



**AGENDA**  
**PARK COMMISSION MEETING**  
**RICHFIELD VILLAGE HALL**  
**4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN**  
**SEPTEMBER 14, 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. May 11, 2016 – Regular Meeting
5. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action items on the agenda, only. Public comments are not a public hearing and are typically a one-way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the Chairman.)
6. DISCUSSION/ACTION ITEMS
  - a. Discussion/Action regarding the Athletic Field Reservation Policy
  - b. Discussion/Action regarding the new foot bridge in the Richfield Historical Park
  - c. Discussion/Action regarding the installation of a new library box in Heritage Park
  - d. Discussion regarding Heritage Park Master Planning
  - e. Discussion regarding Bark Lake Park minor and major site improvements
  - f. Discussion regarding the Staff Park Operations Report
7. 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.

Park Commission Meeting  
5/11/2016  
Village of Richfield, 4128 Hubertus Road, Hubertus, WI

6:00 p.m.

**1. Call to Order/Roll Call**

Park Commission Chairman Tom Wolff called the meeting to order at 6:01 p.m.

Present at the meeting was Park Commission Chairman Tom Wolff, Commissioners Dick Becker, Paul Bernard, Ken Meeks, Heidi Woelfel, Larry Schmitt, Don Filipiak, 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. March 9, 2016 – Regular Meeting**

Motion by Commissioner Meeks to approve the meeting minutes from the March 9, 2016 Regular Park Commission meeting; Seconded by Commissioner Bernard; Motion passed without objection.

**5. DISCUSSION/ACTION ITEMS**

**a. Discussion/Action regarding the requested dates for the Richfield Historical Society's Annual Events**

Administrative Services Coordinator KateLynn Schmitt gave an update about the upcoming events in the Richfield Historical Park.

Motion by Commissioner Bernard to authorize the list of 2016 Richfield Historical Society event dates and times in the Village Historical and Nature Park; Seconded by Commissioner Meeks; Motion passed without objection.

**b. Discussion regarding Heritage Park Master Planning**

Administrative Services Coordinator Schmitt presented the timeline for the Heritage Park Master planning process.

**c. Discussion regarding Ash Borer and comprehensive tree planning for the Village parks**

Administrative Services Coordinator Schmitt gave a brief update about the way in which Staff would be moving forward to create an inventory of Ash Borer's in the Village park system, and the action plan Staff intended to create in order to address the invasive species.

**d. Discussion/Action regarding the addition of a 2<sup>nd</sup> batting cage in Fireman's Park**

Administrative Services Coordinator Schmitt introduced the topic and stated the new batting cage would be located directly next to the other newly installed batting cage in Fireman's Park.

Motion by Commissioner Meeks to approve the site alteration in Fireman's Park for the installation of a new 17' x 74' batting cage subject to the General Conditions of Approval listed below.

General Conditions of Approval:

1. The Richfield Rockets organization will provide all funding for the batting cage and for the installation of any pad and/or any maintenance associated with the inside area of the batting cage in which the new batting cage shall be located on each year.

Seconded by Commissioner Becker; Motion passed without objection.

**e. Discussion/Action regarding dugout improvements in Fireman's Park**

Administrative Services Coordinator Schmitt introduced the topic stating that the Rocket's organization would be utilizing their own resources and volunteers to construct new dugouts.

Motion by Commissioner Woelfel to approve the site alteration in Fireman's Park for the installation of new dugouts subject to the General Conditions of Approval listed below.

General Conditions of Approval:

The Richfield Rockets organization will obtain a building permit from the Building Inspectors office in order to ensure the stability of the newly constructed dugouts, and the compliance of the dugouts with any Village building codes.

Seconded by Commissioner Schmitt; Motion passed without objection.

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

Administrative Services Coordinator Schmitt gave a brief update about Richfield park activities and events.

**2. ADJOURNMENT**

Motion by Commissioner Filipiak to adjourn; Seconded by Commissioner Meeks; Motion passed without objection at 6:41 p.m.

Respectfully Submitted,

KateLynn Schmitt  
Administrative Services Coordinator

6 a



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

6a.

MEETING DATE: September 14, 2016

SUBJECT: Athletic Field Reservation Policy Review

DATE SUBMITTED: September 9, 2016

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTIONS: PLEASE SEE BELOW POLICY QUESTIONS LISTED IN **BOLD TYPE**.*

*ISSUE SUMMARY:*

The 2016 baseball season was the first year in which the Village's Park Commission enacted a "field reservation policy" which facilitated the scheduling of the two (2) youth baseball organizations that primarily utilize Village of Richfield's fields. Per the direction of the Park Commission, Village Staff documented a number of different potential points of discussion as the season progressed and we are happy to say that both organizations were provided field access, with RYBSA having 730 games and/or practices at Heritage Park and the Rockets scheduling 520 games and/or practices at Heritage Park and Fireman's Park.

One of the biggest advantages of having these two (2) privately managed organizations is the fact that the Village, except for the purchase of land and day-to-day maintenance to the facilities, has largely not needed to hire additional Staff in order to manage program and activities in our park system. In order to keep this model, we must continue to find a way to provide reasonable access to our biggest youth sport programs that utilize our parks. The Village's goal in creating the Athletic Field Reservation Policy was to create a clearly defined method for schedule submission and distribution that both organizations would be able to easily interpret, understand and adhere to.

Some of the initial difficulties we had with the policy were in relation to the dates and deadlines we had established. In retrospect, perhaps they were too ambitious and not it was realistic enough of a timeline for RYBSA to know their participation enrollment and have their teams' schedules set. Rockets submitted a comprehensive schedule to Village Staff before the April 1<sup>st</sup> deadline. This schedule had a significant number of requests for dates and time slots in Heritage Park and after discussions with Rockets Operations Director Dave Dietrich, Staff was able to tweak the schedule to allow for more RYBSA practices.

During the month of April to the middle of May, the conflicts in scheduling largely affected RYBSA's organization, because as the policy states, games took priority over practices. During the first few weeks or months of RYBSA's season, all they do is practice. Therefore, the organization saw on 15 separate occasions instances where their practices needed to be moved around or cancelled all together because of a Rockets game on the various fields at Heritage Park. However, Village Staff appreciated those instances in which the Rockets organization was willing to make certain concessions to allow practices to occur during timeslots that were previously slated for games. We believe the Rockets organization understands that for a recreational-based organization, practice is equally as important, if not more important, than the playing of games to allow for the constructive on-field instruction of players wishing to learn the game of baseball.

Staff received the practice schedule from RYBSA which went through the month of May on April 14<sup>th</sup>, which was the day before fields were released to be open for use. The remainder of the RYBSA schedule listing dates and times for teams' games and practices for the remainder of the summer was released on May 2<sup>nd</sup>.

Due to the delay in receiving RYBSA's schedule, the entire "master schedule" for Heritage Park was not completed and released until the end of May. Throughout this time period, as additional requests for practices and adjustments were being directly requested to Staff by coaches from RYBSA and by Rockets Operations Director Dave Dietrich, Staff processed those requests and adjusted the schedule, when possible, to maximize field usage at Heritage Park. Staff



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attempted to the greatest degree possible to accommodate changes through various rescheduling. Taking this approach to in-house scheduling by Staff was done at the request of the Village Administrator. In hindsight, this was a violation of our own policy by Staff, which we believe occurred because of a tidal wave of unforeseen circumstances. This should at all costs be attempted to be avoided next year due to the time and effort that was involved in the process by Staff. However, to accomplish this task, realistic timelines must be set so that Staff can turn over the day-to-day scheduling at Heritage Park to the RYBSA organization and to the Rockets organization at Fireman’s Park.

Having a year to analyze and review the policy’s implementation, we see three (3) potential items for consideration that Staff would like to bring to the attention of the Park Commission. The first is requesting the two (2) organizations appoint a singular person to be the dedicated point of contact for working with one another. If the Village is truly going to be excising itself from this process in 2017, the framework needs to be in place so that constructive dialogue can occur between the two (2) groups. We believe that individual for the Rockets is Operations Director, Dave Dietrich. With the potential reorganization of the RYBSA Board and similar re-assignment of duties, at this point we are unsure as to who that direct point of contact will be for the RYBSA organization.

Second, we think it would benefit all parties if those individuals worked together with Village Staff to help develop realistic deadlines by which schedules must be set. While we learned this year that the coordination efforts for scheduling at Heritage Park were a tremendous responsibility and took a considerable amount of Staff time, the amount of work for the RYBSA organization exponentially increased this year with their successful partnerships with other area communities. Perhaps the solution to the scheduling conundrum is to first set a date by which RYBSA must submit their practice schedules to the Village by for the months of April and May. While this still entails a great degree of coordinated effort for the RYBSA organization, it allows them the flexibility to continue to work on game scheduling into the month of May and still gives adequate time and notice for the Rockets organization for the scheduling of their games and practices at Heritage Park. If these mutually agreeable dates and deadlines are not able to be met, then it shouldn’t be to the detriment of the other organization and some sort of deterrent needs to be put in place to provide incentive to the organizations to submit on time.

The third relates to the intent of the policy itself and some of the potentially unintended consequences we saw this year. In looking at the scheduling for the first few months of both organization’s seasons, as previously mentioned, several of the RYBSA practices were either not held or had to be rescheduled due to the Rockets’ organization’s games. For the overall viability of a recreationally based program, where children are first learning the game of baseball, we believe this is detrimental not only for the children but for the overall viability of the league going forward. To be clear, with the cooperation of the Rockets organization this year we were able to navigate a veritable “minefield” of conflict, much of which only existed in the first few weeks of each respective season.

Dates	RYBSA # of Conflicts	Rockets # of Conflicts
April 4th-May 31 <sup>st</sup>	20	0
June	2*	0
July	0	0

\*Originally it was five (5) but Rockets worked with the Village Staff to lower the number to two (2).

The attached memo outlines more details regarding some of the various issues that Staff believed to be present during the 2016 scheduling.

**Some questions Staff would like clarification/direction on this evening are:**



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Q1: As an example, should the date for final practice submission be April 15th instead of April 1st and the date for final game schedule be April 30th instead of April 1st to better accommodate RYBSA and still allow Rockets time to schedule its games/practices?

Q2: Should there be repercussion for failure to submit by the mutually agreeable deadlines that the Village will develop in concert with both RYBSA and Rockets? If so, what types of rights and privileges will be lost?

Q3: Should the RYBSA and Rockets organizations be required to appoint one (1) individual to work on changes in scheduling/additional requests after the master schedule has been distributed by the Village? If so, these two (2) individuals must agree to work together which will allow for the Village to be taken out of the process of scheduling dates and times for games and practices for both organizations.

Q4: Should the priority in scheduling in Heritage Park during the months of April and May be changed to giving priority in scheduling to the RYBSA organization for its initial practices due to the fact that they never have games scheduled early in this part of the season because of the necessity of practice. Then, after games start for RYBA after their "Opening Day" weekend, the schedule would revert back what is presently adopted in the policy where games for both organizations trump practices for both organizations.

If Staff was to get clarification on the desires of the Park Commission on the above issues, we are confident in our ability to bring a usable updated policy back before the Park Commission at the September meeting. It is important to note that in our Heritage Park Master Planning process, Staff will be meeting with both RYBSA and Rockets to discuss the potential for new field additions and other changes to existing diamonds to allow for greater field use flexibility which might assist in the scheduling process.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Staff time
Future Ongoing Costs: Staff time
Physical Impact (on people/space): Field use
Residual or Support/Overhead/Fringe Costs: Nominal, if any

ATTACHMENTS:

- 1. Memo regarding the 2016 Athletic Field Reservation Process
2. The Athletic Field Reservation Policy

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN



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

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

Resolution No. \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Approved \_\_\_\_\_

Other \_\_\_\_\_

Continued To: \_\_\_\_\_

Referred To: \_\_\_\_\_

Denied \_\_\_\_\_

File No. \_\_\_\_\_

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## VILLAGE OF RICHFIELD MEMO

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**DATE:** JUNE 15, 2016  
**TO:** VILLAGE ADMINISTRATOR AND PARK COMMISSION  
**FROM:** KATELYNN SCHMITT, ADMINISTRATIVE SERVICES COORDINATOR  
**RE:** 2016 ATHLETIC FIELD RESERVATION PROCESS

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The following items for your consideration arose at various times throughout the 2016 baseball season. They are accompanied with a brief explanation and questions to help spur discussion which we believe should be addressed by the Park Commission/Staff in conjunction with RYBSA and Rockets in the relative near future.

- **Developing realistic timelines for final submission of dates for practices and games**
  - **Policy Language:** *“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.”* (This is section 4.2.1 of the Athletic Field Reservation Policy)
    - Both organizations submitted their needs request to Village Staff by the April 1<sup>st</sup> deadline. While RYBSA’s needs request were close to what their actual needs were, the request was generic and did not list the teams practicing/playing games against one another. Without knowing this vital information, it was impossible for Staff to know whether it was a legitimate request. Village Staff could not bump other games or practices without knowing who the fields were being reserved for. We received RYBSA’s practice request on April 14<sup>th</sup> and were able to release the practice schedule for the last two weeks of April on April 15<sup>th</sup>. On May 2<sup>nd</sup> the remainder of the RYBSA schedule was received. The schedules for the remaining months were released as follows:
      - *April 15<sup>th</sup>            Second half of April*
      - *April 21<sup>st</sup>            First half of May*
      - *May 5<sup>th</sup>              Second half of May*
      - *May 12<sup>th</sup>             Entire month of June*
      - *May 26<sup>th</sup>             Final schedule for July, August, September and October released*
      - *June 15<sup>th</sup>             Fee’s distributed*
    - Because of the generic nature of the original April 1<sup>st</sup> scheduling submission by RYBSA, Rockets were asking for the approval of all of the Rocket requests. Staff did not feel as though that was keeping with the spirit and intent of the policy so we continued to work with RYBSA while openly communicating Staff’s expectations to both RYBSA and Rockets until a comprehensive list was available so an official schedule could be created.
- **Rockets’ newly formed league and the definitions of Scrimmages vs. Games**
  - This year the Rocket’s created a new league in which they took their own teams, separated them and played them against one another. Staff was of the opinion that these were not “scrimmages”, but “games”. However, neither term was defined in the policy. It was the contention of the Rockets organization that they were organizing themselves in a

way similar to how RYBSA operates. They were playing one another in ‘games’ the same way that RYBSA plays one another. RYBSA’s interpretation of these new Rocket teams was that they should have been officially labeled practices. One thing Village Staff looked at in this interpretation was whether or not scores were kept, whether or not umpires were used, and whether or not the wins or loses affected the overall standing in the newly formed league. Based on what was communicated to Staff and what we independently observed on numerous occasions, we believed they were playing actual “games” at Heritage Park and not “Scrimmages”.

- **RYBSA managing the scheduling at Heritage Park after the initial schedule is set by Staff**
  - **Policy Language:** *“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.”*
  - RYBSA and Staff believe because of this statement, the policy gives RYBSA ultimate authority to approve requests/changes in the schedule after the original distribution of the master schedule has been set by Staff. Because the schedule was released so late and because a solid flow of information was not yet determined Village Staff continued to take in and manage these requests.
    - “Reasonable access” for both organizations might involve setting up two main points of contact both would have the ability to go to in order to make/request schedule changes. If this was the case, then it would also be possible for this smaller “committee” to also manage the rescheduling of rain-dates. In this way the Village would only be responsible for the distribution of the initial schedule.
  
- **Largest number of conflicts, April into May**
  - A large number of the conflicts are in the last two weeks of April and beginning of May. This is because Rockets are playing games in their newly formed league when RYBSA is just starting to practice. How can we avoid as many conflicts moving forward? Designating specific fields in the beginning of the year may be one solution, opening other fields up to everyone after that could potentially be another solution by creating another field six (6), another alternative may be giving RYBSA’s practices preference during this portion of the year or throughout the year, a hybrid approach of these proposed solutions or any other ones you may propose to be incorporated into the policy
  
- **RYBSA’s new RAGE team**
  - RYBSA’s new RAGE U13 and U14 teams have the same types of field needs as the Rockets organization. Both organizations need 90’ base lines. Since RAGE practices continue through the entire season, those practices are most often the practices that are forced to be rescheduled because Rocket games continue to override practices, and the most sought after field in Heritage Park for Rockets is field #6. While we were able to schedule the majority of RAGE practices that were requested of us, the trend we saw was conflict in scheduling on the Thursday night availability on Field 6. Many of those practice times were moved to the weekends.



## 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**

6 b



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

606.

MEETING DATE: September 14, 2016

SUBJECT: Historical Park Foot Bridge Proposal  
DATE SUBMITTED: September 9, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE MAJOR SITE ALTERATION TO THE HISTORICAL PARK?*

*ISSUE SUMMARY:*

The Richfield Historical Society is proposing the construction of a new foot-bridge to connect the Mill and Lillicrapp Houses in the Richfield Historical Park. During the deconstruction of a barn the Richfield Historical Society recently obtained a number of materials that potentially could be used to construct the bridge.

