

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes
January 19, 2022
6:00 PM

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:00PM.

Present at the meeting were Chairman Meeks and Commissioners Bernard, Ludovic, Murray, Staton, and Wallenkamp.

Also Present: Administrative Services Coordinator (ASC) Katherine Gehl and Administrator Jim Healy.

Excused: Commissioner Sommers

2. Verification of Compliance with Open Meetings Law

ASC Gehl stated the agenda was posted at all three (3) local U.S Post Offices, Village Hall, and on the Village website. Copies of the agenda were also digitally sent to the West Bend Daily News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. Meeting Minutes

a. March 10, 2021 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the March 10, 2021 Regular Park Commission meeting, Seconded by Commissioner Staton; Motion passed without objection.

b. August 18, 2021 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the August 18, 2021 Regular Park Commission meeting, Seconded by Commissioner Staton; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion /Action regarding Resolution PCR2022-01-01, a Resolution honoring Ayer Electric for their generous donation to the Village of Richfield

Ayer Electric performed electrical work in Bark Lake Park. Ayer Electric disconnected and removed the existing overhead electrical wiring and light fixtures and provided and installed two (2) new LED wallpack light fixtures on either side of the shelter. Ayer Electric provided these materials and work to the Village of Richfield at no cost and the Park Commission.

Motion by Commissioner Wallenkamp to approve Resolution PCR2022-01-01, a Resolution honoring Ayer Electric for their generous donation to the Village of Richfield, Seconded by Commissioner Bernard; Motion passed without objection.

b. Discussion /Action regarding a proposed Special Olympics event in Heritage Park

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Chairman Meeks introduced the item and asked if there was any discussion.

This event is being hosting by Special Olympics Wisconsin, Inc. – Greater Milwaukee, Region 8 as a single-day tournament in Heritage Park on July 17, 2022. This event has been an annual event for the organization that has been hosted at various locations around the southeast region of Wisconsin. The event will consist of baseball, bocce ball, and t-ball tournaments that are organized by skill, age, and ability-level. The estimated number of attendees will be about 600 total, with 400 athletes and 200 spectators. Following a walk-through of Heritage Park with the event coordinator/Athletic Director for the organization, Ms. Amber Weinfurter, it was determined that fields 4, 5, 6, and 7 and the open space area northwest of Field 4 would be most ideal for the event. For tournament amenities, the permanent restrooms located by the concession stand near Field 4 will be used, as well as the Village's permanently located port-o-potty's off the parking lot near Field 5. Due to the large size of the event, it was determined that two (2) additional port-o-potty's, one (1) ADA and one (1) non-ADA, will need to be rented for the event.

Commissioner Wallenkamp stated that he coached Special Olympics for over ten (10) years and feels this is a great opportunity for the Village and asked if this event would be ongoing.

ASC Gehl stated that there is a strong likelihood that the Special Olympics of Wisconsin would use the Village's facilities in the future.

Commissioner Wallenkamp expressed that the Village should find ways to help promote this event in the community.

Motion by Commissioner Wallenkamp to approve the proposed Special Olympics event in Heritage Park, sponsored by Special Olympics Wisconsin, on July 17, 2022 subject to the following Specific Conditions of Approval.

Specific Conditions of Approval:

1. The Village receive documentation of liability insurance coverage from the event holder at limits recommended by Village Staff.

2. Event holder works with Village Staff and the Richfield Public Works Department to address any maintenance and/or preparation needed of Village facilities prior to the event.

3. Village Staff coordinate with the event holder for any necessary amenities (porta-potties, dumpsters, etc.) and reimbursement the Village may require for additional contracted services provided.

Seconded by Commissioner Bernard; Motion passed without objection.

c. Discussion/Action regarding a proposed Eagle Scout project in Bark Lake Park

Chairman Meeks introduced the item and invited Eagle Scout Candidate Christopher Duehring to speak. Christopher Duehring gave a presentation and overview of the proposed final site layout and the proposed basketball hoop. His fellow Troop members and family will be assisting him once he breaks ground on the project in spring.

