,05m)	1	4	5	412 lbs (187 kg)	*	*	*	*	\$2,008
Classic Standard Swings 5-Seats 10' (3,05m) Height	SWING-S10-6	5-12	50' 0" x 40' 0" (15,24m x 12,19m)	38' 0" x 12' 6" x 10' 0" (11,58m x 3,81m x 3,05m)	10' 0" (3,05m)	1	6	7	573 lbs (260 kg)	*	*	*	*	\$2,880
Classic Standard Swings 8-Seats 10' (3,05m) Height	SWING-S10-8	5-12	60' 6" x 40' 0" (18,44m x 12,19m)	48' 8" x 12' 6" x 10' 0" (14,83m x 3,81m x 3,05m)	10' 0" (3,05m)	1	8	9	735 lbs (334 kg)	*	*	*	*	\$3,752

\* Child capacity numbers provided for your reference using our professional judgment as no current industry standard exists.

All play equipment must be installed over an impact-absorbing surface.

# Appendix V: Playworld Cost Estimates

## Sports Play Freestanding Products



Tetherball AGE: 5-12

ZZXX1079 ..... \$155

- Classic game of a ball on a rope that swings around a center post
- Ball features a recessed rope attachment for extra protection
- Replacement ball with rope also available



Parallel Bars AGE: 5-12 &

ZZUN5750 ..... \$1,371

- Builds upper-body strength and stamina



Balance Beams Curved AGE: 2-12 &

ZZXX1020 ..... \$446

- Made of steel with galvanized steel support legs
- Available in curved (shown) and straight



Toss-Up AGE: 5-12 &

ZZXX1050 ..... \$594

- Unique funnel shape with four openings makes it even more fun to guess where the ball will come out
- Large capacity to receive more than one ball at a time for more fun



The Triple Shoot-Out AGE: 2-12 &

ZZXX1051 ..... \$2,118

- Adjustable baskets create opportunity for challenge and growth
- Three baskets opens up the imagination to create new games

Description	Item Number	Ages	Space Required	Size	Fall Height	Play Events	Child Capacity*	Install Hours	Weight	ADA	ASTM F1487	EPSC Pub-325	CAHS/SA-2014	EN1176	2015 Price
Tetherball	ZZXX1079	5-12	12' 0" x 12' 0" (3,66m x 3,66m)	0' 10" x 0' 10" x 10' 0" (0,25m x 0,25m x 3,05m)	-	1	2	1.5	32 lbs (15 kg)						\$155
Tetherball Replacement Ball with Rope	ZZXX1080	5-12	-	0' 10" x 0' 10" x 0' 10" (0,25m x 0,25m x 0,25m)	-	1	2	0.25	1 lbs (1 kg)						\$25
Parallel Bars	ZZUN5750	5-12	23' 0" x 12' 10" (7,16m x 4,22m)	11' 6" x 1' 10" x 2' 8" (3,51m x 0,56m x 0,81m)	2' 8" (0,81m)	1	3	2	103 lbs (47 kg)	*	*	*	*	*	\$1,371
Balance Beams Curved	ZZXX1020	2-12	23' 0" x 16' 0" (7,01m x 4,88m)	11' 0" x 4' 0" x 1' 4" (3,35m x 1,22m x 0,41m)	1' 4" (0,41m)	1	2	1	62 lbs (29 kg)	*	*	*	*	*	\$446
Balance Beams Dura (Straight)	ZZUN6500	2-12	22' 0" x 12' 6" (6,71m x 3,81m)	10' 0" x 0' 6" x 1' 4" (3,05m x 0,15m x 0,41m)	1' 0" (0,3m)	1	2	1	59 lbs (27 kg)	*	*	*	*	*	\$338
Toss-Up	ZZXX1050	5-12	12' 0" x 12' 0" (3,66m x 3,66m)	3' 4" x 3' 4" x 9' 3" (1,01m x 1,01m x 2,82m)	-	1	8	1	110 lbs (50 kg)	*	*	*	*	*	\$594
The Triple Shoot-Out	ZZXX1051	2-12	12' 0" x 12' 0" (3,66m x 3,66m)	4' 10" x 5' 3" x 10' 1" (1,47m x 1,6m x 3,07m)	-	1	8	2	309 lbs (141 kg)	*	*	*	*	*	\$2,118

## Appendix VI: Wood Fiber Playground Surface



United States  
Department of  
Agriculture

Forest Service

Forest  
Products  
Laboratory

General  
Technical  
Report

FPL-GTR-154



# Stabilized Engineered Wood Fiber for Accessible Playground Surfaces

## Installation and Serviceability Results: Governor Nelson State Park, Wisconsin

Theodore L. Laufenberg  
Jerrold E. Winandy



# Appendix VI: Wood Fiber Playground Surface

## Abstract

Playground surfaces of sand, pea gravel, and engineered wood fiber (EWF) provide some level of impact protection for children. However, because these surfaces are soft and uneven, they can be difficult for those who use mobility aids such as wheelchairs and walkers. This study is the third phase of a research and development project in pursuit of a stable, smooth, and impact-attenuating surface based on wood materials to improve wheelchair and walker accessibility for playgrounds. Two EWF stabilizing binders, a non-foaming polyurethane (Vitri-Turf) and an acrylic and polyvinyl acetate polymer emulsion (Soil-Sement), were installed on a working playground at Governor Nelson State Park in Waunakee, Wisconsin. A soft impact-absorbing playground surfacing system was created through the use of a bonded top layer and a thick underlying layer of unbonded EWF. Cost estimates and a step-by-step guide are provided for installing SEWF on a playground.