**Materials on-hand include:**

- Trusses
- Concrete blocks
- Concrete anchors
- Steel plate

Recently, the Richfield Historical Society was contacted by Girl Scout Troop #2280. Similar to the Girl Scouts that have come before, this troop desires to actively participate in a large-scale community project that would benefit the Village of Richfield Park System. The Richfield Historical Society indicated that, while the Girl Scouts would not be able to participate in a large amount of the construction of the bridge, they would be able to assist them in the fundraising for the remaining materials needed for construction.

**The remaining materials needed include:**

- Treated 2 x 6's = 600 feet
- Treated 2 x 8's = 80 feet
- Treated 4 x 6's = 300 feet
- Angle iron 2" x 1/8" = 80 feet
- Carriage bolts and nuts
- Washers
- Deck screws
- 2 4 x 8 foam boards = \$40.00
- 220 Spindles = ~\$220.00
- Concrete for cap

The Girl Scouts plan to fundraise through September and October with hopes of starting construction of the bridge in November. If they have not reached their fundraising goals before the end of October, the project construction may have to take place in Spring. The Girl Scouts also hope to help minimally in the construction of the bridge with digging, drilling holes, screwing boards down and any other 'construction safe' activities they might be able to do. I have been informed that while the Girl Scouts themselves have liability insurance through the Girl Scouts of America, any of the additional parent volunteers that would be on-site would necessitate supplemental insurance coverage.

The details for the bridge being proposed has been outlined by Tim Einwalter, a certified Architect, and a member of our Architectural Review Board, that has been volunteering his time to assist the Richfield Historical Society in creating a structurally sound bridge design that Mr. Einwalter has assured me will 'stand the test of time'. His aerial overview



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 14, 2016

SUBJECT: Historical Park Foot Bridge Proposal
DATE SUBMITTED: September 9, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

presentation is included in your attachments as well as his architecture drawings stating his calculations for the various parts of the bridge.

Girl Scout Troop #2280, Tim Einwalter, and various Richfield Historical Society members will be present at the September 14th Park Commission meeting in order to describe the project in further detail and answer any questions the Park Commission might have.

Girl Scout Troop #2280 is seeking permission from the Park Commission for approval of the site location and design of the bridge so they might be able to proceed with fundraising for the project.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: Staff Review Time/Fundraising for Girl Scout Troop #2280
Future Ongoing Costs: Ongoing maintenance and upkeep
Physical Impact (on people/space): The bridge will encroach on open space over a deep gully
Residual or Support/Overhead/Fringe Costs: N/A

ATTACHMENTS:

- 1. Email from Kathy Davies Girl Scout Troop #2280 Leader and RHS Member Dave Derrick describing the bridge project
2. Aerial Overview of the site location for the proposed foot bridge
3. Architectural drawings of the proposed foot bridge
4. SWDV Floodplain Map for the Historical Society Foot Bridge
5. Email from Craig Kunkel confirming the footbridge is outside of the floodplain
6. Email from Kathi Kramasz confirming no wetland delineation would be necessary for the installation of the footbridge

STAFF RECOMMENDATION:

To approve the site location and general design as presented of the new foot bridge to connect the Lillicrapp and Mill House in the Richfield Historical Park.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

[Signature] Village Staff Member
[Signature] Village Administrator

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.

## KateLynn Schmitt

---

**From:** kathy davies <kive1@att.net>  
**Sent:** Thursday, September 01, 2016 1:33 PM  
**To:** KateLynn Schmitt  
**Subject:** Fw: status update  
**Attachments:** Bridge 4.pdf; Bridge 1.pdf; Bridge 2.pdf; Bridge 3.pdf; Bridge design #4.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Katelynn – please see the email from Dave Derrick to me below as it pretty much outlines who is helping and what supplies are on hand and needed. the Girl Scouts will be responsible for fundraising the money needed to purchase what is still needed or to get it donated. We originally planned on fundraising sept and Oct and building over the month of November. If fundraising needs longer we could be pushed into spring. Jeff Schwulst who is in independent construction will be helping the girls and we have other family who will be on hand on construction days also. The Girl Scouts will have their own insurance policy to cover their family that is helping (Girl Scouts are covered under the general Girl Scout policy but we purchase supplemental insurance to cover nonregistered participants. After Dave sent me this email he sent me an update from Tim on the bridge design that is also attached. It is the one titled Bridge Design #4. DO you need any other information? Otherwise Girl Scout Troop 2280 and members of the RHS along with the architect Tim Einwalter would be at the meeting on the 14th.

Thanks,

Kathy Davies  
414-254-0674

Hi Kathy,

Tim approves of the design drawing for the bridge that you presented to the RHS board earlier this month. He suggests that you propose this design to the village next month and he will be there to answer questions. I can also attend.

Several drawings from Tim providing additional detail are attached. He inspected the trusses and they are in good shape. He also did the calculations for load-bearing strength and the design is good.

Not shown is how the bridge will be anchored. The trusses will be set on piers at each end consisting of 2 concrete blocks approximately 2' x 2' x 5' stacked on top of each other capped with poured concrete. Another option is to pour the entire pier with concrete.

Total weight of the piers should be at least 5,000 lbs on each end. The trusses will be bolted to this concrete cap.

Dave Derrick - help as needed, RHS lead  
Herb Lofy - welding, tractors for lifting, etc.  
Tim Einwalter - architect, design and oversight.(he's an "official" architect)

Del Schmeckel - RHS Vice-President and Project Coordinator -help as needed

Dave Reich - help as needed

other members of the Thursday RHS volunteer. group - help as needed

Materials on hand:

- trusses
- concrete blocks
- concrete anchors
- steel plate

Materials needed: figured generously

treated 2 x 6's - 600 feet

treated 2 x 8's - 80 feet

treated 4 x 6's - 300 feet - Tim has a source for these at a very reasonable cost.

angle iron 2" x 1/8" - 80 feet

carridge bolts & nuts

washers

deck screws

2 -4' x 8 foam boards ~\$40

220 spindles ~ \$220 (or we can replace with 2 x 8 barn flooring that we have already-free)

concrete for cap - probably will be donated by Wissota

As far as work for the girls, I would hope that they would do all of the work on the project that they are capable of: digging, sawing, drilling holes, screwing boards down, etc. with good guidance from us & parents. Safety first of course.

Thanks.

Dave



$$(246 \text{ pcf} \times 2) = 492 \text{ \# / ft}$$

$$4 \sqrt{\frac{123}{492}} \text{ pcf}$$

WALKWAY LIVE  
80 -  
100 pcf

$$1857 = 260 \text{ pcf} \quad (1929 - 1958)$$

$$1857 = 279 \text{ pcf} \quad (1961 - \quad)$$

$$1857 = 359 \text{ pcf} \quad ( \quad )$$



$$29' - 0.33' = 28.67'$$

$$d = 18$$

$$W_t = 10.5 \text{ pcf}$$

$$M_r = 310 \text{ k-in}$$

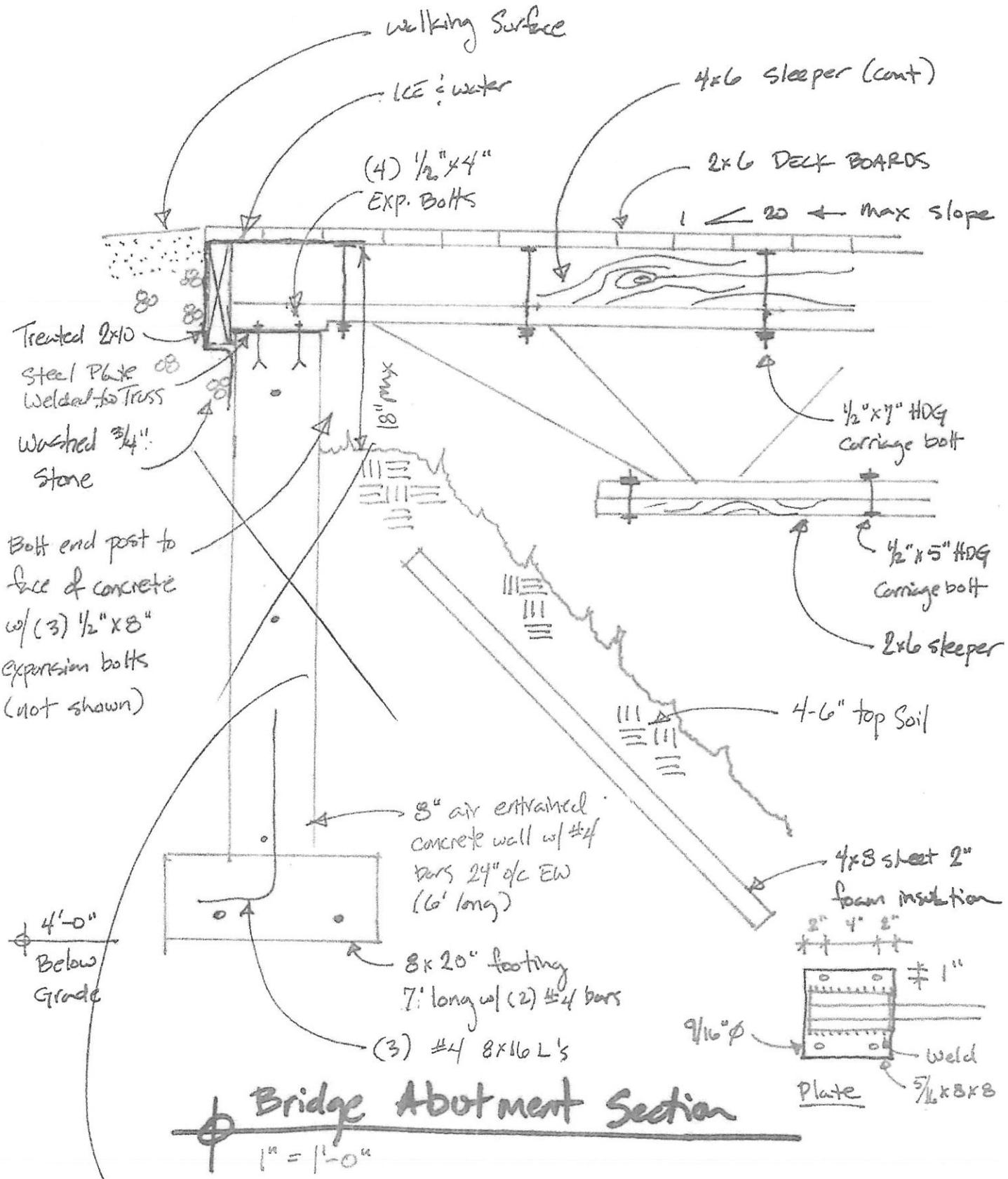
$$V_r = 3.80 \text{ k}$$

$$W_{\text{snow}} = 246 \text{ pcf}$$

$$I_g = (28.67) (260 \text{ pcf}) (28.67)^3 (10^{-6}) = 163.95 \text{ in}^4$$

$$\frac{5 (246 \text{ pcf} \times 28.67)^4 (1728) (10^3)}{384 (29000 (163.95))} = \frac{1133}{443} \text{ in} \approx 2.56 \text{ in}$$

$$29' \text{ span} \rightarrow \frac{2.56}{360} = 0.97''$$



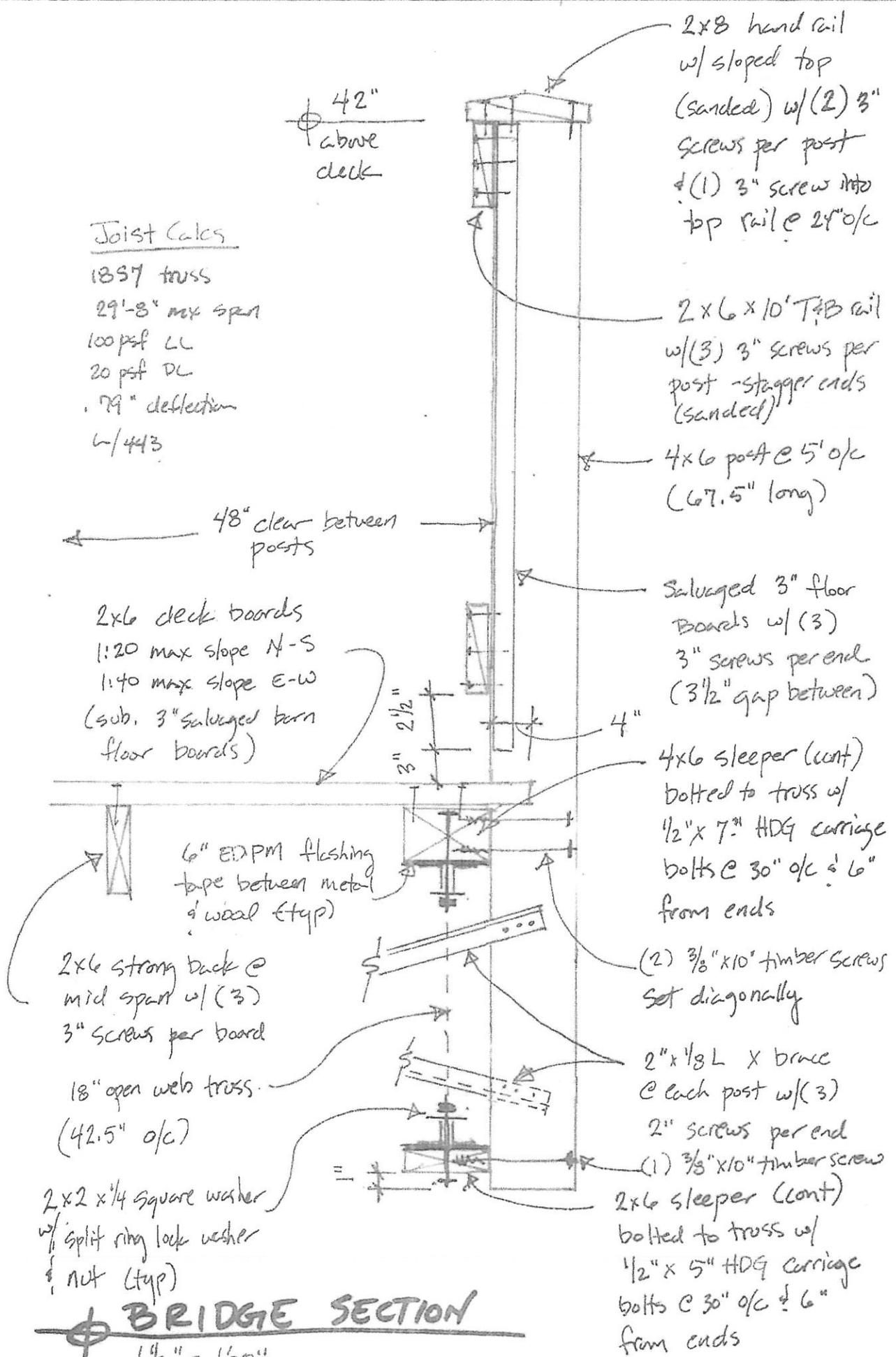
**Bridge Abutment Section**

1" = 1'-0"

replace with concrete blocks  
or poured concrete

Joist Calcs

1837 truss  
 29'-8" max span  
 100 psf LL  
 20 psf DL  
 .79" deflection  
 L/443



48" clear between posts

2x6 deck boards  
 1:20 max slope N-S  
 1:40 max slope E-W  
 (sub. 3" salvaged barn floor boards)

6" EDPM flashing tape between metal & wall (typ)

2x6 strong back @ mid span w/ (3) 3" screws per board

18" open web truss (42.5" o/c)

2x2 x 1/4 square washer w/ split ring lock washer & nut (typ)

BRIDGE SECTION  
 1 1/2" = 1'-0"

2x8 hand rail w/ sloped top (sanded) w/ (2) 3" screws per post & (1) 3" screw into top rail @ 24" o/c

2x6 x 10' T&B rail w/ (3) 3" screws per post - stagger ends (sanded)

4x6 post @ 5' o/c (67.5" long)

Salvaged 3" floor boards w/ (3) 3" screws per end (3 1/2" gap between)

