



AGENDA  
PARK COMMISSION MEETING  
RICHFIELD VILLAGE HALL  
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN  
JANUARY 13, 2016  
**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. November 11, 2015 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
  - a. Discussion regarding upcoming Capital Improvement Park Improvements
  - b. Discussion regarding tournament requests for the Richfield Soccer Club
  - c. Discussion regarding the Athletic Field Use Reservation Policy and 2016 scheduling
  - d. 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.

4 a

**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 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. October 14, 2015 – Special Meeting**

Motion by Commissioner Schmitt to approve the meeting minutes from the October 14, 2015 Special Park Commission meeting; Seconded by Commissioner Meeks; Motion passed without objection.

**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**

Motion by Commissioner Filipiak to approve the Hill and Gully Snowriders Vintage Show and Ride Event to be held in the Richfield Nature Park; Seconded by Commissioner Bernard; Motion passed without objection.

**b. Discussion/Action regarding the five year Bark Lake Park Master Plan**

Motion by Commissioner Filipiak to approve and incorporate the 2015 Bark Lake Master Plan; Seconded by Commissioner Meeks; Motion passed without objection.

**c. Discussion regarding the Staff Park Operations Report**

Administrative Services Coordinator Schmitt gave a brief overview about Park winter operations.

**6. ADJOURNMENT**

Motion by Commissioner Schmitt to adjourn; Seconded by Commissioner Woelfel; Motion passed without objection at 6:20 p.m.

Respectfully Submitted,

KateLynn Schmitt  
Administrative Services Coordinator

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**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 13, 2016

SUBJECT: 2016 Park Capital Improvement Projects  
DATE SUBMITTED: January 8, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

Two (2) capital improvement park projects are coming up in 2016. These projects have been saved for and the designated money has been set aside for two (2) projects.

- 1) Heritage Park – Stand-alone playground fixtures \$12,500
- 2) Richfield Nature Park – Bridge \$7,500

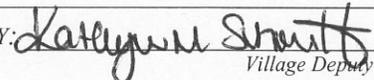
Staff has been working with the Richfield Historical Society (RHS) in regards to the Nature Park Bridge. The Nature Park Bridge connects the two parks and it services the regular foot traffic throughout the year as well as the heavy foot traffic that visits the park during annual RHS events. The RHS was requesting the Village construct a new bridge that would support the weight of a farm implement utilized during their largest event, their annual Threshere.

After visiting the park several times with the DPW Supervisor, our Village Engineers from Kunkel Engineering, and RHS members it was decided that for the Village to obtain permitting from the DNR it would cost approximately \$7,000 to \$8,000 alone. Having only \$7,500 in the CIP budget for this expense, Village Staff in conjunction with RHS members, are now discussing other needs in the Historical Park.

A Heritage Park stand-alone playground fixture is the second CIP allocated park project in our plan for 2016. Because of several changes happening currently in Heritage Park Staff is requesting that the Park Commission decide if they would like to utilize these funds in another area of Heritage Park or use some of those funds for site renovations for the trail loop, grills and other amenities in Bark Lake Park.

Both of these items are on the agenda for discussion only this evening.

*FISCAL IMPACT:*

REVIEWED BY:   
Village Deputy Treasurer

Initial Project Costs: \$20,000 in CIP Funds  
Future Ongoing Costs: Additional Park Employee Time to Maintain  
Physical Impact (on people/space): Various Park Improvements  
Residual or Support/Overhead/Fringe Costs: Variable.

*ATTACHMENTS:*

- 1. Email from Mitchell Leisses at Kunkel Engineering discussing the Nature Park Bridge
- 2. Park Master Site Plan General Budget Estimate from the Bark Lake Park Master Plan

*STAFF RECOMMENDATION:*

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY  
BOARD ACTION TAKEN



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

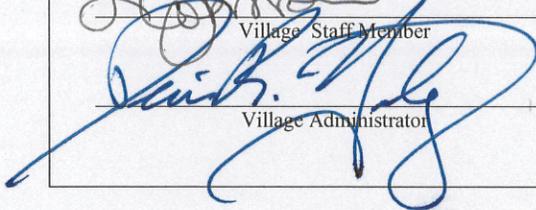
MEETING DATE: January 13, 2016

SUBJECT: 2016 Park Capital Improvement Projects

DATE SUBMITTED: January 8, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

  
\_\_\_\_\_  
Village Staff Member

  
\_\_\_\_\_  
Village Administrator

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

## KateLynn Schmitt

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**From:** Mitchell Leisses <mleisses@kunkelengineering.com>  
**Sent:** Thursday, September 10, 2015 11:52 AM  
**To:** KateLynn Schmitt  
**Subject:** RE: Nature Park Bridge