**Keywords:** wood, fiber, surfacing, impact, accessibility, ADA, composite, polyurethane, playground, durability, installation, cushioning

December 2004

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## Acknowledgments

We gratefully acknowledge Bill Botten, U.S. Architectural and Transportation Compliance Board, for guidance in initiating Phase III of the development of the stabilized engineered wood fiber (EWF) concept and Ted Illjes and Bob Zeager of Zeager Bros. Inc., Middletown, Pennsylvania, for performing the impact tests.

Zeager Bros. Inc. and Beneficial Designs, Inc. (Minden, Nevada), provided the apparatus for the impact test and the rotational penetrometer, as well as training in their use. Thanks to Zeager Bros. Inc. for the donation of EWF and Midwest Industrial Supply (Canton, Ohio) for the donation of Soil-Sement.

Our thanks to the Wisconsin Department of Natural Resources for offering the park playground as a development site for this study. We particularly note the guidance and support of Anthonette Gilpatrick, ADA Coordinator, Renee Lee, Park Manager, and the staff of Governor Nelson State Park for installing and monitoring the playground site. Volunteer groups who helped to install the playground surfacing included the Rotary Club of Waunakee, Madison Chapter of Telephone Pioneers of America, and Edgewood High School students. We could not have performed the study without the support of Steve Schmieding of the Forest Products Laboratory (FPL) and his wife Jane as well as other FPL staff, namely Carl Syftestad, Lloyd Currier, Ben Henderson, Tim Voelker, Vicki Herian, Nancy Keen, Tom Kuster, and Mary Collet.

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# Stabilized Engineered Wood Fiber for Accessible Playground Surfaces

## Installation and Serviceability Results: Governor Nelson State Park, Wisconsin

**Theodore L. Laufenberg**, Research General Engineer  
**Jerrold E. Winandy**, Supervisory Research Wood Scientist  
Forest Products Laboratory, Madison, Wisconsin

### Background

Some engineered wood fiber (EWF) and chipped wood surfaces on playgrounds are difficult for those who use mobility aids, such as wheelchairs and walkers, because the surfaces are soft and uneven. This study is the third phase of a research project in pursuit of a stable, smooth, and impact-attenuating surface, based on wood materials, for playgrounds. In Phase I, processing techniques and material properties were evaluated in small bench-top and full-depth laboratory tests (Laufenberg and others 2003). Phase II involved 6 months of outdoor field testing (Laufenberg and Winandy 2003). In Phase III, reported here, we continued to develop the concept for stabilizing EWF to improve wheelchair and walker accessibility.

Phases I and II demonstrated that our new binder-EWF system can (a) enhance mobility, as related to the provisions of the Americans With Disabilities Act (ADA 1990), (b) meet test requirements for playground surface cushioning to reduce head impact injuries, and (c) perform in an outdoor environment. In Phase III, the two most promising EWF stabilizing binders were installed on a working playground. The concept was to mix a binder throughout the upper surface of EWF to create a stiff (firm) and scuff-resistant (stable) composite. The combination of a top layer of bonded EWF and a thick underlying layer of unbonded EWF creates a soft, impact absorbing playground surfacing system. In this report, the term SEWF refers to “stabilized” EWF and indicates the system with the bonded top layer of EWF.

### Phase I

In previous work (Laufenberg and others 2003), numerous processing techniques and binders were evaluated for the development of wood-binder composite playground surfaces. Our goal was to improve accessibility for users of wheelchairs and walkers. Although traditional EWF performs well for nearly all expectations of a play surface, a pertinent shortcoming is the amount of energy required by a wheelchair user to maneuver over the surface, primarily

because it is soft and uneven. Thus, the EWF-binder composite system needed to achieve two seemingly conflicting performance requirements: to promote accessibility and to retain adequate impact-energy absorption to preclude injuries. The composite systems developed consisted of the combination of a binder and EWF in a thin top surface layer over a layer of unmodified EWF.

The effort identified designs using compatible resin (e.g., latex, silicone, and polyurethane) binders and various species and textures of EWF. Adhesive binders were chosen for their inert and non-toxic nature in the playground environment and the retention of a natural look for the surface. Consideration was given to the need to add materials and to the possibility of patching the surfaces after damage from major impact. Use of a play surface for 3 to 5 years was considered adequate time for the binder to fulfill its function. The surface could then be renewed by adding EWF. Composite systems with EWF have not been used before in this application. Therefore, there is no guarantee or warranty that they will function for that extended period.

The preliminary evaluation included laboratory testing of energy absorption and surface stability (firmness) on trial surfaces in 0.5- by 0.5-m (18- by 18-in.) plywood boxes; the surfaces had a uniform depth of 0.3 m (12 in.). Seven systems were identified as having reasonable performance and were recommended for Phase II outdoor field evaluations.

### Phase II

Phase II research focused on outdoor evaluation of binder and fiber combinations identified as minimally acceptable and promising in the Phase I evaluations. Seven surface treatments and a control surface were installed in a series of outdoor test beds in Madison, Wisconsin, to gather field experience on long-term performance and durability. The binders evaluated were (a) a synthetic latex emulsion, (b) a low molecular weight silicone, and (c) foaming and non-foaming resilient polyurethane. Systems were evaluated over a 6-month period, from April to October 2002.