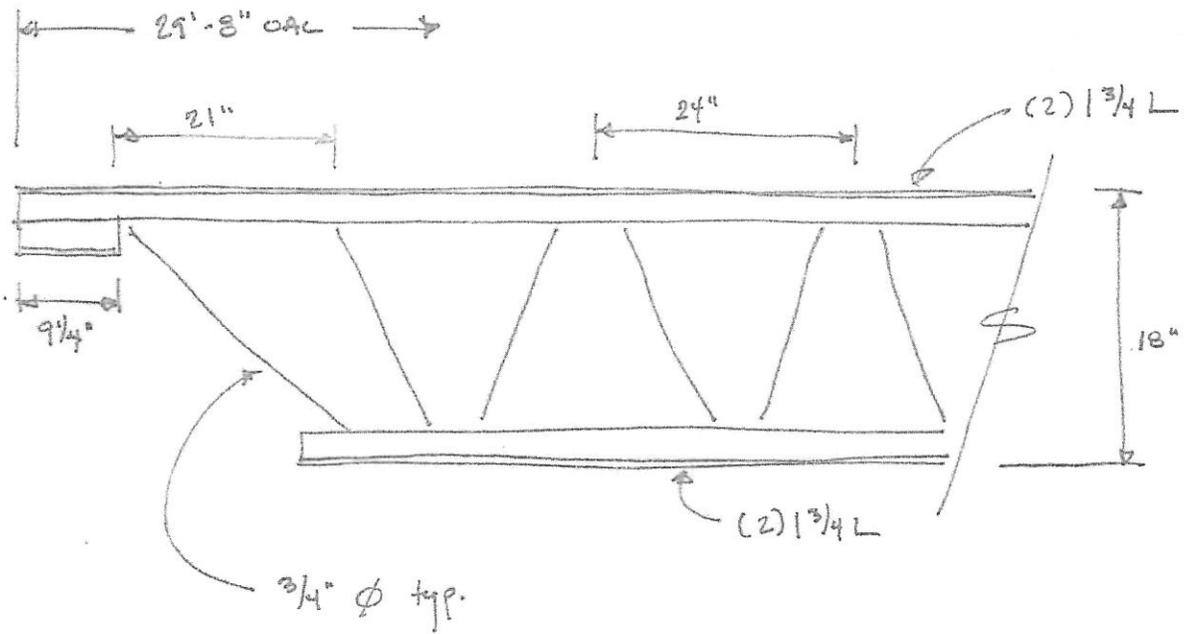
4x6 sleeper (cont) bolted to truss w/ 1/2" x 7" HDG carriage bolts @ 30" o/c & 6" from ends

(2) 3/8" x 10" timber screws set diagonally

2" x 1/8 L x brace @ each post w/ (3) 2" screws per end

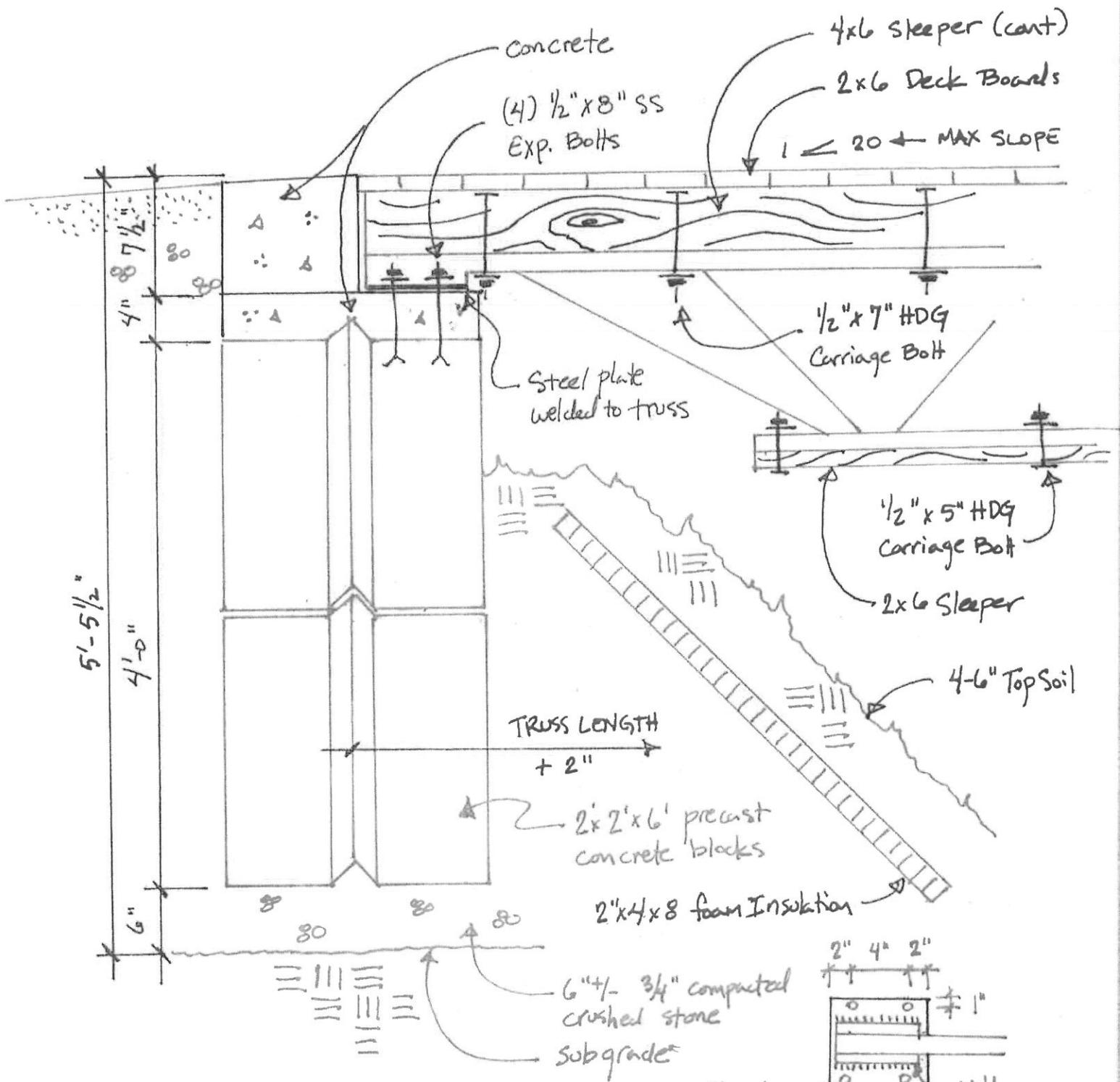
(1) 3/8" x 10" timber screw

2x6 sleeper (cont) bolted to truss w/ 1/2" x 5" HDG carriage bolts @ 30" o/c & 6" from ends



Salvaged Roof Truss  
NTS

SJ-187, 1857, 1857 or 1847

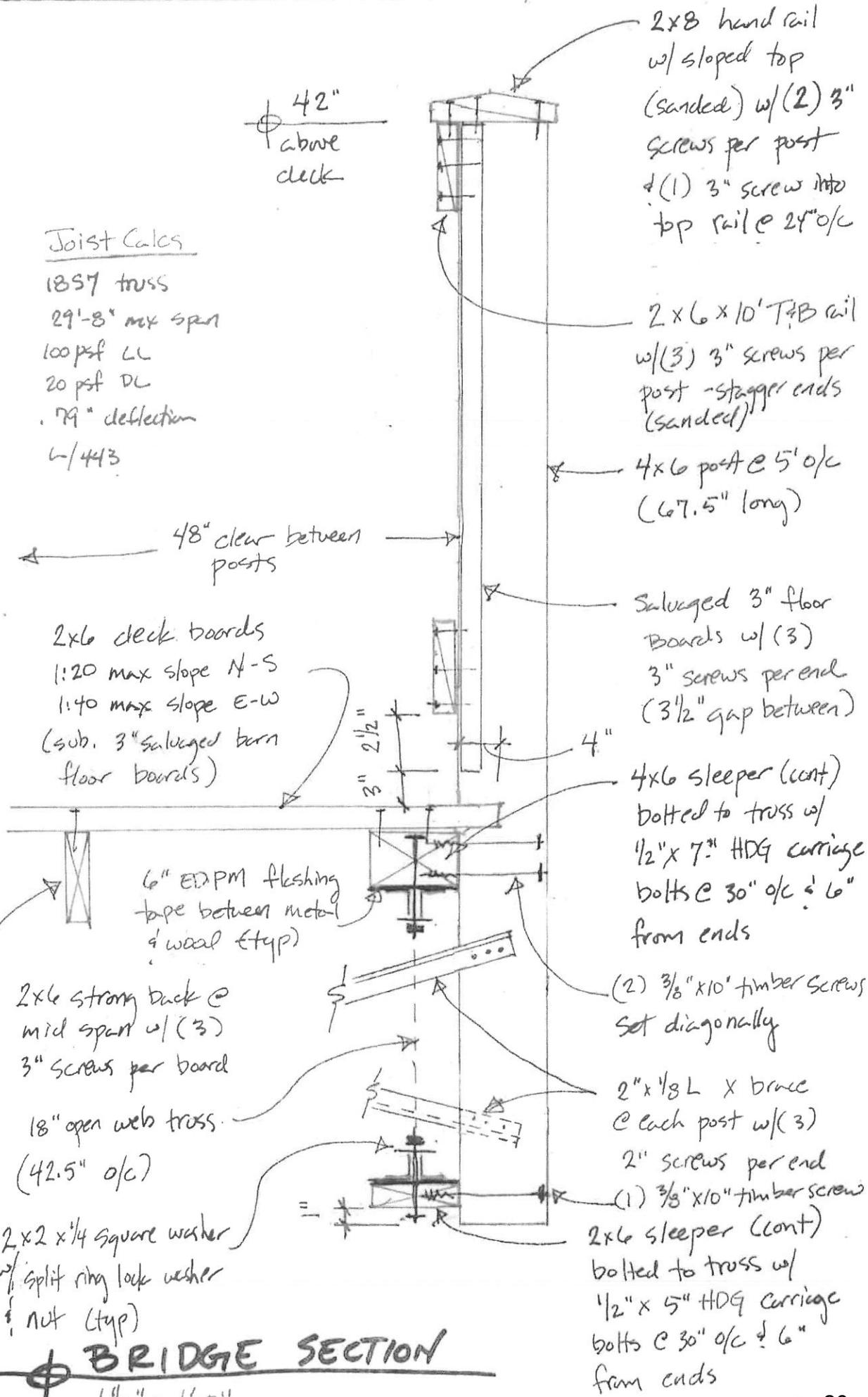


# Bridge Abutment Section

1" = 1'-0"

Joist Calc

1857 truss  
 29'-8" max span  
 100 psf LL  
 20 psf DL  
 .79" deflection  
 L/443



48" clear between posts

2x6 deck boards  
 1:20 max slope N-S  
 1:40 max slope E-W  
 (sub. 3" salvaged burn floor boards)

6" EDPM flashing tape between metal & wood (typ)

2x6 string back @ mid span w/ (3) 3" screws per board

18" open web truss (42.5" o/c)

2x2 x 1/4 square washer w/ split ring lock washer & nut (typ)

BRIDGE SECTION  
 1 1/2" = 1'-0"

2x8 hand rail w/ sloped top (sanded) w/ (2) 3" screws per post & (1) 3" screw into top rail @ 24" o/c

2x6x10 T&B rail w/ (3) 3" screws per post - stagger ends (sanded)

4x6 post @ 5' o/c (67.5" long)

Salvaged 3" floor boards w/ (3) 3" screws per end (3 1/2" gap between)

4x6 sleeper (cont) bolted to truss w/ 1/2" x 7" HDG carriage bolts @ 30" o/c & 6" from ends

(2) 3/8" x 10" timber screws set diagonally

2" x 1/8 L x brace @ each post w/ (3) 2" screws per end

(1) 3/8" x 10" timber screw

2x6 sleeper (cont) bolted to truss w/ 1/2" x 5" HDG carriage bolts @ 30" o/c & 6" from ends

$$(246 \text{ pcf} \times 2) = 492 \#/\text{ft}$$

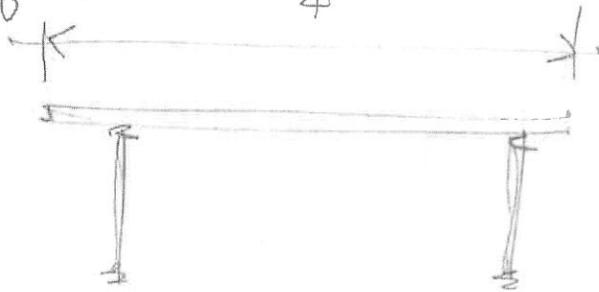
$$4 \sqrt{\frac{123}{492}} \text{ pcf}$$

WALKWAY LIVE  
80 -  
100 pcf

$$1857 = 260 \text{ pcf} \quad (1929-1958)$$

$$1857 = 279 \text{ pcf} \quad (1961 - )$$

$$18H7 = 359 \text{ pcf} \quad ( )$$



$$29' - 0.33' = 28.67'$$

$$d = 18$$

$$W_t = 10.5 \text{ pcf}$$

$$M_r = 310 \text{ kin}$$

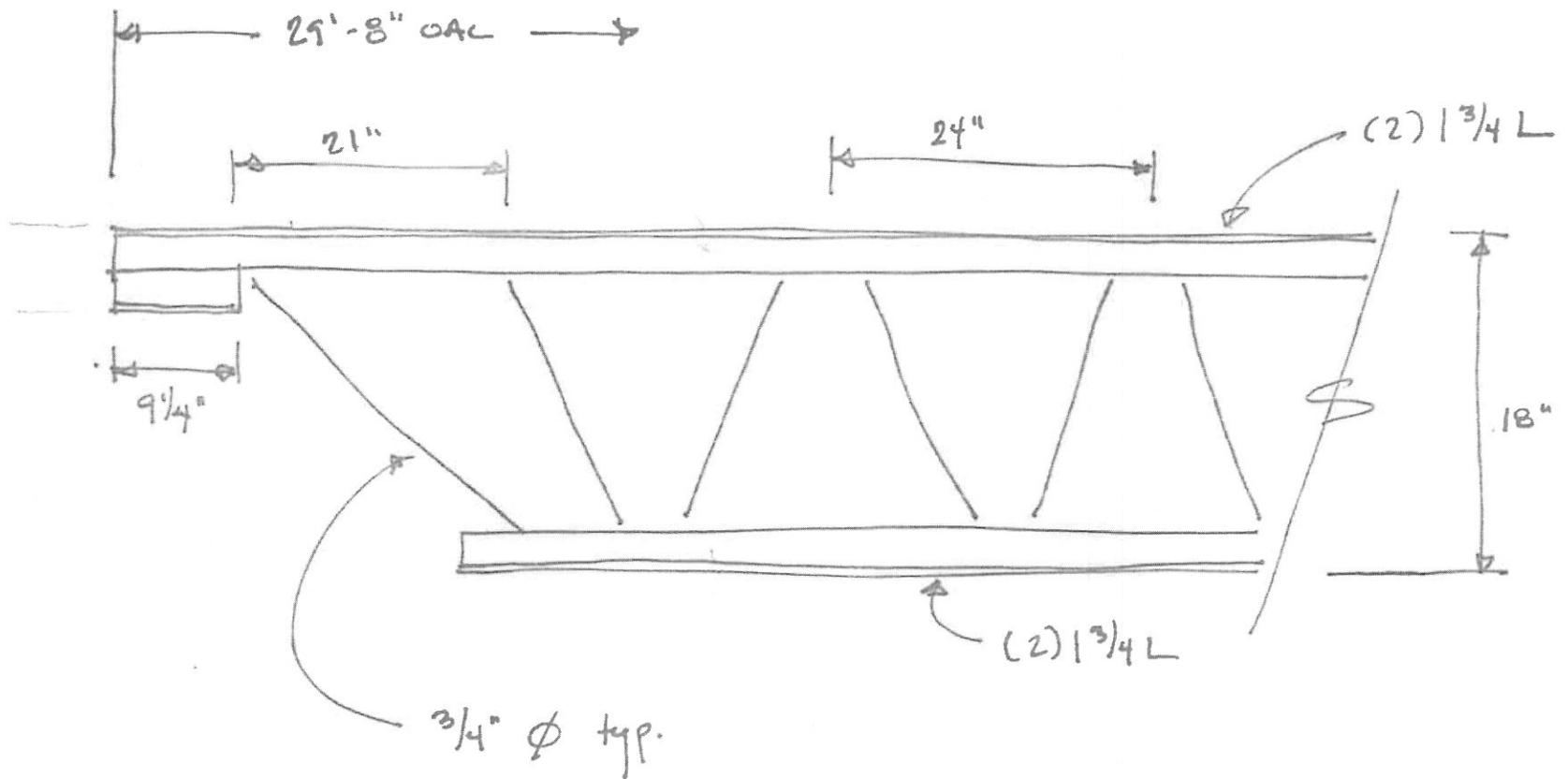
$$V_r = 3.80 \text{ k}$$

$$W_{\text{snow}} = 246 \text{ pcf}$$

$$I_g = (28.67) (260 \text{ pcf}) (28.67)^3 (10^{-6}) = 163.95 \text{ in}^4$$

$$\frac{5(246 \text{ pcf} \times 28.67)^4 (1728)(10^7)}{384(29000)(163.95)} = \frac{0.33}{0.33} \text{ in} \quad 0.179 \text{ in} \approx \frac{1}{443}$$