Good Afternoon KateLynn,  
At any time you place any "structure" in or over a waterway (especially in a wetland/flood plain), the DNR is going to require you show that this structure is not causing ANY adverse effects upstream. In this situation, if by rolling a couple culverts into the stream would cause even one-thousandth of an inch of "backwater" on a property, the Village would be liable to acquire easements of all of the properties in which the structure caused a change in the backwaters. The amount of engineering will exceed the \$7-\$8K the Village has to kick in for this project.

Sorry to be the bearer of bad news but culverts, similar to those upstream, would most definitely cause some effect upstream.

Hopefully this made sense. Let me know if you have any questions.

Have a great day!

Mitchell Leisses, Project Manager  
**Kunkel Engineering Group, LLC**  
Beaver Dam, WI 53916  
(920) 356-9447 Office (920) 210-6330 Cell  
[mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com)

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**From:** KateLynn Schmitt [mailto:KateLynn@richfieldwi.gov]  
**Sent:** Wednesday, September 09, 2015 2:24 PM  
**To:** Mitchell Leisses  
**Subject:** Nature Park Bridge

Hi Mitch,

Herb, the individual from the Richfield Historical Society I've been working with regarding the bridge project, got back to me regarding the abandoned bridge in the field off of Pioneer Road. He believes this will be a lost cause and the individual will be unwilling to donate the bridge to the society. He is now asking whether we could avoid creating such an expansive bridge. He referred to the various other flat bottom culvert bridges in the parks and asked why we wouldn't be able to install one of those instead, and what kind of cost that would generate. My initial thought is that the flat bottom culvert would be much more difficult to get a DNR permit for, and the area we would be looking to cover is a farther stretch than the current bridges in the park. Could you provide any insights to his comments?

Feel free to call me if you need further clarification.

Thanks,

KateLynn

**KateLynn Schmitt**  
Administrative Services Coordinator

Village of Richfield  
[katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov)  
262.628.2260

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## 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

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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 13, 2016

SUBJECT: Richfield Soccer Club
DATE SUBMITTED: January 8, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE DATE FOR THE ANNUAL KETTLE MORaine SOCCER LEAGUE TOURNAMENT IN HERITAGE PARK?

ISSUE SUMMARY:

The Richfield Soccer Club operates in the Richfield parks during the spring and fall months throughout the year. In addition to their regular play, the RSC hosts an annual Kettle Moraine Soccer League (KMSL) tournament. This year, the date being requested for that tournament, is June 4th, 2016. Upon review of the online park calendar schedule, Staff saw no conflict with this requested date.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: None.
Future Ongoing Costs: Maintenance to Parks.
Physical Impact (on people/space): Use of Park Space.
Residual or Support/Overhead/Fringe Costs: None.

ATTACHMENTS:

- 1. Richfield Soccer Club's online list of event dates.

STAFF RECOMMENDATION:

Motion to approve the date of June 4th, 2016 as the official date for the KMSL Soccer Tournament in Heritage Park.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

[Signatures]
Village Staff Member
Village Administrator

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



# Richfield Soccer Club



Day	Date	Time	Event
Sat	02-27-2016		KMSL WAVE Game
Sat	06-04-2016		KMSL Tournament

©2009-2015 Richfield Soccer Club •

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

MEETING DATE: January 13, 2016

SUBJECT: Athletic Field Use Reservation Policy and 2016 Scheduling Update  
 DATE SUBMITTED: January 8, 2016  
 SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

Village Staff has been coordinating with the RYBSA and Rockets organizations over the last several months to help develop a system of scheduling that serves both organizations. November 1<sup>st</sup> was the first deadline for the submission of tournament requests. We received requests from both the organization. Those requests are for the following dates:

Date	Place	Organization/Event
April 30 <sup>th</sup> & May 1 <sup>st</sup>	Heritage Park Fields 1, 2, 4, 5, 6, and 7	RYBSA/RAGE Spring Tournament
May 7 <sup>th</sup> & May 8 <sup>th</sup>	Heritage Park Fields 1, 2, 4, 5, 6, and 7	Rockets Spring Tournament
May 7 <sup>th</sup> & May 8 <sup>th</sup>	Fireman's Park	Rockets Scrimmage Tournament
May 14 <sup>th</sup>	Heritage Park All Fields	RYBSA Opening Day
July 8 <sup>th</sup> through July 10 <sup>th</sup>	Fireman's Park	Rockets Tournament and Family Picnic
July 21 <sup>st</sup> through July 24 <sup>th</sup>	Heritage Park Fields 1, 2, 4, 5, 6, 7, 8 and Fireman's Park	Rockets Classic Tournament
August 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup> , September 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup> , and October 2 <sup>nd</sup>	Heritage Park Fields 4, 5, 6, and 7	Rockets Fall Ball

These dates were confirmed through the coordination and partnership of both organizations. It is important to have chosen dates well in advance so invitations and planning can take place. The remaining submission deadlines are listed below. Per the Athletic Baseball and Softball Field Reservation Policy 5.7, no reservations for athletic fields will be issued for use prior to April 1<sup>st</sup>. It is expected that as planning for these events takes place more greatly defined lists of games and time schedules will be submitted so that Village Staff can incorporate those dates and account for and charge accordingly.

Below is a list of dates for submissions coming up in 2016.

DATE	SUBMISSION DEADLINE
November 1 <sup>ST</sup>	TOURNAMENT REQUESTS TAKEN
MARCH 31 <sup>ST</sup>	FINAL DEADLINE TO PROVIDE ROSTERS WITH INDIVIDUAL PLAYER ADDRESSES TO CONFIRM THE 60% THRESHOLD IS MET
APRIL 1 <sup>ST</sup>	DEADLINE TO SUBMIT LIST OF DATES AND GAMES TO STAFF
APRIL 1 <sup>ST</sup>	DEADLINE TO SUBMIT CERTIFICATE OF INSURANCE PER SUBSECTION 10.0 OF THE FIELD RESERVATION POLICY
APRIL 30 <sup>TH</sup> (FOLLOWING BUSINESS DAY)	FINAL PAYMENT AND DEPOSIT DUE FOR GAMES AND PRACTICE RESERVATIONS
APRIL 30 <sup>TH</sup> (FOLLOWING BUSINESS DAY)	FINAL GAME AND PRACTICE SCHEDULE DISBURSED

A few of the identified problems that Staff has been asked to address are rain dates and repercussions for scheduling fields with no use of them. In regards to rain dates Staff is taking the approach that once the 2016 schedule has been set neither organization will be able to bump any game or practice for a makeup game without the authorization of that coach and/or organization. In regards to repercussion for scheduling fields and not using them. The Athletic Baseball and Softball Field Reservation Policy 6.4 states that Groups may cancel up to 20% of their field reservation by April 30<sup>th</sup> and receive a full refund. If field reservations are cancelled after April 30<sup>th</sup> or more than 20% of field reservations are cancelled, there will



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 13, 2016

SUBJECT: Athletic Field Use Reservation Policy and 2016 Scheduling Update
DATE SUBMITTED: January 8, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

be no refund. If more than 20% of games and/or practices are cancelled with or without Village knowledge throughout the 2016 season no refund will be issued to either organization.

Over the last few months both organizations have come to Staff seeking clarifications on several items. It is likely that when we review the policy after the 2016 youth sports season some of those clarifications will be brought before the Park Commission as items to include in a revised Athletic Field Use Reservation Policy.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Staff Time.
Future Ongoing Costs: Maintenance to Parks and Coordination with Organizations.
Physical Impact (on people/space): Use of Park Space.
Residual or Support/Overhead/Fringe Costs: Ongoing

ATTACHMENTS:

- 1. Rockets Tournament Date Request Submission
2. RYBSA/Rage Tournament Date Request Submission
3. Correspondence with Administrator Healy regarding Confirmation of the 2016 Tournament Date Requests
4. Correspondence with Administrator Healy regarding Term and Question Clarification
5. Athletic Baseball and Softball Field Reservation Policy