## Appendix VI: Wood Fiber Playground Surface

Tests were performed at regular intervals to provide a quantitative measure of accessibility and impact attenuation. An impact test was performed after the 6-month exposure period. The results indicated that all the surfaces passed the existing specifications for impact attenuation of playground surfaces (Laufenberg and Winandy 2003). The results further indicated that 6 months of aging had changed the impact performance of all systems except the unsurfaced (no additive) EWF. The latex binder and both polyurethane binders consistently met the accessibility requirements for playgrounds. However, the foaming formulation produced a hard brittle shell that became even harder with exposure/age and would increase the injury rate for falls on the surface. The silicone system did not maintain adequate integrity during rain/dry cycles in this outdoor test. Moisture measurements indicated that the bonded surface retarded the drying of the underlying EWF. That finding might have long-term implications for the rate of decay for the systems, and alternative treatments might be used to retard decay.

### Phase III

In Phase III, a few of the most promising SEWF systems were tested in a working playground. The desired binder-EWF system needed to provide impact safety and appropriate accessibility over a number of seasons. It needed to retain the performance characteristics of impact-energy absorption and surface resiliency. To accomplish this, the first order of business was to objectively assess the field-use requirements of any successful SEWF.

### Acceptable SEWF Systems

Because of their reactivity, the stabilizing binders needed to be applied on site or mixed with EWF no longer than 1 h prior to placement on the ground surface. Accordingly, the technical issues considered were (a) cure/set time prior to surface use, (b) range of EWF moisture and temperature conditions acceptable for use, (c) emission of fumes or odors, workable exotherms, and toxic or other chemical release concerns related to the binder/EWF mixture, and (d) any post-installation deleterious effects of SEWF on users.

Any viable field system must meet two primary user needs: impact safety and accessibility. The Americans With Disabilities Act (ADA 1990) states that accessible surfaces shall be stable, firm, and slip-resistant. Each viable SEWF system must also be non-toxic to users. In addition, the SEWF system should be porous, to allow water to drain from both the upper bonded surface and the lower unbonded interior of the mats. This is critical in reducing the biodeterioration potential of the wood fiber and in maintaining the cushioning behavior of EWF during subfreezing temperatures.

Impact safety is quantifiable through the use of the consensus standard ASTM F1292 (ASTM 1999a). Preliminary

portable impact tests provided an indication of the cushioning performance of the stabilizing binder. The ADA criteria for accessible surfaces have not been defined adequately within the ADA accessibility guidelines for quantitative measurement on any specific surface. Currently, the only objective method suitable for assessing the firmness and stability of a playground surfacing system is the rotational penetrometer, a portable measurement device that simulates a wheelchair caster negotiating the test surface. For our study, two cooperators (Zeager Bros. Inc., Middletown, Pennsylvania; Beneficial Designs, Inc., Minden, Nevada) provided the apparatus for the portable impact test and the rotational penetrometer, as well as training in their use.

### Playground Study Site

An Access Board solicitation for potential study sites yielded numerous responses. Fortuitously, an accessibility coordinator for the Wisconsin State Parks offered a site close to the Forest Products Laboratory—a sand-surfaced playground at Governor Nelson State Park in Waunakee, Wisconsin.

### Design

The playground was originally designed with some structural provisions for accessibility. A transfer point/platform was incorporated in the climbing structure; however, the surface leading to it was fine beach sand. Total fall height was determined to be 3.1 m (10 ft). Discussions with the park staff provided insight to the usage of this area. In response, the staff decided to retain sand on a portion of an adjacent (but not adjoining) playground. The remaining area of approximately 190 m<sup>2</sup> (2,020 ft<sup>2</sup>) was converted to a full-depth EWF surface (Fig. 1).

### Preparation of Playground Subsurface

Our efforts began by removing the existing sand surface to a depth of 0.38 m (15 in.) (Fig. 2). All roots, stones, and vegetation were removed. Much of the tonnage of sand was moved by two skid-steer loaders, but significant amount required handwork by a dedicated and hardworking volunteer crew from the Waunakee Rotary and a local chapter of Telephone Pioneers of America. The work crew also included employees of the park, the Wisconsin Department of Natural Resources, and the Forest Service. The majority of the clean sand was used to replenish the adjacent beach at the park and the remainder was piled in a wooded site nearby. Approximately 12 h of equipment time and 48 h of personnel time were required to remove the sand.

### Installation of Drainage Base

Following industry standard EWF installation practices, we ensured that the excavated surface had a minimum of 1% slope for drainage. A lightweight landscaping geotextile

## Appendix VI: Wood Fiber Playground Surface



**Figure 2—Removal of sand from existing playground surface.**



**Figure 4—Completion of drainage system; second layer of fabric laid over drainage rock.**



**Figure 3—Placement of drainage fabric and rock on playground subsurface.**



**Figure 5—Application of engineered wood fiber (EWF).**

If the EWF has 20% moisture content, that weight should be subtracted from the EWF weight prior to calculating the weight addition of the binder. The same procedure should be followed for the binder that does not contain 100% solids. The weight percentage should be calculated only on the solids content of the binder. Because the EWF was installed in the fall, we monitored the air temperature; both stabilizing binders required 4°C (40°F) for proper curing. On the date of installation, the overnight temperature had dipped to -2°C (28°F). The crew waited for the temperature to rise before mixing the EWF with the binders, which had been stored at room temperature. When the EWF was mixed with the binders, the temperature of the resultant mixture was well above 10°C (50°F).