$$29' \text{ span} \rightarrow \frac{1}{360} = 0.97''$$



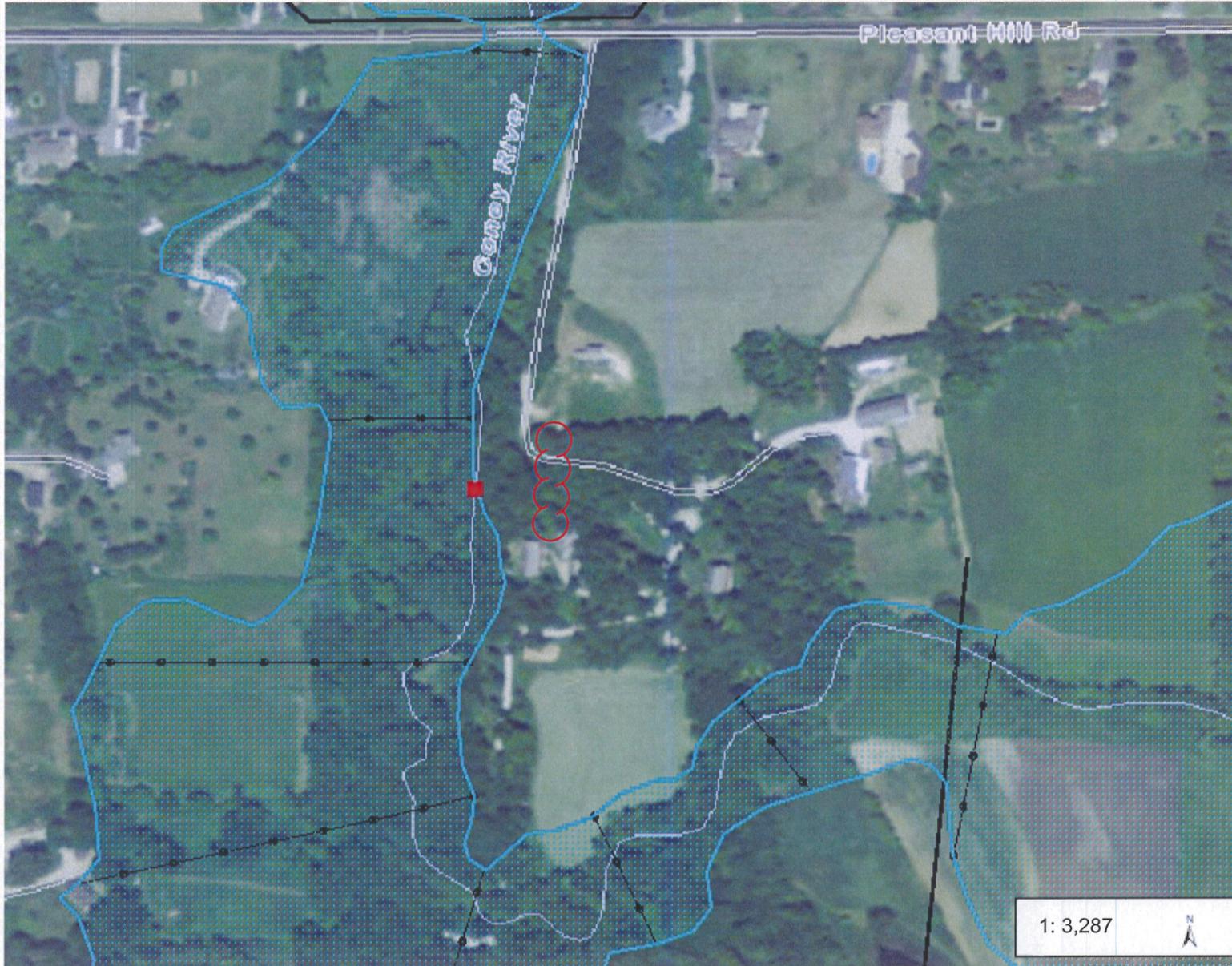
Salvaged Roof Truss

NTS

SJ-187, 1857, 1857 or 18H7



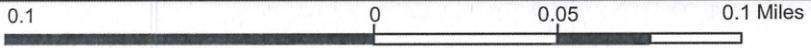
# Historical Society Foot Bridge - SWDV Floodplain Map



## Legend

- Dams**
  - Dams with FERC License
  - Dams
- Floodplain Analysis Lines**
  - Other
  - Flood Insurance Study
  - Letter of Map Revision
  - Case By Case Analysis
  - Bridge
- Floodplain Analysis Points**
  - Other
  - Flood Insurance Study
  - Letter of Map Revision
  - Case By Case Analysis
  - Bridge
- 1% Annual Chance Flood Hazard
- 0.2% Annual Chance Flood Hazard
- Cross Sections
- Floodway
- Base Flood Elevations
- FIRM Panel Index
- Statewide Flood Insurance Rating Index
- Rivers and Streams
- Open Water

1: 3,287



NAD\_1983\_HARN\_Wisconsin\_TM  
© Latitude Geographics Group Ltd.

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## Notes

## KateLynn Schmitt

---

**From:** Craig Kunkel <ckunkel@kunkelengineering.com>  
**Sent:** Wednesday, October 07, 2015 3:21 PM  
**To:** KateLynn Schmitt  
**Cc:** Mitchell Leisses  
**Subject:** FW: Historical Park Foot Bridge  
**Attachments:** Historical Society Foot Bridge - SWDV Floodplain Map.pdf

KateLynn  
Floodplain map as promised. Thanks Craig

---

**From:** Jackie Kohn  
**Sent:** Wednesday, October 7, 2015 3:13 PM  
**To:** Craig Kunkel  
**Subject:** Re: Historical Park Foot Bridge

Hi Craig - They're beyond the floodplain as well. I have attached that map for reference.

Thanks -  
Jackie

Jackie Kohn, PE  
Senior Design Engineer  
**Kunkel Engineering Group, LLC**  
Beaver Dam, WI 53916  
(920) 763-8155  
[www.kunkelengineering.com](http://www.kunkelengineering.com)

---

**From:** Craig Kunkel  
**Sent:** Wednesday, October 7, 2015 3:03 PM  
**To:** Jackie Kohn  
**Subject:** RE: Historical Park Foot Bridge

Hey Jackie How about floodplain? Do we need anything to build in the floodplain? Thanks Craig

---

**From:** Jackie Kohn  
**Sent:** Wednesday, October 7, 2015 2:52 PM  
**To:** Craig Kunkel  
**Subject:** Re: Historical Park Foot Bridge

Hi Craig - It appears the Historical Society should be able to construct the foot bridge without DNR approval. In an effort to ensure they are not proposing the construction in a wetland I would suggest they contact the DNR and request a wetland delineation. For reference I have attached the surface water data viewer map of the proposed location.

Thanks -  
Jackie

---

**From:** Craig Kunkel  
**Sent:** Wednesday, October 7, 2015 1:35 PM  
**To:** Jackie Kohn  
**Subject:** FW: Historical Park Foot Bridge

Hey Jackie Will you please take a look at this email??? Thanks Craig

---

**From:** KateLynn Schmitt [<mailto:KateLynn@richfieldwi.gov>]  
**Sent:** Wednesday, October 7, 2015 11:50 AM  
**To:** Craig Kunkel; Mitchell Leisses  
**Subject:** Historical Park Foot Bridge

Hi Craig and Mitchell,

I hope you're both doing well. I appreciate all of the time you put in looking at the Nature Park Bridge. We are currently in a standstill with that project until either the Historical Society or Village discovers a better financing option for it.

The Historical Society is now inquiring about their proposed foot bridge that they'd like to install between their Visitor Center and Mill House. When we were out in the park this project was mentioned and Craig I think you thought there might be some flood plain issues with the chosen location. I was wondering if either of you could confirm that. If there's no need to get a permit from the DNR then we may let them take the project to the Park Commission for approval. If they do need a DNR permit to construct that's something I may need help with. Attached is the drawing they sent me of the proposed footbridge and a rough drawing of the Historical Park and location of the proposed bridge.

The location of the bridge would be at parcel ID V10\_0188. Please let me know if I can get you anything else right away.

Thanks!

KateLynn

**KateLynn Schmitt**  
*Administrative Services Coordinator*  
*Village of Richfield*  
[katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov)  
262.628.2260  
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## KateLynn Schmitt

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**From:** Kramasz, Kathleen M - DNR <Kathleen.Kramasz@wisconsin.gov>  
**Sent:** Monday, October 12, 2015 8:52 AM  
**To:** KateLynn Schmitt  
**Subject:** RE: Village of Richfield, Historical Park Foot Bridge

I don't see any reason why a wetland delineation would be needed to install a footbridge where the red circles are.

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Kathi Kramasz

Phone: (920) 893-8531

[Kathleen.kramasz@wisconsin.gov](mailto:Kathleen.kramasz@wisconsin.gov)

---

**From:** KateLynn Schmitt [mailto:[KateLynn@richfieldwi.gov](mailto:KateLynn@richfieldwi.gov)]  
**Sent:** Thursday, October 08, 2015 8:12 AM  
**To:** Kramasz, Kathleen M - DNR  
**Subject:** Village of Richfield, Historical Park Foot Bridge

Hi Kathy,

I apologize, I realize now that I have your contact information and should have started with you originally. I believe you have previously talked with Herb Lofy from the Historical Society here in Richfield and myself regarding another bridge project in the same vicinity. This bridge is different from that one in that it is solely a foot bridge meant for pedestrian traffic. It does go over a small dry stream type bed though so before I allow them to build the bridge I want to make sure they do not need DNR approval.

We reached out to our engineers to find out whether they believed we would need DNR approval to construct this bridge. They do not believe we need approval, but suggested we reach out to WDNR and request a wetland delineation to be sure. I have attached the maps they provided us with. The red outlines the general location of the proposed bridge.

Would you be able to advise me if we do in fact need a WDNR permit and/or a wetland delineation.

Thanks for your help Kathy.

KateLynn

***KateLynn Schmitt***

*Administrative Services Coordinator*

*Village of Richfield*

*[katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov)*

*262.628.2260*

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**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

bc.

MEETING DATE: August 10, 2016

SUBJECT: New Library Box in the Richfield Historical Park  
DATE SUBMITTED: August 5, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE INSTALLATION OF ONE LIBRARY BOX IN HERITAGE PARK?*

*ISSUE SUMMARY:*

At the March 11, 2015 Park Commission meeting the Park Commission voted to approve the installation of three (3) new library boxes in the Richfield Historical Park with the following motion:

Motion by Commissioner Ken Meeks to approve the construction of up to, but not exceeding, three (3) new library boxes in the Richfield Historical Park; Seconded by Commissioner Heidi Woelfel; Motion passed without objection.

The Richfield Historical Society proactively obtains approval for all of their projects, as they did with the foot bridge tonight, and I am pleased to say that the three (3) approved library boxes were recently installed in the Historical Park. The three (3) boxes were constructed in a manner that reflected three (3) of the current buildings in the Richfield Historical Park the Mill House, the Lillicrapp House, and the Log Cabins. Pictures of the boxes and the buildings they reflect have been included in your packet tonight.

At the March 2015 Park Commission Meeting Commissioner Meeks inquired as to whether a boy scout would be willing to construct a fourth library box that might be installed in the Village's most heavily traveled park, Heritage Park. I was recently contacted by the boy scout who constructed the library boxes and was told he has constructed a fourth box that may be installed in Heritage Park.

The boy scout, Nathan Seibold is willing to paint the boxes and asked for the Park Commissions consideration as to the color of the box. He has barn red and yellow on hand. Additionally, Mr. Seibold inquired if the Village would assist with the installation of the final box as a 6 x 6 post and some hardware is still needed in order to mount the library box. The total estimated cost of the additional materials would come to around \$50.00 and the Village is confident there is money in the park supplies budget that would be able to cover the costs. If the Village chooses it may also register the library box with the official 'Little Free Library' organization for \$40.00. If done, this library box would be posted on the website and the location would be made available to anyone searching for a library box in the Village of Richfield.

For your consideration tonight are various site locations that might be appropriate for the installation of a library box in Heritage Park. The proposed site locations have been suggested after discussing the boxes with DPW and Park Staff. The boxes have been recommended to be placed in well-lit, heavily traveled areas to promote the boxes and to prevent vandalism. Tonight Staff is requesting a motion to approve the minor site alteration and installation of the library box in or around Heritage Park.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: August 10, 2016

SUBJECT: New Library Box in the Richfield Historical Park
DATE SUBMITTED: August 5, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY: KateLynn Schmitt
Village Deputy Treasurer

Initial Project Costs: \$50 - \$90 for additional installation materials and registration
Future Ongoing Costs: Minor maintenance to the library box
Physical Impact (on people/space): Minimal
Residual or Support/Overhead/Fringe Costs: Nominal, if any

ATTACHMENTS:

- 1. Pictures of the three (3) library boxes in Heritage Park
2. Email correspondence from boy scout, Nathan Seibold
3. An aerial overview of Heritage Park and the potential locations of installation

STAFF RECOMMENDATION:

Motion to approve the site location and installation of a library box in Heritage Park.

APPROVED FOR SUBMITTAL BY:

Handwritten signature of Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.

## KateLynn Schmitt

---

**From:** N Seibold <nseibold123@yahoo.com>  
**Sent:** Tuesday, August 09, 2016 12:29 PM  
**To:** KateLynn Schmitt  
**Subject:** Library Boxes  
**Attachments:** 20160809\_112748.jpg; IMG\_2119.JPG; IMG\_2125.JPG

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[Show original message](#)

Hi KateLynn,

So my father and I still have to put the roofing on which doesn't take very long, and also we will be putting the final coat of paint on. We have a barn red paint and a yellow paint from our other libraries (I'll attach pictures of them to see for reference), but if anyone had a problem with either color we could obviously pick out a different color. For installation, a 6x6 post and some hardware to mount the library are still needed which would cost about \$50, and we would be thankful if the village could cover this cost. To register the library with the organization (which of course is optional), another \$40-\$50 would be needed. If you have any other questions, feel free to ask.

Thanks,

Nathan Seibold









### MESSER/MAYER SAWMILL & GRISTMILL

John Messer immigrated to Section 9 in the Town of Ringfield in 1846 having escaped from Bielefeld, Germany with his wife Charlotte Messer and their four children. In 1850, John Messer acquired a tract of 200 acres. In 1851, John Messer constructed a sawmill on his property near Casey Creek. They in 1853, approaching the age of 40 years, he made provision for his children. His second eldest son, Andrew, received 20 acres of land free to clear the woods. Recognizing the potential offered by the land very close, he began construction of a gristmill in 1870. The mill was built on a rocky ledge and was used in an unusual location with a house in 1874. He was the first owner of the sawmill and gristmill and had several children. The sawmill and gristmill were purchased from his son by John Gray Messer, brother of Charlotte Messer in 1878. The eldest son of John Messer and wife Charlotte in 1882 and raised a family of seven and occupied the mill until his death in 1917. C.W. Messer and his wife Anna Messer raised two children on the property. The gristmill was built with a 2.5 ft. diameter stone mill with a 12 ft. diameter stone mill. The sawmill was built with a 2.5 ft. diameter stone mill with a 12 ft. diameter stone mill. The sawmill and gristmill were used until the mid 1930's when the Messer family moved to the area. The property remained in the Messer family the almost 100 years.



6 d



**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

lpa.

MEETING DATE: September 14, 2016

SUBJECT: Heritage Park Master Planning  
DATE SUBMITTED: September 9, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

Tonight I would like to provide the Park Commission with a Heritage Park Master Planning process update. Since our last meeting in May, the Village Staff has taken several steps and hosted various meeting with pertinent stakeholders in order to gather information for this large Park Master Planning Process. Two (2) Master Planning Workshop Meetings were hosted in August, one (1) on August 8<sup>th</sup> and another on August 25<sup>th</sup>. Residents within 2,000 feet of the park were notified and notice was provided in the Richfield Happenings Newsletter and the Richfield Jt. School District No. 1 Newsletter, in an attempt to ensure that every stakeholder in the Village was provided notice and given the opportunity to attend. Staff also provided a Master Planning Survey on the front page of the Village website and posted it on the Village's Social Media Accounts in order to generate interest and ensure that those residents unable to attend had the opportunity to provide input.

July was earmarked for the review of Park data collection. During the months of May and June Staff worked to generate an inventory of the park amenities and the state of said amenities. The data that has been collected to date has been included in your packet tonight and includes a brief history of the dates land was acquired in Heritage Park and provides an inventory of the amenities.

The Village acquired Heritage Park in two large lump sum land purchases. The first purchase took place in 1987 from the Hennes family and the second took place in 1994 from the Neureuther family. Several parcels of land were purchased and updates were made to the park and Village Hall/Department of Public Works campus since then. In 2009 a CSM was completed to combine the various parcels of land into two (2) large parcels. The first parcel is the site of Heritage Park and all of its amenities. The second is the site of Village Hall, the Department of Public Works building and the soon to be site of the new Richfield Volunteer Fire Company station.