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

[Signatures]
Village Staff Member
Village Administrator

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



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: Richfield Rockets Select Baseball Program</b>			
<b>Applicant: David Dietrich</b>		<b>Phone (H):</b>	<b>Phone (C): 262-951-5215</b>
<b>Address: 1294B HWY 175</b>		<b>City: Hubertus</b>	<b>Zip: 53033</b>
<b>Nature of Activity: Youth Baseball Tournaments</b>			
If picnic, identify type: General <input type="checkbox"/> Company <input type="checkbox"/> Family Reunion <input type="checkbox"/> Church <input type="checkbox"/> Other <input type="checkbox"/>			
<b>Date(s) Requested: See Attachment</b>		<b>Time (include set-up &amp; clean-up time): 6:00 AM to 10:00 PM</b>	
<b>Facility Requested (Check and identify all areas that will be used):</b>			
<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 checked="" type="checkbox"/> Baseball Field \$25.00 <input type="checkbox"/> Volleyball Courts (2)	\$25.00 <input type="checkbox"/> Observation Deck (2) \$40.00 <input type="checkbox"/> Shelter (electric)	See back \$25.00 \$25.00 \$40.00 \$40.00 <input checked="" type="checkbox"/> Baseball Fields (8) <input type="checkbox"/> Soccer Fields (10) <input type="checkbox"/> Playground <input type="checkbox"/> Shelter 1 (North) <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: Village Park Shelter: \$50.00 Baseball Field: \$35.00 All other park and open space: \$25.00</b> (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 checked="" type="checkbox"/> Food Served <input checked="" type="checkbox"/>			
<b>Estimated Attendance:</b> Adult: Youth:			
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

Insurance Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approval Granted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Reservation Fee:	Signature:
Deposit: \$	Date:
Key/Damage/Clean-up Fee: \$	Comments/Conditions:



## Richfield Rockets Select Baseball Program

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January 8, 2016

Attachment:

1. Rockets Spring Tournament, Heritage Park fields 1, 2, 4, 5, 6, 7 and Firemen's Park, May 7 - 8, 2016.
2. Rockets league tournament and family picnic, Firemen's Park July 8 - 10.
3. Rockets Classic Tournament, Heritage Park 1, 2, 4, 5, 6, 7, 8 and Firemen's Park, July 21 - July 24, 2016.
4. Fall Ball, Heritage Park fields 4, 5, 6 & 7 for the following Sundays; August 14, 21, 28, September 11, 18, 25 and October 2, 2016.



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> RYBSA/RAGE							
<b>Applicant:</b> Chad Nicpon				<b>Phone (H):</b> 262-457-2006		<b>Phone (C):</b> 262-224-9406	
<b>Address:</b> P.O. Box 203				<b>City:</b> Richfield		<b>Zip:</b> 53076	
<b>Nature of Activity:</b> Reservation of baseball fields for games.							
If picnic, identify type:    General <input type="checkbox"/> Company <input type="checkbox"/> Family Reunion <input type="checkbox"/> Church <input type="checkbox"/> Other <input type="checkbox"/>							
<b>Date(s) Requested:</b> April 30 <sup>th</sup> and May 1 <sup>st</sup> of 2016				<b>Time (include set-up &amp; clean-up time):</b> 10AM to 6pm			
<b>Facility Requested (Check and identify all areas that will be used):</b>							
<b>Fireman's Park:</b>		<b>Richfield Nature Park:</b>		<b>Heritage Park:</b>		<b>Bark Lake Park:</b>	
\$25.00	Tennis Courts	\$25.00	Observation Deck (2)	See back	x Baseball Fields (8)	\$25.00	Playground
\$25.00	Basketball Court	\$40.00	Shelter (electric)	\$25.00	Soccer Fields (10)	\$40.00	Shelter
See back	Baseball Field			\$25.00	Playground	\$25.00	Picnic Areas
\$25.00	Volleyball Courts (2)			\$40.00	Shelter 1 (North)		
				\$40.00	Shelter 2 (South)		
					(no electric)		(no electric)
<b>Deposit Fees are as follows: Village Park Shelter: \$50.00 Baseball Field: \$35.00 All other park and open space: \$25.00</b> (Deposits shall be returned within 10 days after the event.)							
Specify "Other" areas: Request fields 1,2,4,5,6,7							
<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> #'s = Cumulative Attendance    Adult: Approximately 200    Youth: Approximately 300							
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> November 16, 2015			

For Village Use Only

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

## KateLynn Schmitt

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**From:** Jim Healy  
**Sent:** Monday, December 14, 2015 2:21 PM  
**To:** David Dietrich  
**Cc:** William Theis; KateLynn Schmitt; DPW  
**Subject:** RE: Tournaments

Dave and Bill,

Please see the below message from Chris Matheson of RYBSA.