A portion of EWF was removed from the play area for stabilization. For the polyurethane binder, 38 mm (1-1/2 in.) of EWF was removed and for the emulsion polymer, 64 mm (2-1/2 in.) of EWF. The EWF was placed in a 160-L (40-gal) portable mortar mixer (Fig. 6). The amount of binder added was determined as a proportion (30%) of EWF dry weight (volumetrically equivalent to 0.041 m<sup>3</sup>, 1.45 ft<sup>3</sup>) to 5.3 L (1.25 gal) of Vitri-Turf or 10.6 L (2.5 gal) of Soil-Sement. Weight proportion was 77:23. The EWF and binder were mixed for approximately 3 min. The mixture was transported by polyethylene tray wheelbarrows to the target pad and spread with hand tools to an even thickness (Fig. 7).

The area was then compacted and flattened with a 1.2-m by 1.2-m by 16-mm (4-ft by 4-ft by 5/8-in.) piece of plywood

## Appendix VI: Wood Fiber Playground Surface

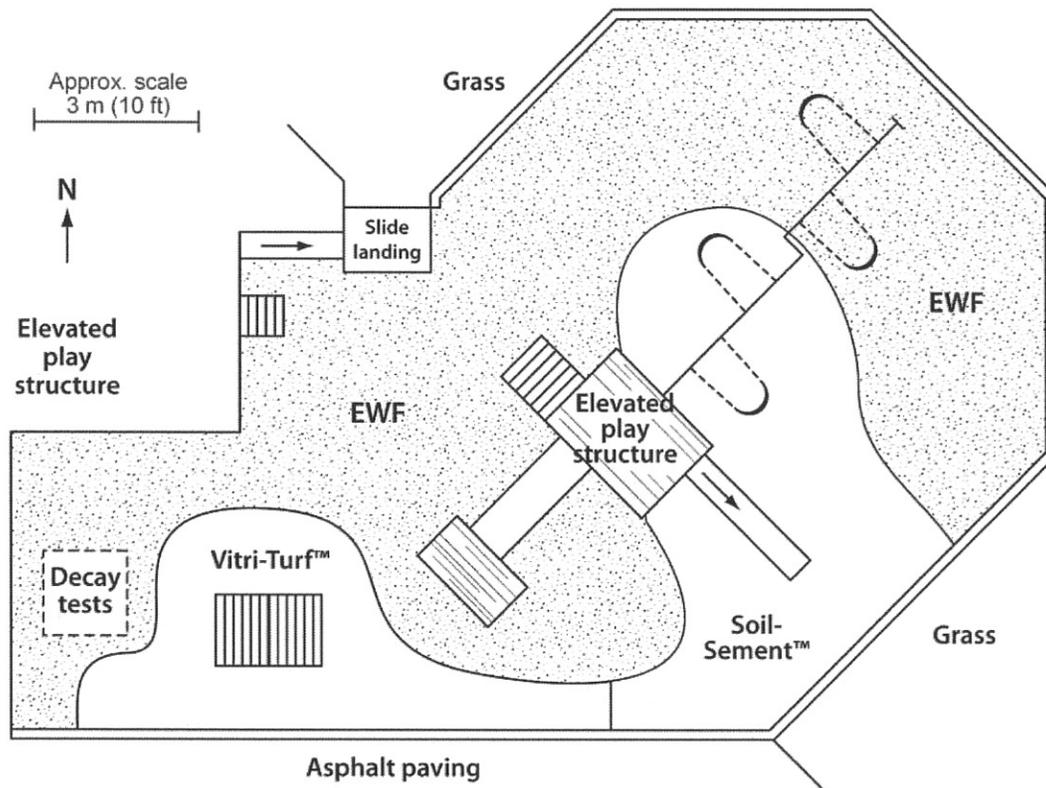


Figure 1—Schematic plan of playground site at Governor Nelson State Park.

fabric was placed on the surface, followed by a 0.08-m (3-in.) layer of 18-mm (3/4-in.) washed, angular drainage rock (Fig. 3). Half the rock was placed using a skid-steer loader and the other half was placed manually using wheelbarrows. All the rock was shoveled and raked by hand to a uniform depth. Another layer of geotextile fabric was laid on top of the rock layer (Fig. 4). Handfuls of rock were thrown on the fabric to keep the wind from blowing it out of place. The layers of geotextile fabric kept soil and fiber from clogging the rock and thus preserved the drainage quality of the rock layer. Approximately 25 metric tons (28 tons) of rock was used. Placing the rock and geotextile required 25 h of manual labor and 3 h of skid-loader use.

### EWF Application

Fifty cubic meters (66 yd<sup>3</sup>) of EWF, donated by a cooperater (Zeager Bros. Inc.), was obtained from BNB Bedding of Oskaloosa, Iowa, and delivered in a 75-m<sup>3</sup> (100-yd<sup>3</sup>) live-bottom trailer (Fig. 5). The EWF was manually applied to a thickness of 0.3 m (12 in.). One week later, after the surface had been further compacted by usage, approximately 40 m<sup>3</sup>

(53 yd<sup>3</sup>) of EWF was added and compacted to return the surface to the full depth of 0.3 m (12 in.).