To better understand the needs of the park an inventory of the all of the amenities in Heritage Park was also taken. Those amenities generally include:

- Baseball Fields (7)
- North Concession Stand
- South Concession Stand
- North Playground Equipment
- South Playground
- North Shelter
- South Shelter
- Soccer Fields (10)
- Walking Path and Amenities
- Workout Stations (3)
- Designated Parking Areas
- Tree Inventory (292 trees, 38 different species)



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This information was documented and photographed, and has been incorporated into the Heritage Park Master Plan.

During the month of August in conjunction with the Park Master Planning Workshops Staff worked to set up meetings with the three (3) sport organizations that utilize our parks the Richfield Youth Baseball and Softball Association (RYBSA), the Richfield Rockets and the Richfield Soccer Club. Since the Village is currently without a recreation department, gathering input from these entities and catering, in some regards, to their needs continues to be a priority of the Village and continues to allow us to maintain the current model and level of services we provide.

The feedback and information gathered from the Heritage Park Master Planning Workshop Meetings and the Youth Sport organization meetings has been recorded and will be incorporated into the Heritage Park Master Plan. Staff would also like to note that we have been working with Cedar Corp. Engineering who will be utilized to assist Staff with the final master plan maps and price estimates for installation of various elements throughout the park.

Tonight, this item is on the agenda for discussion only and is meant to provide the Park Commission with an update about the planning process, and encourage Commission members to provide input or suggestions about what they might like to see or what they might like incorporated into the process/plan.

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): Various Improvements to Heritage Park
Residual or Support/Overhead/Fringe Costs: Engineering Costs/CIP/Budget Impact

ATTACHMENTS:

- 1. Heritage Park Public Workshop Meeting Notice
2. Heritage Park Master Planning Survey
3. Powerpoint presentation of Heritage Park data collection
4. Heritage Park Master Plan Rough Draft
5. Heritage Park Master Plan Map Rough Draft

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

[Signature] Village Staff Member
[Signature] Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_ Continued To: \_\_\_\_\_
Ordinance No. \_\_\_\_\_ Referred To: \_\_\_\_\_
Approved \_\_\_\_\_ Denied \_\_\_\_\_
Other \_\_\_\_\_ File No. \_\_\_\_\_



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

July 20, 2016

**RE: Notice of Public Meeting for Heritage Park Master Planning**

Dear Village Residents,

My name is KateLynn Schmitt and I am your Village of Richfield Administrative Services Coordinator. I'm writing today to notify you that the Village is in the process of Master Planning for our largest and most utilized park, Heritage Park. 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 analysis of the Village's entire park system. Due to the recent building construction in Heritage Park, the Park Commission chose to Master Plan for Heritage Park in 2016. Similar to the Village's Comprehensive Plan, a Master Plan is another planning tool we utilize to help ensure we are efficiently and effectively planning for our future.

As a part of this process the Village will be hosting two (2) Public Workshop meetings in the lower level of Village Hall. The first meeting will take place on Monday, August 8<sup>th</sup> from 5:00 PM until 7:00 PM and the second will take place on Thursday, August 25<sup>th</sup> from 5:00 PM until 7:00 PM. We are sending notification of these workshop meetings to all residents in the surrounding area and those families that might utilize the park on a regular basis. Our hope is to provide an opportunity for residents and community members 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 September 14<sup>th</sup>, 2016 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 September 14<sup>th</sup>. This information will be presented to them as a 'Discussion Only' agenda item.

If you wish to provide input to Staff and the Park Commission on this matter but are unable to attend the Public Workshop meetings you can email your input directly to [katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov) or submit written input to:

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

Please feel free to call with any questions, comments or concerns.

Sincerely,

KateLynn Schmitt  
Village of Richfield  
Administrative Services Coordinator

# TAKE OUR SURVEY!

## IF YOU MISSED OUR HERITAGE 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
		Additional Playground
		Additional Picnic Shelters
		More picnic tables and benches
		Basketball Court
		Tennis Court
		Volleyball Court
		More Baseball Fields
		More Soccer Fields
		Pave Trails
		Additional Restrooms
		Additional Parking/Pave Current Parking
		Landscaping
		Signage: Park Name, Rules, Wayfinding
		Community Garden
		Water Play Feature
		Other active recreation elements (i.e., BMX, skateboard park or sports, horseshoe pits, etc.)
		Open Lawn Area
		Gazebo
		Lights for the Baseball/Soccer Fields

#### Other Comments/Suggestions:

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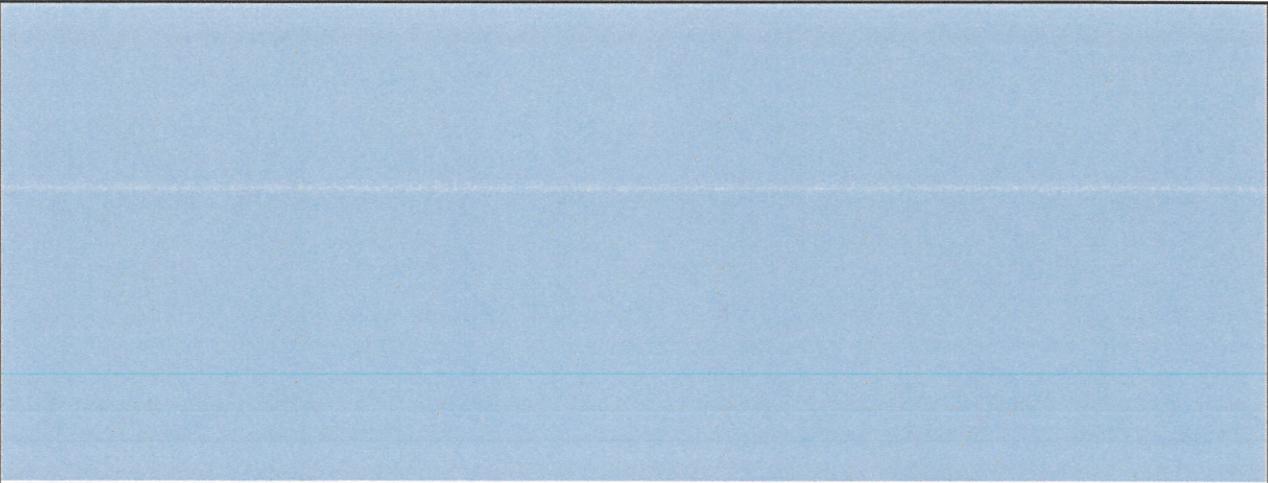


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\*\*Please return all survey's to Administrative Services Coordinator, KateLynn Schmitt at [katelynn@richfieldwi.gov](mailto:katelynn@richfieldwi.gov) or 4128 Hubertus Road, Hubertus, WI 53033 no later than August 31<sup>st</sup>, 2016.



# HERITAGE PARK MASTER PLANNING

August 2016  
Planning Workshops

## HISTORY OF THE PARK

Pieces of Heritage Park were acquired over the course of several years

Those purchases included:

T10\_0448 and T10\_0444 from the Hennes family for \$35,600 September 30, 1987

To create T10\_0444, T10\_448, T10\_448C, and T10\_4482

T10\_0447 from Eugene Neureuther for \$69,656.40 February, 28, 1994

To create T10\_447B

# HERITAGE PARK MASTER PLANNING

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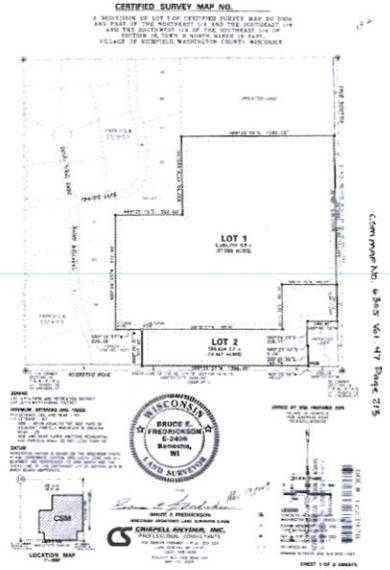
To create T10\_447B

## HISTORY OF THE PARK CONTINUED

A Certified Survey Map was completed by the Village in 2009 to combine said pieces of property into two separate Lots.

Lot 1 comprises the largest portion of Heritage Park at 57.088 Acres. Lot 1 is zoned P-1, Park and Recreation District.

Lot 2 is 13.467 Acres of this only a portion was previously used as park land. It was zoned I-1, Institutional District and it is the site of the Village Hall campus where Village Hall, the DPW Building and new Richfield Volunteer Fire Company Station is currently being constructed.



## CURRENT AMENITIES

Heritage Park  
4128 Hubertus Road  
Hubertus, WI 53033  
66.5 Acre Park

Major Features Include:

- ❖ Baseball Fields
- ❖ Soccer Fields
- ❖ Picnic Tables
- ❖ Playground
- ❖ North Shelter
- ❖ South Shelter
- ❖ North Concession Stand
- ❖ South Concession Stand
- ❖ Public Restrooms



## BASEBALL FIELD 1



- ❖ Base 60', 70'
- ❖ Pitching 35', 46', 50'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ RYBSA Double A U11-U12
  - ❖ RYBSA Girls Juniors U10-U12
  - ❖ RYBSA Girls Majors U13-U14
- ❖ Bleachers
- ❖ Electronic Scoreboards

## BASEBALL FIELD 2



- ❖ Base 60', 70'
- ❖ Pitching 46', 50'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ RYBSA Double A U11-U12
- ❖ Bleachers
- ❖ Electronic Scoreboards



## BASEBALL FIELD 3

- ❖ Base
- ❖ Pitching
- ❖ Accommodates:
  - ❖ RYBSA T-Ball U6



## BASEBALL FIELD 4

- ❖ Base 50', 60'
- ❖ Pitching 35', 40'
- ❖ Accommodates:
  - ❖ RYBSA Rookies Boys U7-U8
  - ❖ RYBSA Girls Rookies U8-U9
  - ❖ RYBSA Girls Juniors U10-U12
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



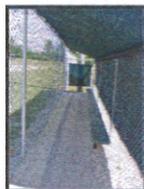
## BASEBALL FIELD 5

- ❖ Base 50', 60'
- ❖ Pitching 40', 46'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ RYBSA Dougle AA U11-U12
  - ❖ RYBSA Girls Majors U13-U14
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## BASEBALL FIELD 6

- ❖ Base 80'
- ❖ Pitching 54'
- ❖ Accommodates:
  - ❖ RYBSA Triple A U13-U14
  - ❖ Rockets U8-U10
  - ❖ Rockets U11-U12
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## BASEBALL FIELD 7

- ❖ Base 60'
- ❖ Pitching 46'
- ❖ Accommodates:
  - ❖ RYBSA Single A U9-U10
  - ❖ Bleachers
  - ❖ Electronic Scoreboards



## NORTH CONCESSION STAND



- ❖ This Concession Stand is shared between the Baseball and Soccer organizations
- ❖ Men and Women Restrooms are attached to this Concession Stand

## SOUTH CONCESSION STAND



- ❖ This Concession Stand is used by only the Baseball organizations
- ❖ Men and Women Restrooms are attached to this Concession Stand

## NORTH PLAY GROUND EQUIPMENT



- ❖ Playground
- ❖ Play Web Structure
- ❖ Swings
- ❖ Digger



## SOUTH PLAY GROUND EQUIPMENT



- ❖ Playground
- ❖ Swings
- ❖ Digger

## NORTH SHELTER



## SOUTH SHELTER



## SOCCER FIELDS

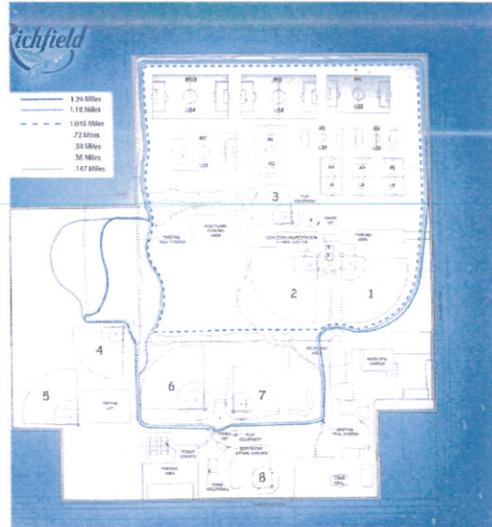


❖ 10 Soccer Fields accomodates the entire Richfield Soccer organization

# WALKING PATH AND AMENITIES



❖ Gravel walking path throughout

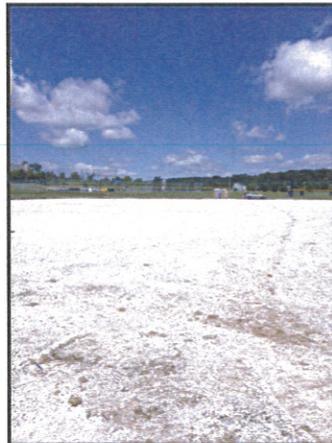
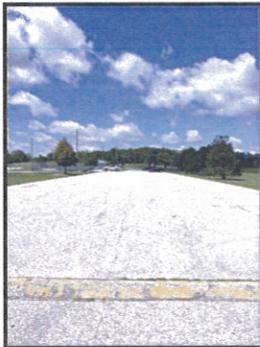


# WORKOUT STATIONS



## DEDICATED PARKING

- ❖ Parking by Soccer Fields
- ❖ Parking by Village Hall
- ❖ Parking by New Fire Station



## TREE INVENTORY 2010

Tree	Number	Tree	Number	Tree	Number
American Basswood	24	Douglas-Fir.	1	Poplar Spp.	1
American Elm	4	Eastern Redcedar	7	Quaking Aspen	3
Amur Maple	1	Eastern White Pine	23	Red Maple	2
Apple Spp.	1	Freeman Maple	2	Red Pine	3
Austrian Pine	26	Green Ash	16	Scotch Pine	12
Balsam Fir	12	Hackberry	3	Shagbark Hickory	13
Basswood Spp.	2	Honeylocust (Thornless)	4	Silver Maple	4
Black Cherry	26	Japanese Tree Lilac	1	Sugar Maple	9
Boxelder	5	Littleleaf Linden	1	Swamp White Oak	1
Bur Oak	1	Northern Red Oak	5	White Ash	13
Cherry and Plum Spp.	2	Northern White-Cedar	2	White Oak	4
Colorado Spruce	17	Norway Maple	25	White Spruce	9
Crab Apple Spp.	4	Norway Spruce	3		

## OPPORTUNITIES AND CONSTRAINTS

- ❖ Park's have a total of 1 ½ parks employees for maintenance of all parks
- ❖ Construction going on
- ❖ Park is currently almost entirely built out
- ❖ What kind of changes can we make to the park the will make usability for the park better

## COMMUNITY PARK

The Village's 2013-2018 Comprehensive Park Outdoor Recreation and Open Space Plan identifies Heritage Park as a Community Park defined as:

“Community Parks are 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 shelters or pavilions. They may also contain areas of environmental significance that are classified as conservation lands. These parks are usually located within a short drive or walk of the intended users.”

Typical Size: 1 to 5 acres

Per Capital Standard: 5 to 10 acres per 1,000 residents

Accessibility Standard: 1 to 2 mile radius

## DESIREABLE FEATURES: COMMUNITY PARKS

Minimum Amenities Provided	Other Acceptable Amenities
Playground (preferred size: 10,000 – 12,000 sq. ft.; serving ages 2-12)	Community gardens
Picnic shelters (minimum 1 large and 1 small per park)	Natural areas and interpretive elements
Picnic tables and benches	Shared-use bicycle/pedestrian trails
Sports courts (i.e., basketball, volleyball, tennis)	Water play feature or Sprayground
Athletic fields for practice and/or games (i.e., soccer, baseball, softball, football, lacrosse)	Sports complex
Open lawn area	Concessionaire's facility
Pathways, paved or other ADA-compliant hard surface	Lighting
Restrooms (minimum 4 stalls)	Stage or community performance area
Off-Street or Dedicated Parking	Other active recreation elements (i.e., BMX, skateboard park or spots, horseshoe pits, etc.)
Irrigation & Landscaping	Dog Park or off-leash dog area
Signage: park name, rules, wayfinding	Maintenance or storage facilities
Other site furnishings (i.e., trash receptacles, bike racks, etc.)	

## “FORWARD. PRESERVING...A COUNTRY WAY OF LIFE!”

### Our Philosophy

We effectively plan and manage Village grown to successfully blend our rural heritage with our modern way of life. We protect our diverse natural resources and environment. We treasure our small-town feel while investing in thoughtful business development that enhances the vitality of our community. We actively preserve our open spaces, our dark evening skies, and beautiful park-lands. We responsibly manage our previous water resources and thoughtfully consider development to protect them.

### Our Government

We value an accessible and efficient government that provides outstanding services to the community financed by the right balance of residential, commercial, and agricultural property. We value civic engagement and community involvement in Village planning and decision making. We proactively anticipate the needs of the community and work hard to ensure that we have safe and well-maintained roads; clean and usable parks; and inviting community buildings. We have a thoughtful and responsible approach to taxation that minimizes the financial burden of living here while supporting the essential government services and programs that sustain the health, safety, and beauty of the Village.