*“Good afternoon,*

*I'm pleased to let you know RYBSA is able to open up the May 7th date to help the VOR out, just so long as we can lock in the May 14th for our opening day event.”*

**My understanding of the sprint tournament schedule is as follows:**

April 30-May 1<sup>st</sup> – Rage Spring Tournament

May 7-8<sup>th</sup> - Rockets Spring Tournament

May 14<sup>th</sup> – RYBSA Opening Day

As we've previously communicated to you, the other dates and times you have requested for your Rockets Classic Tournament and Rockets Fall Ball have been approved. Please let me know if you have any questions, comments, or concerns. Glad we were able to work everything out. Thank you for your patience in this regard.

Have a nice rest of your day.

Sincerely,

Jim Healy  
*Village Administrator  
Planning and Zoning Administrator  
(262)-628-2260  
Village of Richfield  
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Hubertus, WI 53033*

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**“Far and away the best prize that life has to offer is the chance to work hard at work worth doing.” – President Theodore Roosevelt**

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**From:** David Dietrich [mailto:double\_d\_76@yahoo.com]  
**Sent:** Monday, December 14, 2015 12:47 PM  
**To:** Jim Healy <administrator@richfieldwi.gov>  
**Cc:** KateLynn Schmitt <KateLynn@richfieldwi.gov>  
**Subject:** Tournaments

Attn: Jim Healy,

I am inquiring because I am hopeful you have heard from RYBSA regarding the weekend of May 7-8. I am scheduled to give a report to Rockets committee meeting tonight. I would like to give them an accurate report as to where we stand in relation to field usage for the weekend in question and all of our other submissions.

Sincerely,

David L Dietrich  
Richfield Rockets  
Business Operations Director  
Cell: (262) 951-5215

**Game**

"A sanctioned competition amongst two teams, with hired, uniformed umpires, one contestant in the competition being a Richfield-based team, where scores are kept to determine a clear winner or loser for the purpose of establishing 'standings' in the contexts of an overall league (State League, RYBSA League, etc.) hierarchy."

**Scrimmage**

A simulated game competition in which one team divides itself into two separate squads (otherwise commonly referred to as an 'intersquad scrimmage') or when two teams, one of which being a Richfield-based team, plays in game-like situations where scores may or may not be kept, coaches may or may not participate in on-field instruction of players, and when the game outcome has no bearing on any overall league play or any combination of the aforementioned tenants.

**Practice**

Occurs when a gathering of players, all on the same team, either under the direction of a coach or not, organize and meet to do repetitious skills-based training aimed at improving player fundamentals. During this time it is common and typical for on-field mentoring to occur and for players to receiving instructions from coaches on honing their skills.

**Tournament**

An assemblage of multiple teams sponsored and hosted by a Richfield-based youth baseball/softball organization, from potentially different leagues and age groups, playing in single-elimination, double-elimination, or round-robin format until an eventual overall winner is produced. Approved tournament are approved by the Village Staff, are well-established and ordinarily held on Saturdays and Sundays.

**Direct Questions Posed:**

**Q1:** Are intra-program scrimmages considered games when coaches are out on the field teaching?

**A1:** I would categorize these as precisely what you listed them as, scrimmages. These would be considered a form of 'practice' in my opinion. Is that reasonable in your opinion?

**Q2:** Are two non-affiliated teams coming together considered a game?

**A2:** When you refer to "non-affiliated teams" am I to understand that as meaning a game in which two teams, both of which are not based in the Village of Richfield, would be playing games here?

**Q3:** Are practices considered games for scheduling purposes?

**A3:** No, they are considered practices as previously defined.

**Q4:** RYBSA assumes the Village is also responsible for maintaining background checks for all coaches.

**A4:** Addressed in previous email from last week.

**Q5:** What are the exact insurance requirements, including mandated coverage levels, required for all participants?

**A6:** Pursuant to the adopted policy, insurance coverage is required for group/team/organization use only, not individuals. 10.2 of the adopted policy states the following: "Permit holder shall obtain and maintain policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Richfield as an additional insured."