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Commissioner Wallenkamp stated that the proposed location of the basketball hoop is ideal based on the direction of the sun and the suspected time of use of the court.

Christopher Duehring shared with the Commission that he has raised \$3,000.00 of his \$7,000.00 goal from donations of family and friends using written letters and a GoFundMe. In the coming months he will be reaching out to area businesses for monetary donations and/or donations of supplies.

Motion by Commissioner Bernard to approve the proposed site plan and court and hoop materials to be used for the construction of a half-court basketball court in Bark Lake Park; Seconded by Commissioner Murray; Motion passed without objection.

d. Discussion/Action regarding land contract agreements to farm portions of Village owned parkland identified by Tax Keys: V10_025200B, V10_0193, V10_0184.

Chairman Meeks introduced the item and asked if there was any discussion.

Commissioner Wallenkamp inquired as to how the contract prices were set.

Administrator Healy stated that the Village has heard from other area farmers that with the rising cost of fertilizer and the relative unproductiveness of these parcels' soils, the price is extremely fair, and the Village is fortunate to have individuals to maintain it. If it was not maintained through these License Agreements, it would be the responsibility of the Village's Department of Public Works to maintain.

Motion by Commissioner Murray to authorize Staff to execute the 2022 License Agreement to Farm Public Land with Mr. Herb Lofy and Mr. Terry Kohl and the Village of Richfield per the proposed agreements; Seconded by Commissioner Staton; Motion passed without objection.

e. Discussion/Action regarding the Richfield Historical Society's proposed park usage for 2022.

Commissioner Staton asked if the popularity of the Richfield Historical Society events has grown over the years.

Administrator Healy gave an overview of the events and has shared from his experiences attending the events and through his time working in the Village, he has seen all of the events continue to grow and add attractions and activities to each event, noting a new event is even being added in 2022 based on this rising interest. Maple Syrup Family Day will be held in March 26th, Art at the Mill will be held on June 18th, The Thresheree will be held on Saturday and Sunday, September 27th and 28th, Blacksmith Day will be held on October 1st, and Christmas at the Richfield Historical Park will be held on December 3rd.

Motion by Commissioner Bernard to authorize the list of 2022 Richfield Historical Society event dates and times in the Village Historical and Nature Park; Seconded by Commissioner Staton; Motion passed without objection.

f. Discussion regarding a General Park Operations Report

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ASC Gehl stated that improvements are continuously being made to the Village's baseball diamonds and this year, the infields were regraded for the purpose of better drainage. The baseball organizations are beginning registration for the upcoming season and will soon sit down with the Village to go over their proposed schedules and season.

ASC Gehl gave an update on Eagle Scout Candidate Evan Medla's Eagle Scout project. The dirt has been excavated from the area and the area has been filled with gravel, the poles have been installed to hold the netting, and the turf has been delivered. The turf will be laid, weather depending, in the spring. The project is nearing completion.

ASC Gehl informed the Commission that the Village Board approved the purchase of a \$6,640.00 snowblower attachment that the Department of Public Works will use to clear snow in the Village's parks and in the downtown area and additional walking trails in the Village in the future.

Chairman Meeks asked how the Cyclocross Event in Nature Park turned out.

ASC Gehl stated that she heard great things about the event and that there was a large turnout. ASC Gehl also stated that the organization and Mr. Andrew Rossa, the event organizer, were extremely easy to work with. ASC Gehl stated that following the event, DPW Supervisor Thicke did an inspection of the site and identified one area that needed some maintenance done and ASC Gehl communicated this with Mr. Rossa. Within two (2) to three (3) days, Mr. Rossa purchased grass seed and hay and laid it in the identified area and the area is now back to its original state. They have expressed interest in coming back to use the park in the future.

6. ADJOURNMENT

Motion by Commissioner Bernard to Adjourn at 6:42PM; Seconded by Commissioner Ludovic; Motion passed without objection.

Respectfully Submitted,

Katherine Gehl
Administrative Services Coordinator