### Our Community

We welcome new residents and honor our long-time residents' way of life and traditions. We have active civic organizations that build community and share local traditions and events that celebrate our history and our promising future. Our parks and trails provide extensive recreational opportunities for those who live here and those who are just visiting.

A Country Way of Life...Worth preserving!

## GOALS AND OBJECTIVES

- ❖ Vision for Heritage Park
- ❖ What could Heritage Park provide to residents that other parks do not already provide?
- ❖ What changes/additions could we provide to the park to service the current organizations already using it?
- ❖ What do residents in the surrounding area want to see in the park?
  - ❖ Tennis Courts and Volleyball Court was recently removed during the RVFC construction process
- ❖ Immediate needs vs. future projects and improvements

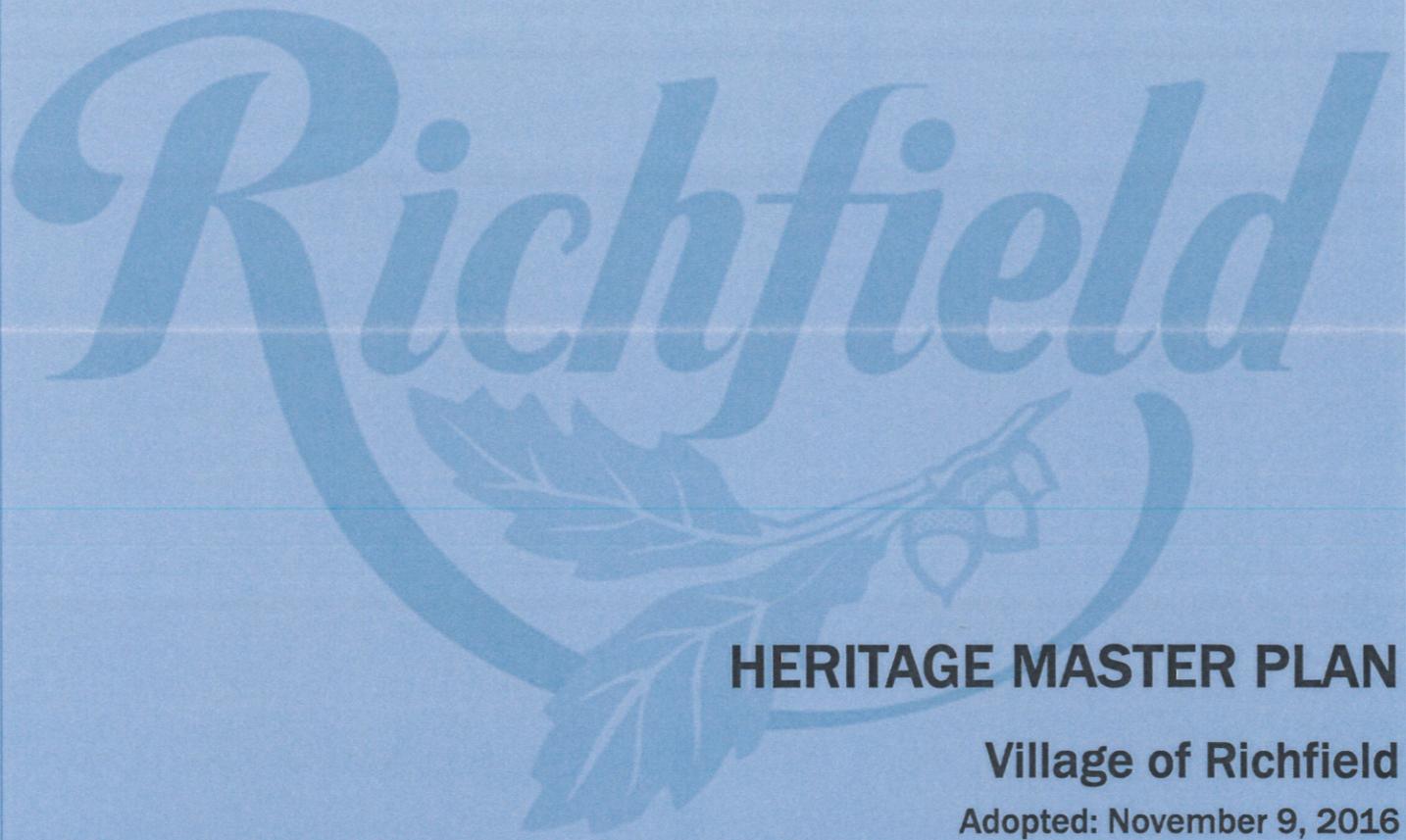
## NEEDS

- |                                     |   |
|-------------------------------------|---|
| ❖ Lights for Baseball/Soccer Fields | ❖ Trail paving                                |
| ❖ Additional Baseball Fields        | ❖ Eliminate Woodchips and get ADA tire rubber |
| ❖ Additional Soccer Fields          | ❖ Pave upper parking lot                      |
| ❖ Basketball Court                  | ❖ Additional Park Equipment (If so what)      |
| ❖ Replacement of Tennis Courts      | ❖ Swingset Features                           |
| ❖ Replacement of Volleyball Courts  | ❖ Additional Shelters                         |
| ❖ Grills Number and Location        | ❖ Reconstruction of Soccer Fields             |
| ❖ Additional Parking (Where?)       | ❖ Chain Link Fend by Soccer Fields            |
| ❖ Additional Benches                | ❖ Improvements to Concession Stands           |
| ❖ Additional Picnic Tables          | ❖ Additional Storage for Youth Sports         |

# IMMEDIATE VS. FUTURE NEEDS

IMMEDIATE NEEDS

FUTURE NEEDS



**HERITAGE MASTER PLAN**

**Village of Richfield**

**Adopted: November 9, 2016**

## 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

Tom Wolff, Chariman  
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  
Anthony Lutz, Hwy Department  
Annie Stuetgen, Parks Department  
Lance Nighbor, Parks Department  
Margaret Runnells, Office Assistant  
Sue Rushmer, Office Assistant

### CONTACT FOR FURTHER INFORMATION:

Village of Richfield—Village Hall  
4128 Hubertus Road  
Hubertus, WI 53033  
(262) 628-2260  
[www.richfieldwi.gov](http://www.richfieldwi.gov)

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# Introduction

## Purpose of the Heritage Park Master Plan

## 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

Heritage Park is one (1) or three (3) Village owned “Community Parks,” two others include:

Name/Description	Acres	Park/Site Type	Ownership	Features/Facilities
Fireman’s Park	13.7	Community	Village of Richfield	Baseball fields, basketball court, picnic tables, shelters, playground equipment, volleyball court
Nature Park	92	Community	Village of Richfield	Nature trails, observation deck, horse riding trails, bird watching shelter

Combined the Village of Richfield continues to remain above the recommended minimum requirements.

Park Type	Existing Acreage	Acres/1000 Persons	Acres NRPA Recommends	Surplus or (Deficit) Acreage
Community	172.2	5 to 10	55.3 to 110.6	116.9 to 61.6
Notes: 2010 Population = 11,339				

## Relationship to Other Plans

The Heritage 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. Some of the most important stakeholders Staff met with included the Richfield Youth Baseball and Softball Association (RYBSA), the Richfield Rockets and the Richfield Soccer Club. 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	Heritage Park Master Planning Timeline
June 1st, 2016	Preliminary Staff Assessment of Park Needs
July 29th, 2016	Meeting with Engineers to Discuss Site Planning
August 4th, 2016	Meeting with Richfield Soccer Club
August 8th, 2016	Public Workshop Meeting
August 18th, 2016	Meeting with RYBSA Association
August 25th, 2016	Public Workshop Meeting
September 7th, 2016	Meeting with Rockets Association
September 14th, 2016	Park Commission Site Visit/Master Plan Rough Draft submittal
August 21st, 2015	Meeting with Engineers to discuss needs of the Master Plan
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 9th, 2016	Final Heritage Park Master Plan implementation

A preliminary assessment of park amenities was conducted in June and July of 2016. An inventory of the fields, benches, tables, buildings and other various amenities was completed. Because the largest users of this park are the youth sport organizations we offered the opportunity for those organizations to meet with staff and discuss what they believed to be their most important needs within a short time period.

Another important factor that contributed to the Heritage Park Master Planning process was the construction of a new Richfield Volunteer Fire Company (RVFC) located within the Heritage Park boundaries. Staff incorporated this project and some of the future uses of the Fire Company in Heritage Park into the Heritage Park Master Plan. The tennis court and volleyball court that were both removed during the construction process were also taken into consideration during the planning process of this park.

Residents within 2,000 feet of Heritage Park were notified of two (2) public workshops that were hosted on August 8th and August 25th. At these public workshops five (5) stations were set up in order to cycle residents through gathering some of the most pertinent information for Heritage Park. Notice of the meeting was also provided in the July/August edition of the Richfield Happenings Newsletter and the Richfield Jt. School District No. 1 provided notice in their newsletter as well.

A Community Survey (Appendix III) was generated and posted online. Every person that attended the park

## Community Input & The Planning Process Continued

master planning meeting was asked to complete the survey, and a digital copy was posted online for residents who were unable to attend the meeting. Those residents who were unable to attend the Park Master Planning Meeting were asked to complete the form and return it to Village Hall. The survey asked residents to rank 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.

Feedback to the projects and ideas was generated throughout the planning process and then relayed to the Park Commission at their regular Meetings.

In addition to public and community input, the Heritage 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.

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# Heritage Park Master Plan

## Park Location

Heritage Park is located in section 16 of the Village of Richfield. This park is unique in that it is located immediately next to Village Hall and is considered a part of the Village Hall campus. Heritage Park is located in the center of the Village and is one of our (if not our most) heavily traveled to park locations. It's central location is one of the reasons why the Richfield Volunteer Fire Station has worked with the Village over the past decade to secure an additional piece of land in a purchase from the Neurtheters for the future location of RVFC Station No. 1. Because of the large number of fields ten (10) soccer and currently seven (7) baseball Heritage Park not only draws residents of Richfield, but also residents of the surrounding municipalities to it each summer. The only reason the Village has been able to accommodate this capacity is because of it's successful and in fact thriving and expanding youth sports organizations that are entirely made up of volunteers from Richfield and the surrounding community.

The Village takes pride in the maintenance of this park with only one full-time employee dedicated to it and one seasonal employee that assists in park maintenance each year. Other amenities such as the walking trails draw in walkers and runners in the summer months and snow shoers in the winter. The Hill and Gully Snow Rides also use this park in the summer riding through getting from one area of the Village to another.

With the new RVFC Station No. 1 it is expected that their annual Richfield Days event may take place in Heritage Park in the future.



## Site Conditions & Analysis

Heritage Park according to NPRA standards is 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.

### 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

Heritage Park is a heavily traveled to park that users in the area often drive to, to visit. It’s main amenities include a ten (10) soccer fields, seven (7) baseball fields, two (2) concession stands with attached restrooms, and two (2) park shelters with electrical service and seating which may be reserved at Village Hall along with playground equipment.

At the Heritage Park Master Planning Public Workshop meeting, the addition of various amenities in the park were discussed.

## Site Conditions & Analysis Continued

### ZONING & TOPOGRAPHY

Heritage Park is located in Section 16 of the Village of Richfield. In evaluating its potential use it's important to review the Zoning Map. Heritage Park directly abuts the Village campus and the soon to be Richfield Volunteer Fire Station No. 1 location. The vast majority of Heritage Park is located on parcel V10\_0448\_00D. This parcel is zoned P-1 Park and Recreation District. Until 2016 the second parcel V10\_0448\_00E was also zoned P-1 Park & Recreation District.

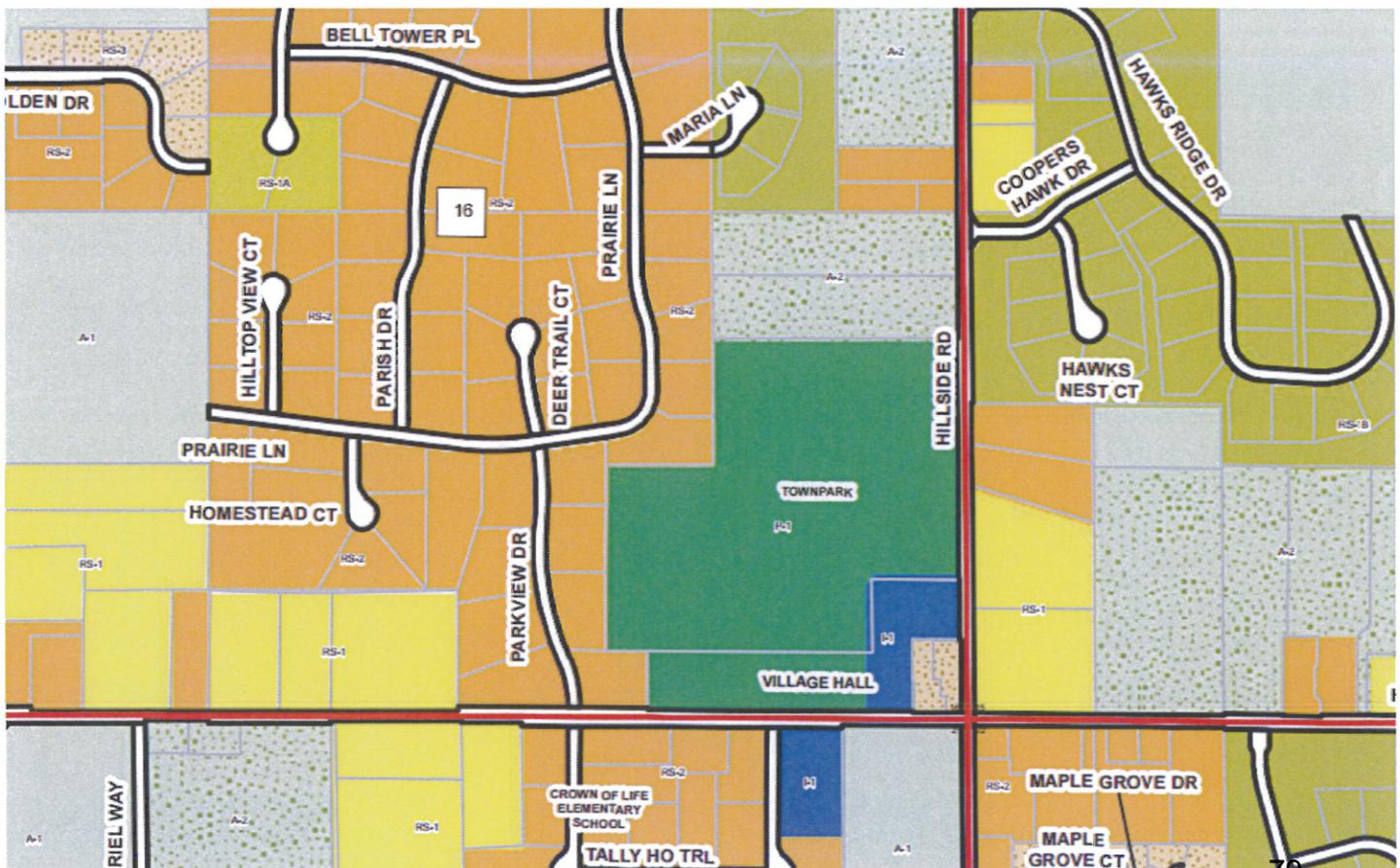
**P-1 Park & Recreation District:** This district is intended to provide for areas where the recreational needs, both public and private, of the population can be met without undue disturbance of natural resources and adjacent uses.