## December 09, 2015 email

**Q1:** How do scrimmages fall within the overall priority listing?

**A1:** My belief is that they would fall within the realm of a practice as mentioned above.

**Q2:** The VOR policy indicated in Section 8.4 that on weekends in which the VOR does not lines and maintain the fields, that appropriate individuals can do so. That seems clear and reasonable, but since the rental fee includes the time, effort and equipment for doing so, it would seem appropriate that the fees for all organizations would be adjusted lower for those events/games, correct?

**A2:** I am of the belief that a \$10 per field fee or in the case of RYBSA a \$5.00 fee per field is both reasonable and fair. While I was not included in conversations with Katelynn and Adam regarding how they arrived at the field reservation fee, my assumption is that in addition to your aforementioned costs for labor, materials, and equipment, it also takes into account the 'wear and tear' on the ball diamond itself and the use of facilities related to the same (ie: concession stands, restroom facilities, port-a-potties, etc.). How that depreciation calculation is figured though, I am uncertain. My understanding is that if games are to be played on the weekend the fields are prepared as of COB on Friday if we are not required to be in on the weekend. Is that safe to assume? I am also unsure how long a 'chalked' or 'dragged' diamond may last for with weekend play, 2-3 games? Or has RYBSA made it a past practice to chalk and drag between every successive game on the weekend? If so, is that actually necessary? Further information would be helpful to me so that I can better understand your field operation philosophy.

**Q3:** "...please clarify the specific ramification of violating areas of the policy"

**A3:** I do not disagree that some sort of enforcement procedure could potentially be added to the policy in the event that an organization or individual violates. I think at a minimum a public meeting of the Park Commission should be held, the timing of which would depend on the severity of what occurred (and where we are in the season), and allow the Park Commission to determine an appropriate penalty, if any, to prescribe. Maybe losing the ability to host tournaments, placing a 'cap' on the amount of teams able to participate in a tournament, losing access to fields, loss of priority in scheduling, or possibly many other loss of privileges like those could all be items for the Commission to consider. I am certainly open to your suggestions in this regard, but I believe progressive discipline is warranted in these types of situations. The policy, rightfully or wrongfully, did not contemplate non-compliance and that likely should have been included. Absent any specific language being inserted, we would defer to the Park Commission for guidance in the interim. Having a level of accountability is important, I could not agree with you more.

**Q4:** Is the Village 'okay' with reasonable attempts to park sensibly around the facilities, etc?

**A4:** Yes, this is likely another one of those areas where we should be specific about the types of vehicles we are talking about. Our intent with this provision was not to disallow reasonable patron parking, which during large-scale tournament play becomes difficult, it was to work to avoid situations where scissor lifts, ATVs, UTVs, food trucks, etc. are driven around on the Village's paths or utilized in some fashion on park property.

**Q5:** Can RYBSA safely assume we are not going to be in violation (assuming RYBSA is maintaining 60% participants living within Richfield) when we are part of leagues with outside communities?

**A5:** Based on the verbiage in the policy, I would only be looking at participation levels in RYBSA, itself. Your joint participation in the other leagues I do not believe is germane to what we were trying to accomplish, which is, to make sure that organizations based in Richfield, primarily serving the Village's tax base, have priority in scheduling.



VILLAGE OF RICHFIELD, WISCONSIN

**ATHLETIC BASEBALL AND SOFTBALL FIELD RESERVATION POLICY**

**1.0 PURPOSE:**

To create a clearly defined internal policy for the personal, private, group and team use of the Village of Richfield baseball and softball fields. The Village of Richfield provides outdoor recreation fields for the use and enjoyment of the citizens of Richfield. This policy is designed to be a guide for the public and used by Village Staff when reviewing requests for the use of these facilities.

**2.0 ORGANIZATIONS AFFECTED:**

**Personal/Individual Field Use**

Individuals wishing to use the public recreation fields, under the jurisdiction of the Village, may do so at their leisure on a first-come, first-serve basis, provided the fields have not been previously reserved by another party. Reservations will be listed on the Village website at [www.richfieldwi.gov](http://www.richfieldwi.gov).

**Group/Team Use and Reservations**

Groups and teams wishing to utilize the recreation fields on an on-going basis may do so with prior scheduling approval from Village Staff. All requests must be made, in writing, using the Park/Facility Rental Permit Form available at the Village Hall or online at [www.richfieldwi.gov](http://www.richfieldwi.gov).