### Bonded Surface Installation

Two weeks after applying the EWF, we returned to stabilize the upper surface. Considering that children had used the playground in the meantime, we had hoped the EWF was adequately compacted to support the stabilized layer. Our plan was to treat approximately 30% of the playground with the two binding systems and to leave the remainder as the untreated control (Fig. 1). The two binder systems used to fabricate these systems were

1. an acrylic and polyvinyl acetate polymer emulsion, Soil-Sement (Midwest Industrial, Canton, Ohio), mixed 30% by dry weight of solids to unit weight of dry EWF and applied 63 mm (2.5 in.) thick, and
2. a non-foaming polyurethane (Vitricon), Vitri-Turf (Polymer Plastics Corp., Commack, New York), mixed 30% by weight to unit weight of dry EWF and applied 37 mm (1.5 in.) thick.

## Appendix VI: Wood Fiber Playground Surface



**Figure 8—Completed playground looking north: left, Vitri-Turf SEWF; right, Soil-Sement SEWF; top, EWF. Line of demarcation is below wheelchair footrest.**



**Figure 9—Measurement of accessibility with rotational penetrometer.**

## Appendix VI: Wood Fiber Playground Surface



Figure 6—Mixing of binder and EWF in mortar mixer.



Figure 7—Leveling and compaction of binder-EWF mixture.

covered with a polyethylene release sheet. To compact the cushioning pad to the full 0.3-m (12-in.) depth required for unbonded EWF, a 90-kg (198-lb) person slowly stepped on the plywood in each quadrant, applying firm pressure.

The two SEWF surfaces were allowed to cure or bond for 6 days prior to usage. The entire surface was covered with polyethylene sheeting for 3 days to protect it from rain. Within 2 h of placing the Vitri-Turf, the surface was somewhat rigid to slight hand pressure. The Soil-Sement surface did not begin to cure or cross-link until more than 48 h had passed; when the polyethylene sheeting was removed, the surface was still slightly tacky. The area was left open to the air for another 3 days prior to opening the play surface for use. Figure 8 shows the completed surface, with little notable differences between the three surface materials.

## Test Procedures

### Field Observation Reports

The playground site was not under direct supervision or observation by park staff or other responsible personnel. However, on-duty staff noted any public concerns and changes at the site. Forest Products Laboratory staff visited the site at least weekly for the first 2 months and at least monthly thereafter (if the ground was thawed) to perform the rotational penetrometer test and to observe and annotate any maintenance needs, use patterns, or other issues.

### Accessibility Measures

All surfaces were measured with the rotational penetrometer periodically over the first 6 months of exposure (Fig. 9). This device subjects the surface to a low-speed rotational bearing test that simulates the weight and action of a front caster wheel on a wheelchair. The procedures are based on a draft national standard test method for the firmness and stability of ground and floor surfaces (RESNA 2000), which uses an average of five readings. This test provides objective measures of surface firmness and stability and has been correlated to the work measurement of ASTM F1951, “Accessibility of Surface Systems,” for a wide array of surfacing and floor coverings (ASTM 1999b). The RESNA test was performed 1 week after surface installation and as often as once a week in the first 2 months, using the rotational penetrometer and protocol for assessing bearing/rotational surface indentation (Axelson and Chesney 1999). The device was used on test areas selected as representative of the entire surface.

### Impact Attenuation Tests

Impact tests were performed by a cooperator (Zeager Bros. Inc.) 7 weeks after EWF installation. ASTM F1292–99 test methods were used at a constant test drop height of 3.05 m (10 ft) (Fig. 10). Maximum *g* levels and head injury criteria (HIC) were measured.

### Moisture and Durability

To learn more about biodeterioration of the EWF playground system, we sampled and oven-dried packets of EWF material and buried them in the unsurfaced portion of the playground. Polyolefin geotextile fiber pouches were each filled with approximately 40 oven-dry grams of fiber (Fig. 11). These biodeterioration samples were placed so as to allow circulation of water and air. The EWF surface was excavated throughout its entire 0.3-m (12-in.) depth to determine the moisture profile of the surfacing system. The samples were buried at depths of 100, 150, 200, 250, and 300 mm (4, 6, 8, 10 and 12 in.) (Fig. 11). One-quarter of the samples was removed at 6 months to provide data on wood fiber moisture content and weight loss. After drying and weighing, the removed packets were reinserted and the area was restored.