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



# Site Conditions & Analysis Continued



## 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 
- Parcel Outline 
- Concession Stand 



## 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
<b>Athletics</b>	
Open Space	Fair—grading in several areas throughout Heritage Park make future projects difficult to plan for. A large amount of open space can also not be used because of flooding during large rain events.
Baseball Fields	Good-There are seven (7) fields in Heritage Park. Field #3 is a T-Ball field
Soccer Fields	Good-There are ten (10) fields in Heritage Park
<b>Play Features</b>	
Playground (2)	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
Swings (2)	
Play Web (1)	
<b>Other Amenities</b>	
Concession Stand (2)	Good—The Village has one North and one South
Picnic Tables ()	
Bench ()	
Trash Can ()	Fair—Barrel garbage can, bee’s, animals and bugs frequent the can
Dog Signs ()	
Signs ()	
Shelter (2)	Good—Sound structure minor graffiti cleaned up each year
Trees (294)	Good—Pine, Oak and Hickory trees
Lights ()	
Parking	Good—Parking is along the shoulder of Bark Lake Road
Port-A-John (1)	

# Inventory Pictures

## Baseball Field #1



Base 60', 70'  
Pitching 35', 46', 50'

Accommodates  
RYBSA Single A U9-U10  
RYBSA Double A U11-U12  
RYBSA Girls Juniors U10-U12  
RYBSA Girls Major U13-U14

Bleachers  
Electronic Scoreboards

## Baseball Field #2



Base 60', 70'  
Pitching 46', 50'

Accommodates  
RYBSA Single A U9-U10  
RYBSA Double A U11-U12

Bleachers  
Electronic Scoreboards

# Inventory Pictures

## Baseball Field #3



Base  
Pitching

Accommodates  
RYBSA T-Ball U6

## Baseball Field #4



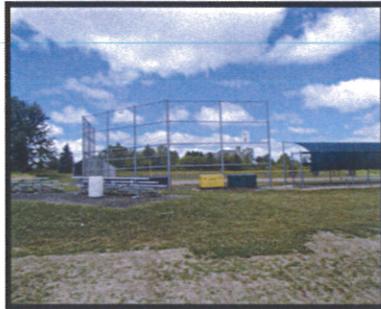
Base 50', 60'  
Pitching 35', 40'

Accommodates  
RYBSA Rookies Boys U7-U8  
RYBSA Rookies Girls U8-U9  
RYBSA Juniors Girls U10-U12

Bleachers  
Electronic Scoreboards

# Inventory Pictures

## Baseball Field #5



Base 50', 60'

Pitching 40', 46'

Accommodates

RYBSA Single A U9-U10

RYBSA Double A U11-U12

RYBSA Girls Major U13-U14

Bleachers

Electronic Scoreboards

## Baseball Field #6



Base 80'

Pitching 54'

Accommodates

RYBSA Triple A U13-U14

Rockets U8-U10

Rockets U11-U12

Bleachers

Electronic Scoreboards

## Inventory Pictures

### Baseball Field #7



Base 60'

Pitching 46'

Accommodates

RYBSA Single A U9-U10

Bleachers

Electronic Scoreboards

### Soccer Fields



10 Soccer Fields accommodates the entire Richfield Soccer Organization

## Inventory Pictures

### North Concession Stand



This Concession Stand is shared between the Baseball and Soccer organizations. Men and Women restrooms are attached.

### South Concession Stand



This Concession Stand is used by only the Baseball organizations. Men and Women restrooms are attached.

### North Shelter



### South Shelter



# Inventory Pictures

## North Playground Equipment



Equipment Includes: Playground, Play Web Structure, Swings, Digger

## South Playground Equipment



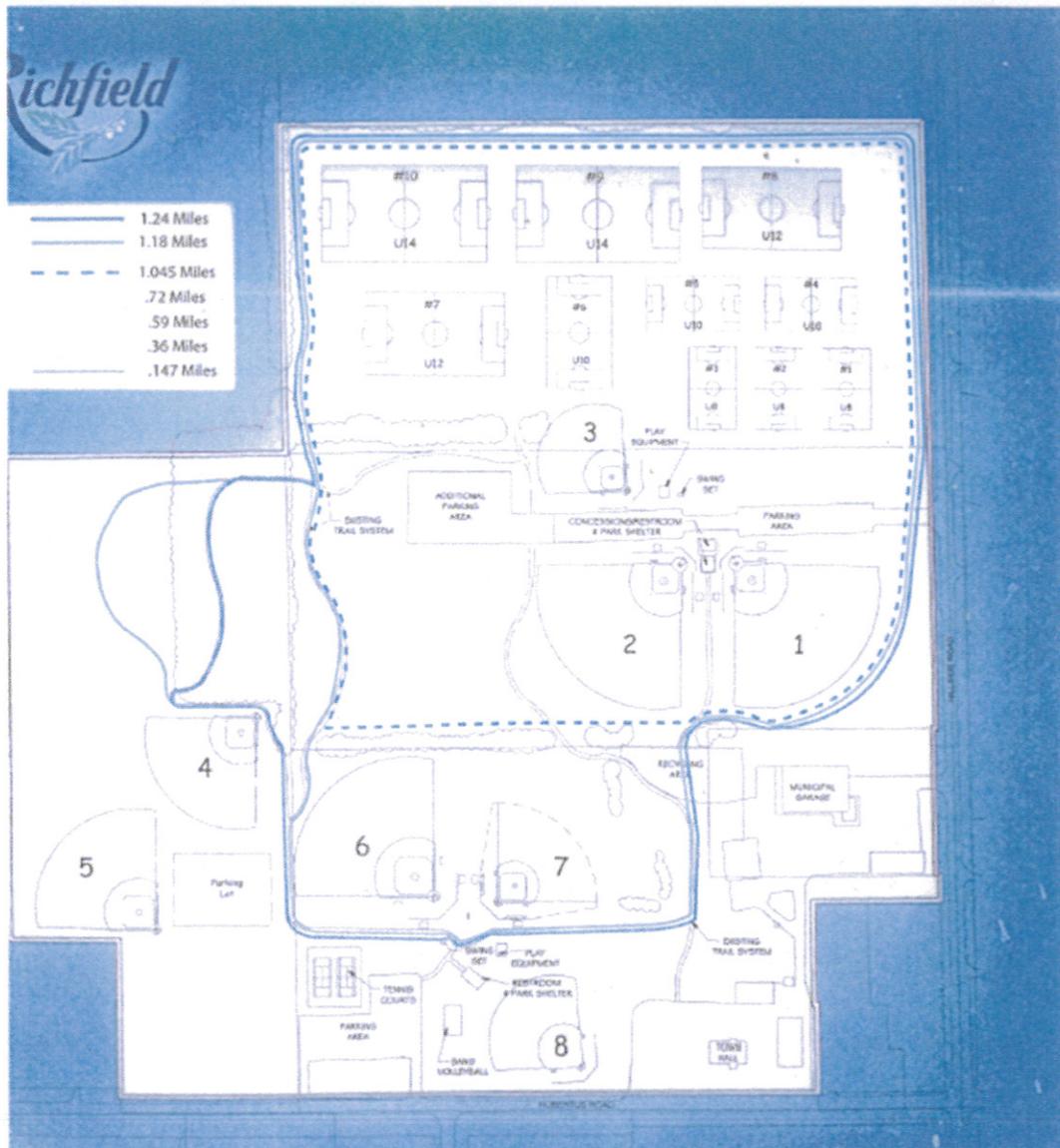
Equipment Includes: Playground, Swings, Digger

## Workout Stations



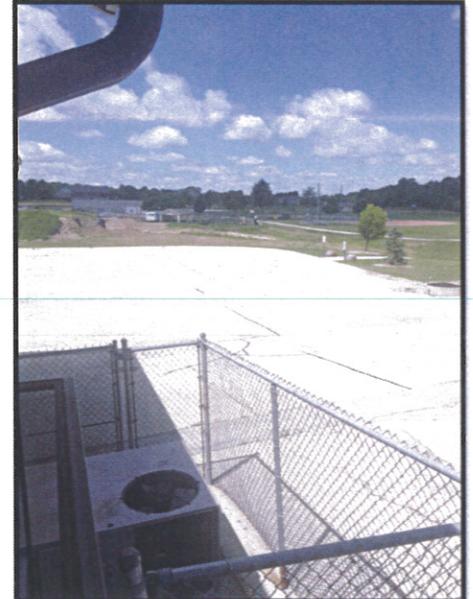
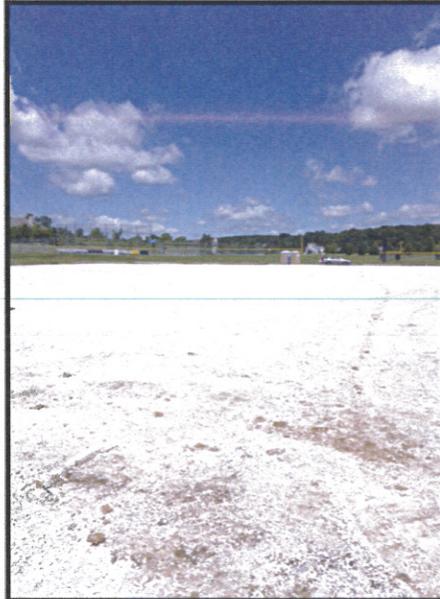
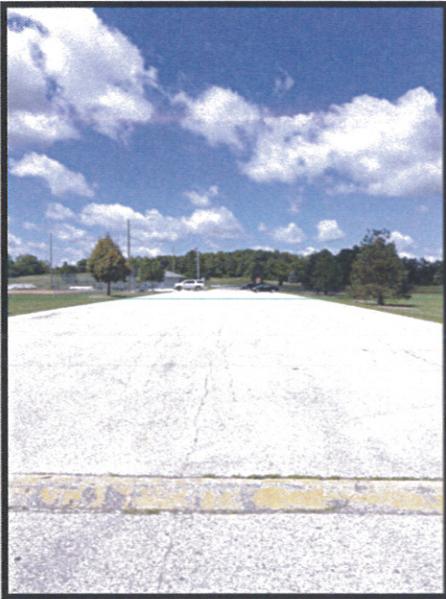
# Inventory Pictures

## Gravel Walking Path and Amenities



## Inventory Pictures

### Dedicated Parking



### 2010 Tree Inventory

Tree	Number	Tree	Number	Tree	Number
American Basswood	24	Douglas-Fir.	1	Poplar Spp.	1
American Elm	4	Eastern Redcedar	7	Quaking Aspen	3
Amur Maple	1	Eastern White Pine	23	Red Maple	2
Apple Spp.	1	Freeman Maple	2	Red Pine	3
Austrian Pine	26	Green Ash	16	Scotch Pine	12
Balsam Fir	12	Hackberry	3	Shagbark Hickory	13
Basswood Spp.	2	Honeylocust (Thornless)	4	Silver Maple	4
Black Cherry	26	Japanese Tree Lilac	1	Sugar Maple	9
Boxelder	5	Littleleaf Linden	1	Swamp White Oak	1
Bur Oak	1	Northern Red Oak	5	White Ash	13
Cherry and Plum Spp.	2	Northern White-Cedar	2	White Oak	4
Colorado Spruce	17	Norway Maple	25	White Spruce	9
Crab Apple Spp.	4	Norway Spruce	3		

## Preliminary Proposed Improvements

The following information was gathered from the two (2) public workshop meetings that were conducted. The preliminary list of potential projects/amenities for Heritage Park is based on the site analysis and needs assessment conducted by Staff in conjunction with feedback from the Heritage Park Master Planning Workshop Meetings, and Community Survey.

While some of the most important users of the park are the youth sports organizations one of our goals in hosting the two (2) Public Workshop Meetings was to gather input from surrounding residents who currently utilize the park for it's amenities or would potentially utilize the park if additional amenities were to be provided. We gathered information from those in attendance at the Master Planning Meetings and were able to determine that our pool of residents in attendance consisted of 50% residents with kids and 50% residents without. In addition those that attended were also fairly frequent visitors to the park.

### POTENTIAL PROJECTS/AMENITIES

During the community workshop meetings held on August 8th and August 25th the residents in attendance made their way through five different stations set up to gather a variety of information. Those stations were as follows:

Station 1: Fire Company Construction Information

Station 2: Slideshow & Preliminary Potential Projects/Amenities Survey

Station 3: Dots

Station 4: Answer Questions and Provide Feedback

Station 5: Preliminary Design Feedback

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.

How Often Do You Visit Heritage Park?	
Daily	4
Weekly	6
Bi-Weekly	0
Monthly	1
Quarterly	0
Annually	1
Never	1

I currently have children involved in Youth Sports	
Yes	5
No	5

## Preliminary Proposed Improvements Continued

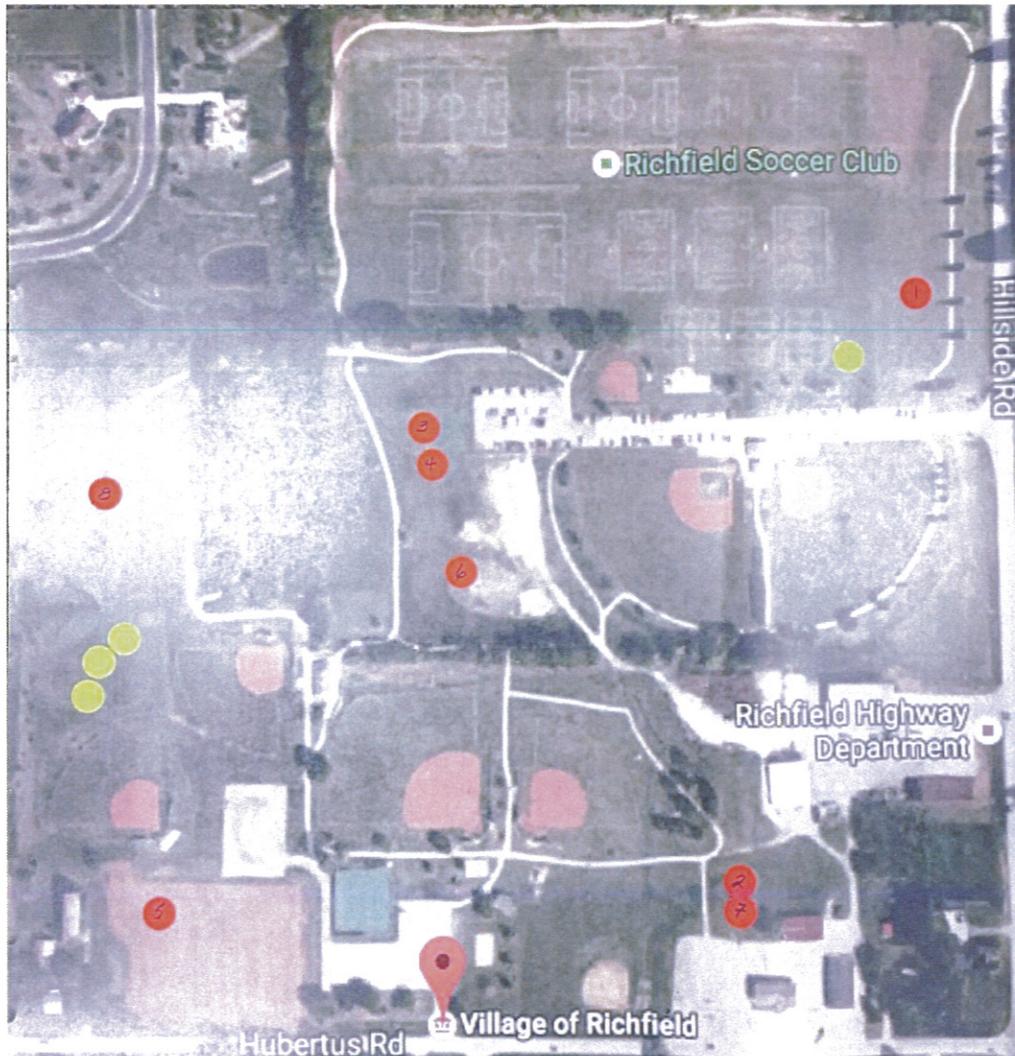
### STATION TWO: PRELIMINARY POTENTIAL PROJECTS/AMENITIES SURVERY

At this station residents were shown a power point presentation of all of the current amenities in Heritage Park. That information has been included at an earlier portion of this master plan. Residents were also given a survey listing potential projects and amenities. Residents were asked to rate those projects as either an immediate or future need. Below are the results of the surveys that were completed in person at the Master Planning Workshops and that were turned in in-person or submitted via email.