**3.0 POLICY:**

The procedures that have been established herein by Village Staff working in conjunction with the Park Commission and youth sports organizations have been established using a priority based hierarchy which gives priority to Village of Richfield sponsored programs and organizations while allowing for the adequate compensation meant to reimburse the Village for not only the use and maintenance to fields, but also the administration of fees and scheduling.

**4.0 PRIORITY IN SCHEDULING VILLAGE OWNED FIELDS:**

4.1 Village sponsored programs (Priority Level I)

4.2 Richfield Youth Baseball and Softball Association (RYBSA), Richfield Rockets, businesses and resident-based leagues (60% of participants are residents of Richfield). Leagues must provide rosters with individual player addresses prior to the first field reservation date. (Priority Level II)

4.2.1 During the months of April through July the Richfield Youth Baseball and Softball Association (RYBSA) manage the scheduling of those fields in Heritage Park, RYBSA shall provide a comprehensive list of dates and games to Village Staff by April 1<sup>st</sup> of each year. RYBSA shall grant access to those individuals/organizations that make requests to use Heritage Park fields during reasonable time-slots. "Reasonable access" shall be what is deemed by the Park Commission.

4.2.1.1 The expected hierarchy of field scheduling at Heritage Park as deemed appropriate by the Village Administrator and Park Commission is generally as follows:

1. **RYBSA Games**

2. **Rockets Games**
3. **RYBSA Practices**
4. **Rockets Practices**
5. **All other individuals/organizations games/practices**

4.2.2 During the months between April through August, the Richfield Rockets organization shall manage the scheduling of Fireman’s Park field. Rockets shall provide a comprehensive list of dates and games to Village Staff by April 1<sup>st</sup> of each year. Rockets shall grant access to those individuals/organizations which make requests to use Fireman’s Park fields during reasonable time-slots. Reasonable access shall be what is deemed necessary by the Park Commission.

4.2.2.1 The expected hierarchy of field scheduling at Fireman’s Park as deemed appropriate by the Village Administrator and Park Commission is generally as follows:

1. **Rockets Games**
2. **RYBSA Games**
3. **Rockets Practices**
4. **RYBSA Practices**
5. **All other individuals/organizations games/practices**

4.3 Non-resident based leagues. (Priority Level III)

**5.0 FACILITY USE REQUESTS:**

- 5.1 All requests for facility reservations must be made in writing using the Park/Facility Rental Permit form with a full list of potential games/practices (if those potential games/practices exceed 5 dates they may be attached to the form in another format i.e. excel spreadsheet).
- 5.2 Reservations will be accepted starting the first working day in January and will be considered on a priority basis until April 1 each year. After April 1, reservations are accepted on a first-come, first-serve basis. Payment is due on April 30<sup>th</sup>.
- 5.3 Tournament requests will be taken November 1<sup>st</sup>, and of each preceding year priority will be given to those tournaments for Rockets and RYBSA that have been booked in the past, for those same weekends, as well as any regular season play that would occur on those dates. All others will then be considered on a case-by-case basis.
- 5.4 Requests filed after the dates listed above will be handled on a space available basis. Priority scheduling does not apply after this date.
- 5.5 All of the dates, times, and field preparation needs must be listed on the permit request submitted.
- 5.6 The usage fee paid will provide exclusive use of the field for a two (2) hour block of time and is charged whether the use is for a game or practice.
- 5.7 No reservations for athletic fields will be issued for use prior to April 1.
- 5.8 All reservations will be given priority over “walk-on” use.
- 5.9 Groups/teams using the athletic/recreation fields must comply with all park regulations.

**6.0 RESERVATION FEES AND CHARGES:**

**Softball & Baseball Fields**

Priority Level	Field Rental Fee	Deposit
1	\$0	\$0

2	\$10/Field	\$10/Field
3	\$100/Field	\$15/Field
Priority Level 2 Youth League Phased Discount for 150 rentals or more. Field Rental: Subtract \$5.00 per Field Rental Fee and Deposit Fee.		