# Appendix VI: Wood Fiber Playground Surface

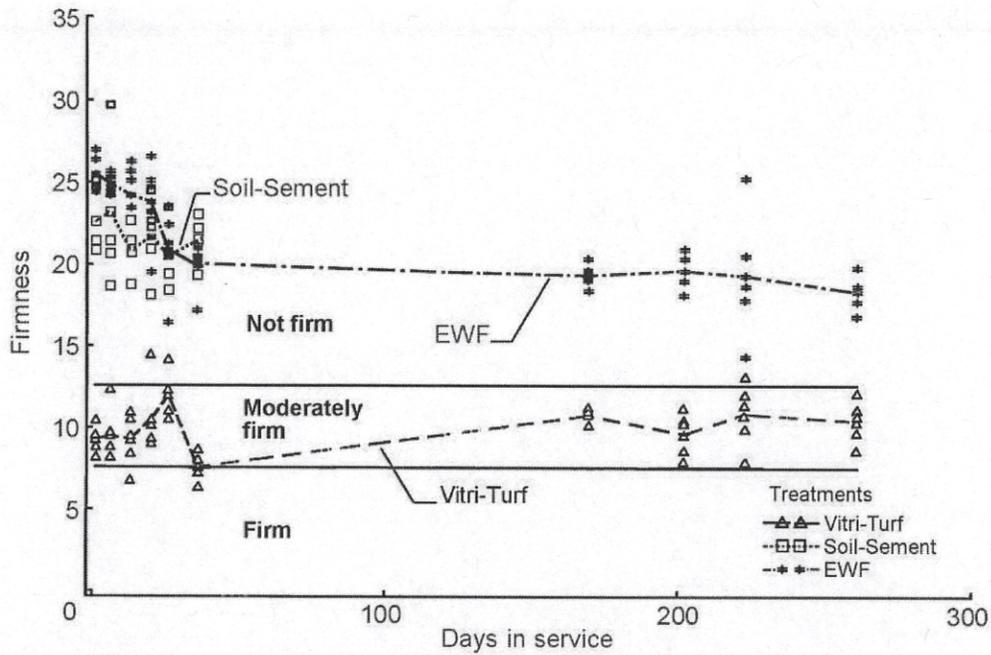


Figure 12—Firmness of playground surface, as measured by rotational penetrometer, over 9-month installation.

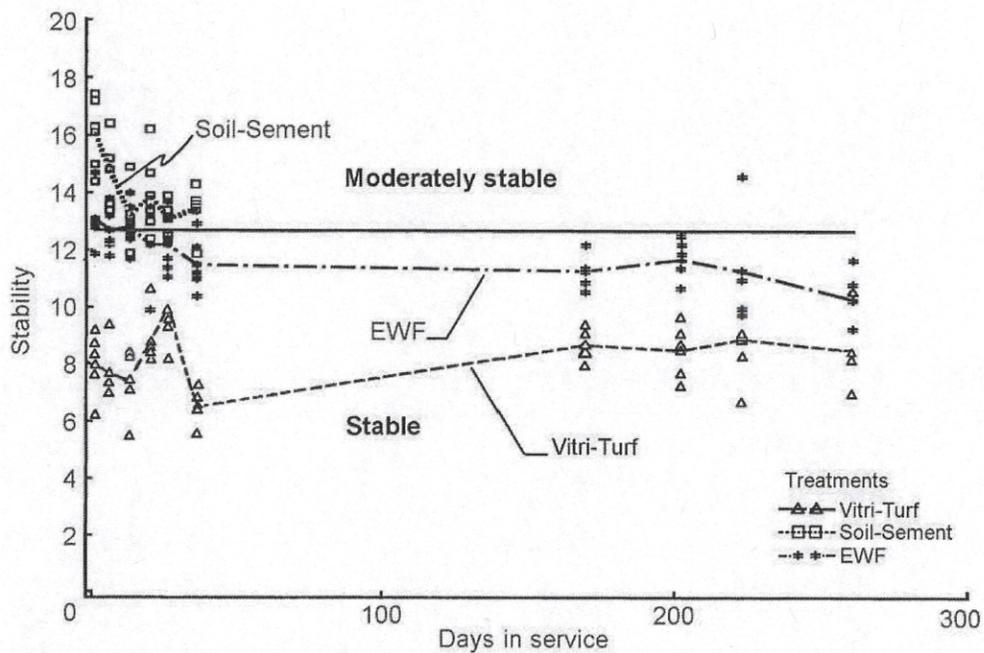


Figure 13—Stability of playground surface, as measured by rotational penetrometer, over 9-month installation.

## Appendix VI: Wood Fiber Playground Surface



Figure 10—Impact test setup for drop height of 3.05 m (10 ft).



Figure 11—Biodegradation samples on EWF surface.

## Observations and Results

### Field Observation

The park manager conducted a series of surveys of play surface users within 1 month of installation. Approximately 60 children in grades 4 and 5 (ages 9 to 11) were divided into three groups and then invited to play on each test surface. Feedback was solicited on features while the children performed unchoreographed activities, such as bouncing, running, falling, rolling, and jumping. After playing for several minutes on each surface, the children were asked to stand on the surface they preferred. In all three groups of children, more than 90% chose the urethane Vitri-Turf SEWF surface. The remainder had equal preference for the untreated EWF (5%) and the polymer emulsion Soil-Sement (5%) SEWF. The major comment was that the users liked the stiff bounce obtained from the Vitri-Turf and disliked the attenuation of the EWF and the Soil-Sement SEWF.

### Accessibility Measures

During the 10-month period of the test, firmness and stability of the SEWF surfaces were measured with the rotational penetrometer (Figs. 12 and 13, respectively). The Soil-Sement SEWF showed poor binding early in the exposure period, compared to the unsurfaced EWF. Only the Vitri-Turf SEWF showed acceptable performance for accessibility during the entire trial installation.

### Impact Attenuation

Impact testing (ASTM F1292) was conducted on the Vitri-Turf SEWF and the unsurfaced EWF 7 weeks after installation. At this time, the Soil-Sement SEWF had not yet cured or cross-linked because of the rainy weather (see following section on durability). Average  $g$  readings for the second and third drop tests were 92 for Vitri-Turf and 83 for EWF. Average HIC readings were 507 for Vitri-Turf and 413 for EWF. These values are excellent for a play surface, which must have  $g$  readings of less than 200 and HIC readings of less than 1,000.