Preliminary Potential Projects/Amenities
Additional Playground
Additional Picnic Shelters
More Picnic Tables and Benches
Basketball Court
Tennis Court
Volleyball Court
More Baseball Fields
More Soccer Fields
Pave Trails
Additional Restrooms
Additional Parking/Pave Current Parking
Landscaping
Signage: Park Name, Rules, Wayfinding
Community Garden
Water Play Feature
Other active recreation elements (i.e., BMX, skateboard park or sports, horseshoe pits, etc.)
Open Lawn Area
Gazebo
Lights for the Baseball/Soccer Fields

IMMEDIATE NEEDS	POTENTIAL FUTURE NEEDS
Water Play Feature (17)	Basketball Court (9)
Tennis Courts (13)	Additional Restrooms (8)
Additional Parking/Pave Current Parking (3)	Additional Playground (6)
Signage: Park Name, Rules, Wayfinding (3)	Additional Picnic Shelters (6)
	Volleyball Court (6)
	Community Garden (4)
	Lights for the Baseball/Soccer Fields (3)
	Pave Trails (3)
	Landscaping (3)
	Other active recreation elements (2)
	Open Lawn Area (2)
	Gazebo (2)
The following items tied:	
More Picnic Tables and Benches (2)	
More Baseball Fields (1)	
More Soccer Fields (1)	

STATION THREEE: DOTS



#	Chosen Amenity
1.	Shelter
2.	Splash Pad
3.	Splash Pad
4.	Splash Pad
5.	Basketball Court—Use for overflow parking
6.	Water Feature
7.	Tennis Courts
8.	Tennis Courts

## ADDITIONAL COMMENTS

### In Person Submissions

*"I would like to see two (2) New Baseball Diamonds, Batting Cages, replace the Tennis Courts and light the lower ball diamonds; (1&2) plus the new tennis courts."*

-----

*"Splash Pad, Please!"*

-----

*"I like the proposed playground by fields 4&5. I think a Splash Pad would help draw new families. (Not a huge water park) Locate splash pad near existing water source and fire (police substation) to promote safety."*

-----

*"Splash Pad would be nice. Basketball Court a must!"*

-----

*"I LOVE the plowed trails in winter. No pavement because it gets too slippery and asphalt is hard on the knees!"*

-----

*"Too... much baseball!!! The whole park is baseball! Splash Pad and walking trails please!"*

-----

*"If additional capacity is needed for baseball/soccer light the fields so you do not have to consume more green space."*

-----

### Email Submissions

*"Water Play Feature—Development of a water related activity would be a significant addition to the Richfield area Heritage Park. There are no public pools in the Richfield area, and this would be a reasonable alternative for children."*

-----

*"My family played tennis at the park and we are missing the opportunity to continue to do so."*

-----

*"As you are seeking input from the residents of Richfield, I would like to suggest the two tennis courts be replaced. As we currently have only two, and the high school is a half hour away, there are few other options for the community especially young people.*

*Also, a water pad near the playground for the younger children would be nice. It would also be great if there were summer programs for our youth and seniors, perhaps in conjunction, in the parks."*

-----

*"Thank you for the opportunity to provide input to the master planning stage for Heritage Park. Since my family lives in the Holy Hill States subdivision, we frequent this park. Not only did my children both play soccer and baseball using the fields in this park, we would take walks on the path and, when my children were smaller, they would play on the playground equipment. As my children got older, they played in other organized sports, including tennis and basketball, through school. These sports are the ones that need to be supported at Heritage Park.*

*As a high school student, my daughter was on the tennis team. When heading out to practice near home, the former courts at Heritage and the courts at Fireman's were often in use at the same time. She would have to go to Hartford to find available courts. Since the courts were often busy at the same time, it is obvious that tennis courts that were at Heritage need to be replaced.*

*My son started playing basketball when he was quite little. He joined the Friess Lake school team as soon as he could (5<sup>th</sup> grade). He and his team mates were always trying to get together to play basketball. While many had basketball hoops by their driveways, the space did not allow for several boys to play at a time, or for them to play a game of basketball. Now, many of these boys, including my son, are on the Hartford basketball team. Today, they can drive to play ball. When the weather is nice, most of them drive to Hartford to play on the courts at Willowbrook Park. There has never been a suitable outdoor court for them to use in Richfield.*

*The Village of Richfield needs a tennis/basketball court complex like the one at Willowbrook Park in Hartford. Heritage Park is surrounded by subdivisions with children. By the older elementary school age, these children can walk or bike to the park safely. The parks are also close enough for parents to let their children have some independence and responsibility, but still be able to check on the children. When in high school, these children will have access to facilities to work on their games close to home and have a place to gather with friends.*

*In addition to benefitting children, having tennis and basketball courts at Heritage will also benefit adults. I have often used the tennis courts and have seen adults often using the tennis courts. Also, having basketball courts near the fire station could provide a recreational outlet for the fire fighters. The courts may also allow adults to develop some casual leagues to benefit their fitness.*

*Richfield has made a commitment to baseball and soccer at Heritage Park. Richfield needs to support other physical activities at this location as well. The location of this park, as well as the frequent usage of the tennis courts at this park and at Fireman's, make a tennis court at Heritage a necessity. Richfield has lacked a decent place for kids to play outdoor basketball. Having just a hoop above some pavement is not the same as having a marked court.*

*These improvements would make Heritage an outstanding and well-rounded park facility."*

-----

## Needs Assessment & Park Goals

MOST POPULAR ACTIVITIES

FEATURES TO STAY

ISSUES

OPPORTUNITIES FOR CHANGE

- 

### GOALS AND OBJECTIVES FOR HERITAGE PARK

1. [Goal #1]  
[Objective #1]
2. [Goal #2]  
[Objective #2]
3. [Goal #3]  
[Objective #3]



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**HERITAGE PARK**

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**VILLAGE OF RICHFIELD**  
PARK COMMISSION COMMUNICATION FORM

6e.

MEETING DATE: September 14, 2016

SUBJECT: Bark Lake Park Site Alterations and Project Planning  
DATE SUBMITTED: September 9, 2016  
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

*POLICY QUESTION: NONE.*

*ISSUE SUMMARY:*

At the January Park Commission meeting the Commission discussed reallocating monies in the Capital Improvement Plan from Heritage to Bark Lake Park for the installation of several new, previously approved, amenities in Bark Lake Park. At the March Park Commission meeting the Commission looked at specific major and minor items they asked Staff to pursue with allocating money towards in 2016.

Since this meeting the following items have been purchased and updated in Bark Lake Park:

- The installation of new solar lights on the light poles
- The installation of a new flag, a solar light for the flag and all of the necessary items to hang the flag
- The installation of a new park grill
- The installation of a new two (2) bay swing set with four (4) swings and wood chips
- The installation of two (2) enclosed trash receptacles
- The installation of four (4) new picnic tables

To date the total cost of monies spent on the minor and major items as completed is \$7,504.84. The remaining balance of the allocated \$12,500 originally budgeted for new playground equipment in Heritage Park is \$4,995.16. Pictures of the various site improvements have been included in your packet for review.

At the March Park Commission Meeting Staff also discussed obtaining a wetland delineation from SEWRPC in order to determine the feasibility of the trail through the wooded portion of Bark Lake Park. Since this meeting we have obtained the SEWRPC delineation and have since had the opportunity to discuss the potential for the trail with the Wisconsin DNR. The DNR and Staff believe that a path through the wooded area would be possible.

The main concern at this point is having the time for not only administrative Staff to present a final design for the trail and a permit from the WI DNR, but also the ability of the DPW Staff to prep the area for installation before the end of the year. There has also been discussion of working with a Boy Scout, and turning this particular project into an Eagle Scout project as several wooded walkways will likely need to be constructed through some of the more environmentally sensitive areas through the woods.

Tonight, Staff is looking to obtain feedback for the site alterations that have been completed to date and Staff's plan of action moving forward with the park and the installation of the trail.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: September 14, 2016

SUBJECT: Bark Lake Park Site Alterations and Project Planning
DATE SUBMITTED: September 9, 2016
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY: [Signature] Village Deputy Treasurer

Initial Project Costs: \$7,504.84
Future Ongoing Costs: Costs related to the trail installation (wood chips)
Physical Impact (on people/space): Clearing of wooded area
Residual or Support/Overhead/Fringe Costs: Nominal, if any

ATTACHMENTS:

- 1. Pictures of the various site improvements to Bark Lake Park
2. Bark Lake Master Plan Map
3. Bark Lake Park Wetland Delineation

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Village Staff Member

Village Administrator

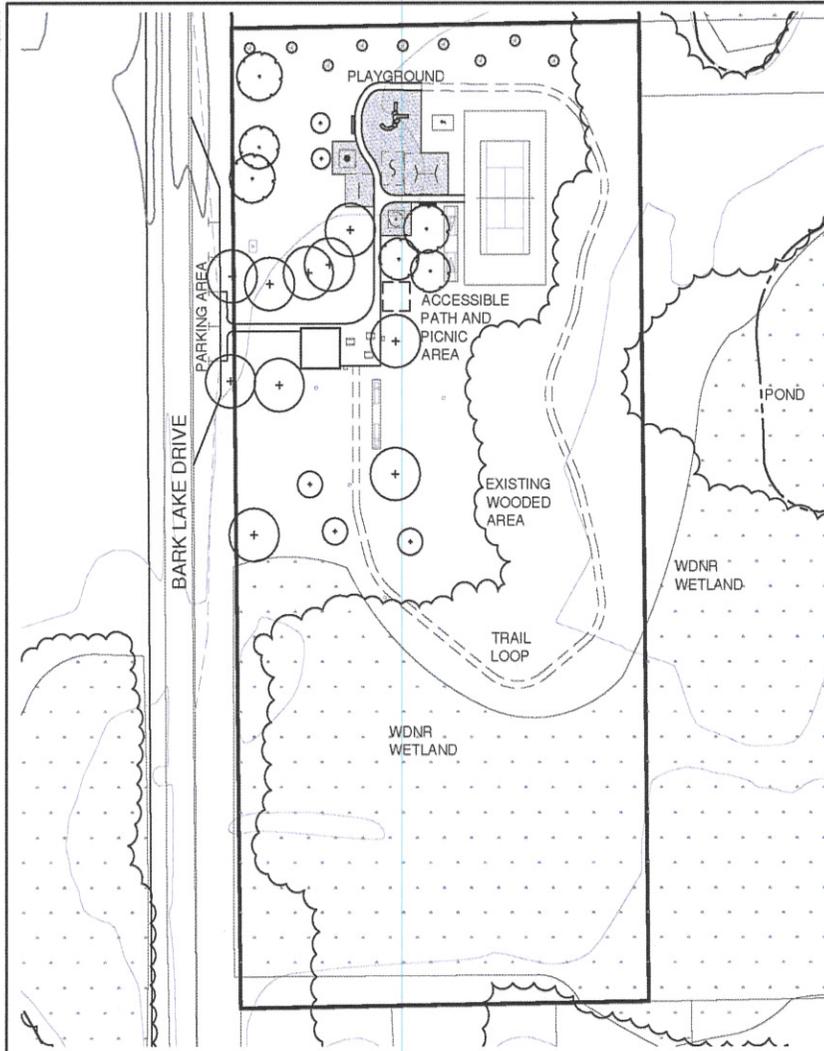
Resolution No.
Ordinance No.
Approved
Other

Continued To:
Referred To:
Denied
File No.



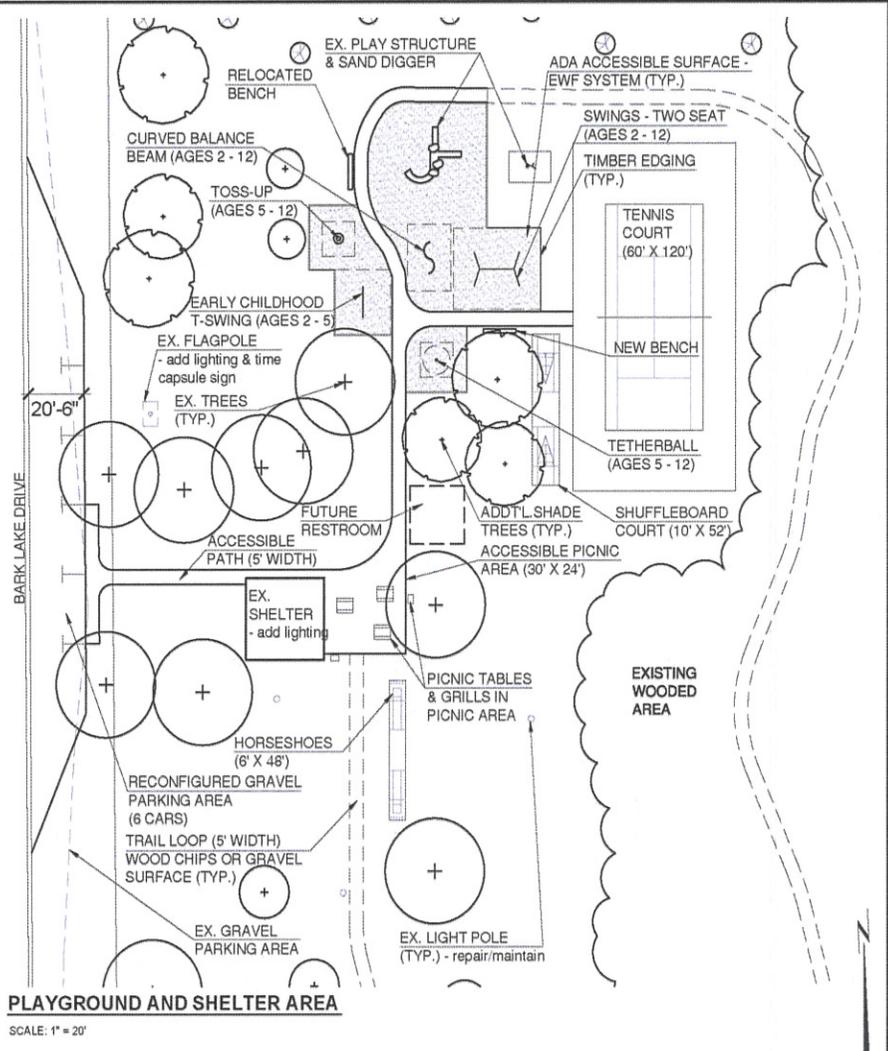
# Park Master Plan Proposed Concept Map

REVISION/PLOT DATE Design Log 11/2/15



**OVERALL SITE PLAN**

SCALE: 1" = 40'



**PLAYGROUND AND SHELTER AREA**

SCALE: 1" = 20'

NO.	REVISIONS	BY	DATE	VERIFY SCALES	DRAWN BY:
1		JAD	11/2	1" = 1" INCH ON ORIGINAL DRAWING	PRELIM JAD FINAL JAD
				0	SCALE VARIES
				DATE	SEPTEMBER, 2015

DESIGNED BY	CHECKED BY	SCALE
S. O'LEARY	R. DALTON	VARIES

REVISED TO CONFORM TO CONSTRUCTION RECORDS DATE BY

gai consultants  
 1275 HILLBURN STONEWOOD DRIVE, SUITE 103  
 GREENBAY, WI 54302  
 920.250.8900 Fax 920.250.9111

**BARK LAKE PARK  
 MASTER SITE PLAN  
 VILLAGE OF RICHFIELD  
 WASHINGTON COUNTY, WI**

PROJECT NO.	W138020.01
SHEET NO.	1 OF 1
FILE NO.	F-

Bark Lake Park  
SW Quarter, Section 23, T9N-R19E  
Village of Richfield, Washington County

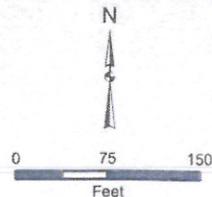
16009 100-2000

Bark Lake Drive

North Shore Drive

**Legend**

-  Project Area
-  Isolated Natural Resource Area
-  Wetland
-  Little Wetland
-  Surface Water
-  Wetland Staked by SEWRPC on 6/30/16



Source: SEWRPC  
Date of Photography: 2015  
CA#614-50

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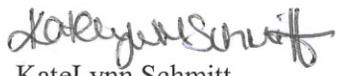
## General Park Operations Report for September 2016

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 summer months our parks customarily experience an influx of activity. Our DPW crews work in the parks daily to ensure our most prominent walking trails are maintained and kept clean. The newest member of our team, our part-time summer staff employee, has been doing an excellent job at maintaining the park during the week and providing assistance when needed on weekends.
- ✓ **Part-time Summer Help.** Mr. Martinez will be done in September, but with how successful this summer season was, it is the intent of our DPW Supervisor to offer this employee employment next year. Our hope is to retain Mr. Martinez through the duration of his college education during the summer months, or to continue to attract young hardworking individuals each summer to help in the parks.
- ✓ **Historical Park Projects.** One of the Richfield Historical Society's biggest projects continues to be the Blacksmith Shop. Staff was recently out to view the site and saw that the skeleton of the building appears to be in place. This project continues to grow and as additional resources become available.
- ✓ **Richfield Historical Park.** Richfield Art at the Mill was hosted recently and on all accounts was a success despite the rain. Their next event will be the 18<sup>th</sup> Annual Thresheree which will take place September 17<sup>th</sup> and 18<sup>th</sup> from 9:00 AM to 5:00 PM. This is the Richfield Historical Society's largest event of the year and we encourage everyone to attend.
- ✓ **New Richfield Volunteer Fire Company Station.** Construction continues to progress on the new Richfield Volunteer Fire Company Station. Much of the site work to date has been completed and the walls are currently being constructed. While there have been some issues that presented themselves early on in the process the deadline to move into the building by January of 2017 is still expected to occur.
- ✓ **Sign Uniformity.** One of the items included in the Bark Lake Park Master Plan proposal that was not purchased this year was a sign stating the name of the park. While purchasing a sign was discussed, it was not done because Village Staff recognized the fact that none of the parks have official Village signs. It was the suggestion of our DPW Supervisor to have some form of sign uniformity if we are going to purchase new signs. Over the course of the next several month's, staff will likely put some form of a sign uniformity plan together so that we might build cost estimates for each sign and build the purchase of those signs into the Budget and/or Capital Improvement Plan.
- ✓ **Emerald Ash Borer.** Village Staff worked with Cedar Corp. engineering recently to obtain a readable version of the 2010 inventory of the Ash tree content in the Village Park system. Having this content will be pertinent to being able to build a plan to address the take down and replacement of the infested Ash trees in the Village.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "KateLynn Schmitt". The signature is written in a cursive, flowing style.

KateLynn Schmitt  
Administrative Services Coordinator