- 6.1 The deposit must be paid in conjunction with all other fees prior to April 30<sup>th</sup>. The deposit will be retained for violation of any of the established policies and procedures, for damages to the field, or for failure to properly clean the area.
- 6.2 The field reservation fee includes mowing of the grass, dragging of the diamonds and moving bases, as needed. The fee also includes raking and lining of the diamonds.
- 6.3 NO REFUNDS will be made on reservation fees for fields not used for games or practices.
- 6.4 Groups may cancel up to 20% of their field reservation by April 30<sup>th</sup> and receive a full refund. If field reservations are cancelled after April 30<sup>th</sup> or more than 20% of field reservations are cancelled, there will be no refund.
- 6.5 Priority 1 and Priority 2 organizations may hold tournaments/scrimmages using the regular field rental fees.
- 6.6 Tournaments/scrimmages involving teams outside of Priority 1 and Priority 2 organizations are charged according to the tournament charges under the Park Rental Fees.
- 6.7 All group reservations will be confirmed with a contract.

**7.0 WEATHER CANCELLATIONS:**

- 7.1 Village staff shall make determination whether or not the field conditions allow for the field to be used. Following the start of field use it is the responsibility of the organization scheduled for the field to make the decision as to whether or not field conditions allow the game to continue. If continued use of the field in inclement conditions creates excessive wear or damage to the fields or facilities, Village Staff may invoice the organization for the repair costs. Failure to compensate the Village for any invoiced charges will result in the loss of field use privileges.
- 7.2 Rain cancellations may be rescheduled at no additional cost, but they will not be refunded. Games will be rescheduled on a space available basis.

**8.0 LEVELS OF MAINTENANCE:**

- 8.1 The Village is responsible for the mowing of all fields.
- 8.2 The Village is responsible for aerating, over-seeding and weed control.
- 8.3 The reservation fee includes mowing of the grass and dragging of the diamonds as needed. The field reservation fee includes moving of the bases to the desired field dimensions, raking and lining of the diamonds.
- 8.4 Grooming and lining of softball fields to be done by the Village of Richfield crews during weekday play and on weekends in which Village Staff has customarily been available for tournament play. If additional maintenance is necessary during weekends in which Staff has not been made available, those youth sports organizations utilizing the fields may designate individual(s) who have been made knowledgeable about field maintenance to take care of lining, hand dragging and general maintenance.

- 8.5 Non-Village vehicles of any type are prohibited on any Village park property. Additionally, no materials (sand, sawdust, Diamond Dry, etc.) are to be added to the baseball and softball infields by any field users.

**9.0 INSPECTION OF FIELDS AND SITE AMENITIES PRIOR TO USE:**

- 9.1 Upon arrival to each facility, the permit holder is responsible to inspect the site for unsafe conditions, which may be caused from vandalism, severe weather conditions, or prior use.

**10.0 INSURANCE:**

- 10.1 Liability insurance coverage is required for group/team/organization use only, not individuals.
- 10.2 Permit holder shall obtain and maintain a policy of liability insurance written by an insurance company licensed to do business in the State of Wisconsin. This policy shall contain an endorsement for contractual liability to support the indemnity and hold harmless provision of this policy, covering death, personal injury and property damage in the amount of one million dollars while naming the Village of Richfield as an additional insured.
- 10.3 A certificate of insurance shall be filed with the Village of Richfield along with the Park/Facility Rental Permit at the time of field request. This certificate shall confirm said coverage and provide the Village with 30 days advance written notice of cancellation, change or termination of said insurance policy.

Date adopted by the Village of Richfield Park Board

**October 14<sup>th</sup>, 2015**

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## General Park Operations Report for January 2016

Park Commission Members,

As a part of my position as Administrative Services Coordinator, I want to make sure that I have a bi-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.**

- ✓ **Heritage Park Trails.** During winter snow shoe enthusiasts and cross country skiers are a common sight on our park trail systems. Those trails will be maintained again for the 2016 winter season when time is permitted to clean them up after all Village roads have been cleared.
- ✓ **Richfield Historical Society.** The Richfield Historical Society continues to make progress on the Blacksmith Shop. If you visit the Historical Park you'll see that a frame for the building has been constructed and the project is expected to be completed in spring after additional timber becomes available.
- ✓ **Heritage Park Planning Update.** Construction is scheduled to begin in spring for the construction of the new fire station. The first stage of construction is expected to include a parking lot to accommodate the parking of the residents that utilize Richfield's busiest park. While we will lose the tennis courts during the construction process it is no longer predicted that we will be losing Field 8 as we previously thought. When plans have been finalized, they will be brought before the Park Commission for review.

Respectfully Submitted,

KateLynn Schmitt  
Administrative Services Coordinator