### Durability

Measures of surface durability are usually quite subjective unless the loss of durability represents a dramatic failure. This was the case for the installation of the Soil-Sement SEWF. Curing, as evidenced by stiffening of the SEWF mixture, was slow and incomplete. Based on our experience with a previous exterior installation (Laufenberg and Winandy 2003), we assume that individual particles of this material had bonded poorly. Within 3 weeks of installation, the Soil-Sement SEWF showed detachment of top surface particles from the overall layer. The lack of stability and firmness of the Soil-Sement surface was reflected in the rotational penetrometer readings as well. When the impact

## Appendix VI: Wood Fiber Playground Surface

### Personnel time

Drainage system installation, 25 h @ \$15/h	\$375
Unbonded EWF installation, 60 h @ \$10/h	600
Bonded surface installation, 24 h @ \$15/h	360

Installation of the two surface treatments was completed during one work day. Approximate effort for installation of 300 ft<sup>2</sup> of each material (600 ft<sup>2</sup> total) was 24 h (four people for 6 h).

### Summary of costs for 0.3-m- (12-in.-) depth surface treatment

Component	Cost (\$/ft <sup>2</sup> )			
	Labor	Materials	Play surface	
			Paid labor	Volunteer labor
Drainage system	0.20	0.40	—	—
EWF (0.3 m, 12 in.)	0.30	1.17	2.07	1.57
Vitri-turf (38 mm, 1.5 in.)	0.60	2.10	4.77	3.67
Soil-sement (63.5 mm, 2.5 in.)	0.60	1.87	4.54	3.44

## Preliminary Guidelines for Vitri-Turf SEWF Installation

Follow manufacturer's instructions for storage and handling of the binder. Binder materials must be stored indoors in cool dry storage out of sunlight. Observe recommended limits on binder shelf life as reactivity will diminish after that time. Read material safety data sheets carefully prior to opening containers. Wear protective clothing and eye gear at all times. The EWF should be less than 30% moisture content for correct absorption and curing of SEWF.

### Mixing of Binder With EWF

1. Mix Vitri-Turf binder with EWF at ratio of 77/23 by weight. This is approximately 1.25 gal of Vitri-Turf binder to 1.8 bushels of EWF (depending on density of EWF particles).
2. Use a mechanical drum mixer to mix binder and EWF. To mix a small batch for repairs, use a trough and hoe. Be sure that EWF particles are thoroughly coated. Adequate mixing takes about 2 min in a typical mortar or cement mixer. Check the mixer at the end of each mix to ensure that binder and fine wood particles are not accumulating on the paddles or drum.

## Application of SEWF

1. Transport SEWF mixture to site in a wheelbarrow. Dump mixture onto site and apply binder-EWF mixture to a thickness (uncompacted) of about 75 mm (3 in.) using a screed bar or rake.
2. Compact and smooth the surface using a large trowel or a 1.2-m by 1.2-m by 16-mm (4-ft by 4-ft by 5/8-in.) piece of plywood covered with a heavy-mil sheet of polyethylene as a release. If the material sticks, lubricate the trowel or plywood with kerosene, diesel fuel, or soapy water. Do not saturate the surface with these lubricants. After compaction, thickness will be approximately 40 mm (1.6 in.).
3. Apply a moderate downward pressure onto the surface so that the mixture compacts tightly. If plywood is used to compact the surface, a 90-kg (200-lb) person stepping on the four quadrants of the panel should provide adequate compaction.
4. Allow the surface to cure for a minimum of 24 h.

## Cleanup

Clean all tools and surface spots immediately with diesel fuel prior to drying. Once the binder has dried it will be extremely difficult to remove from tools, surfaces, or hands.

## General Precautions

- Wear protective clothing and eye gear.
- Provide a minimum of 1% slope for all substrates for drainage.
- Ambient air temperature should be 4°C (40°F) or greater and rising when SEWF is applied. Air temperature remain at 4°C (40°F) or greater for at least 7 days after application.
- Protect surfaces from rain for minimum of 48 h after SEWF application.
- Read all material safety data sheets very carefully. If you do not understand the instructions, contact the manufacturer before applying SEWF.
- If binder accidentally comes in contact with eyes, immediately rinse with water and contact a physician.

## Appendix VI: Wood Fiber Playground Surface

tests were run (7 weeks after installation), the Soil-Sement surface had deteriorated and its performance was similar to that of unsurfaced EWF. Although we had intended to replace the Soil-Sement SEWF, the cold weather of fall and winter interceded, followed by a record-breaking wet spring and summer, which further precluded re-installation. In retrospect, the use of Soil-Sement may indeed be acceptable, but the conditions for such an installation would need to be fairly dry with relatively warm periods. Some dry and warm climates may lend themselves to the use of this binder. The wet and cool climate in southwestern Wisconsin during the fall 2003 to spring 2004 season was not conducive to the installation or curing of Soil-Sement.

The durability of Vitri-Turf SEWF with exposure to weather was good and reflected similar experience with a prior exterior installation (Laufenberg and Winandy 2003). The integrity of the Vitri-Turf SEWF surface was maintained for the first 9 months. We then found that the edge of the Vitri-Turf SEWF had been lifted and the material torn off in large (0.2- to 0.8-m<sup>2</sup>, 2- to 8-ft<sup>2</sup>) plates and tossed about on the play surface (Fig. 14). This damage occurred at the unprotected and unsecured interface with the unstabilized EWF. It did not occur at the edge of the playground where the Vitri-Turf had bonded to the wood landscape ties that surround the area. Differential settlement of the Vitri-Turf SEWF and the EWF (due to extensive rainfall) was approximately 38 mm (1.5 in.). As a result of the damage, the Vitri-Turf SEWF was removed 9 months after installation. The material showed little evidence of fungal propagation or insect infestation. The thickness of the removed material, measured at 24 locations, was an average of 30.4 mm (1.2 in.).

To test the durability of the EWF playground system, the biodeterioration samples were removed from various depths of the unsurfaced portion of the playground 6 months after installation. The samples were cleaned, oven-dried, and reweighed; weight loss ranged from 1.4% to 1.9%. These values are consistent and reasonable for EWF. In spite of 4 months of freezing conditions above the surface, fungal hyphae were present at all levels (Fig. 15). If the EWF surface is maintained, further results will be gathered from this site at 6-month intervals.

### Costs and Personnel Time for EWF Installation

The following summary of costs and time estimates is not meant to be definitive. Markup for contractors or other overhead and profits is not included. No costs were incurred for edging since treated wood edging was already installed. The estimates do not include the significant amount of personnel time required to remove the sand from the playground.



Figure 14—Exposed and torn edge of Vitri-Turf SEWF.

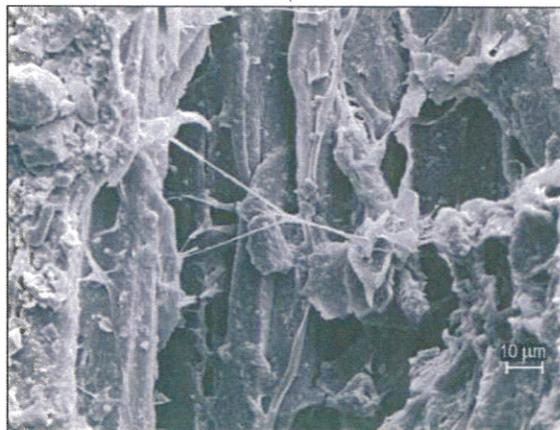


Figure 15—Hyphal growth on surface of wood chip from biodeterioration sample. Fungal growth was present at all depths of EWF surface after 6 months.

#### Quantity of material

EWF	120 yd <sup>3</sup> uncompacted
Vitri-Turf	35 gal
Soil-Sement	80 gal (45% solids)

#### Market value of material

EWF	\$21/yd uncompacted (incl. shipping)	\$2,520
Vitri-Turf	\$18/gal (100% solids, 11 lb/gal)	630
Soil-Sement	\$7/gal (45% binder/55% water)	560
Drainage system (rock, geotextile, and drainage)		800
		<u>\$4,510</u>
Equipment and tool rental (market value)		\$1,500

## Appendix VI: Wood Fiber Playground Surface

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### General Park Operations Report for November 2015

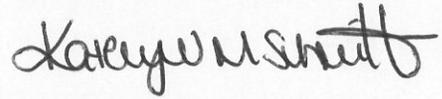
Park Commission Members,

As a part of my position as Administrative Services Coordinator, I want to make sure that I have a 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 Park.** The Historical Park has one final major event left for the 2015 calendar year. The Annual Christmas at the Mill in the Richfield Historical Park will take place December 5, 2015 from Noon – 3:00 PM. The Historical Society partners with the Richfield Lion’s Club and Friess Lake School each year to ensure this event is memorable!
- ✓ **Richfield Historical Society Blacksmith Shop.** RHS Project Coordinator Del Schmechel reached out to Staff inquiring as to the ability of the Historical Society to run electricity from the Nature Park to the Blacksmith Shop for electrical use during their regular events. DPW Supervisor Schmitt saw no issue with this change in the parks and the electrical cost would likely be minimal. Mr. Schmechel will be trying to get the costs for this project donated to the Historical Society so the installation of the electricity would be at no cost to the Village. Installation of electricity in the blacksmith shop will need to be approved by both the Historical Society membership and Park Commission before site work can take place. Once Mr. Schmechel has found he is able to secure funding for this project the Park Commission will need to consider this major site alteration.
- ✓ **Heritage Park Fields.** Heritage Park fields are now closed for the winter season. Throughout the month of October and into November our park crews prep the fields and facilities for winter by aerating the fields and cleaning and shutting off water to facilities. While the trails will remain open through winter the fields will be closed until youth sports pick up again in spring.
- ✓ **Heritage Park Trails.** During winter snow shoers and cross country skiers are a common sight on our park trail systems. Those trails will be maintained again for the 2015-2016 winter season when time is permitted to clean them up after all Village roads have been cleared.
- ✓ **RYBSA/Rockets Update.** November 1<sup>st</sup> marked the first date that either organization could begin submitting tournament dates to Village Staff for regular annual tournament scheduling. At the time of this communication form neither had submitted such annual dates for Village approval. Staff has been working on developing a master list of youth teams between the two organizations and their ability to use the various fields in Heritage Park. Village Staff reached out to RYBSA President Chris Matheson and Rockets

Business Operations Director Dave Dietrich November 5<sup>th</sup> in order to begin discussing scheduling for the 2016 youth sport season.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "KateLynn Schmitt". The signature is written in a cursive style with a large, stylized initial "K".

KateLynn Schmitt  
Administrative Services Coordinator