

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Park Commission Meeting Minutes  
June 16, 2021  
6:00 PM

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

Chairman Meeks called the meeting to order at 6:03 PM.

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

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

## **2. Verification of Compliance with Open Meetings Law**

Administrative Services Coordinator (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. DISCUSSION ITEMS**

### **a. Discussion /Action regarding a proposed cyclocross race in the Richfield Nature Park & Historical Park**

Chairman Meeks voiced support of the event but asked about any damage that could occur due to the race. ASC Gehl and Administrator Healy expressed to the Commission that Staff does not expect much damage due to the time of year and cold temperatures.

Mr. Andrew Rossa, the Race Manager for the cyclocross team, stated that Team Wisconsin has been racing in Milwaukee and/or Waukesha for the last six (6) years. Mr. Rossa explained that the team has encountered no issues in past experiences, but the team is willing to do any maintenance if DPW Supervisor Thicke determines any issues.

Mr. Rossa discussed different aspects of the race including the age brackets and length of the race. Mr. Rossa also explained that the 30-minute races are typically three (3) laps around the course and the 60-minute races are typically six (6) to eight (8) laps around the course. Mr. Rossa also explained the cost of racing. The price for teenagers is \$10.00 for a license and \$25.00 for a single-day race. For adults, the price is \$15.00 for a single license and \$25.00 for a single-day race.

Commissioner Wallenkamp voiced support but stated concerns about potential damage caused by the race if the ground is wet and soggy at that time of year.

Mr. Rossa stated that the cycling team previously held a race in the Dousman property which is under the jurisdiction of the Wisconsin Department of Natural Resources and did not encounter any issues.

Chairman Meeks expressed that Staff should reach out the ground's manager of the Dousman property who was the main contact with the cycling team for that race to see the nature of that event and hear their experiences with the team as a condition of approval of the race.

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Motion by Commissioner Wallenkamp to approve the proposed cyclocross event in the Richfield Nature Park and Historical Park, sponsored by USA Cycling, on November 14, 2021, subject to the following Specific Conditions of Approval:

1. The Village receive documentation of liability insurance coverage at limits recommended by Village Staff.
2. Village Staff work with the Richfield Historical Society to address any concerns they may have for the course in the Historical Park.
3. Village Staff coordinate with the event holder for any necessary amenities (porta-potties, dumpsters, etc.) and reimburse the Village may require for additional contracted services provided.
4. Village Staff reach out to the point of contact at the Dousman DNR property who worked with the cycling team at previous races to hear their experience during that event.

#### **b. Discussion regarding General Park Operations Report**

ASC Gehl provided the Park Commission an update of the spring and summer youth baseball and soccer programs and tournaments and noted the continued praise our parks system and staff, baseball and soccer fields, community, and restaurants receive from visitors to the area for tournaments.

Next, ASC Gehl updated the Park Commission on the construction of Tennis and Pickleball courts at Fireman's Park and shared Poblocki Paving Corp. will be about two (2) days behind schedule for paving due to another project commitment but should remain very close to the original schedule. ASC Gehl expressed that Staff will continue to provide the Park Commission with regular updates and pictures regarding construction.

Commissioner Sommers inquired if there was going to be any instruction signage at the courts once they are in full service to set limits on play time, accepted uses, etc. Commissioner Woelfel suggested affixing a chalk board to fencing for player sign-up. ASC Gehl and Administrator Healy will investigate both sign options.

Next, ASC provided an update on park rentals in the community and shared that for the months of April to August 2021 there are already eight (8) weekends with park facility rentals scheduled on the calendar.

ASC Gehl informed the Park Commission of new lighting being installed at Bark Lake Park by Ayer Electric to replace existing lighting that is not compliant with current lighting standards. Ayer Electric submitted a proposal to the Village that states Ayer Electric will provide the work at no cost to the Village, except for the removal and disposal of existing light poles which will be the Village's DPW responsibility. Commissioner Murray inquired of Staff to reach out to We Energies for the cost to bury all other lines in Bark Lake. Chairman Meeks and the Commission expressed their desire to create a Park Commission Resolution for Kurt Ayer of Ayer Electric for his generosity to the Village.

Next, ASC Gehl shared with the Park Commission that the Village is currently accepting forms for the Village's Community Roots tree donation program for fall planting. The program will continue to be advertised in Village Hall, on the Village's website, on the Village's social media platforms, and in future publications of the *Richfield Happenings*.

ASC Gehl informed the Park Commission that the person who was hired to work full-time in our parks this summer abruptly left after one (1) week of working due to a college baseball commitment, so our Parks Department is down 40 hours of work while the Public Works Department is busy with road

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construction. ASC Gehl stated that we have hiring notices posted on the Village's website, the Village's social media platforms, and in the front office of Village Hall.

Finally, ASC Gehl informed the Park Commission that Richfield Day's will be held in Fireman's Park this year. ASC Gehl also shared that the Village has received a \$5,000 donation from former Park Commission member Virgil Dawson's company in Richfield, Lannon Stone. This brings the Village's already \$7,000 fireworks budget to \$12,000. The Village Board will execute an agreement with Five Star Fireworks at the June 17<sup>th</sup> Village Board Meeting. Chairman Meeks and the Commission expressed their desire to create a Park Commission Resolution for Lannon Stone for their generous donation to the Village.

## **5. ADJOURNMENT**

Motion by Commissioner Sommers to Adjourn at 6:48 PM; Seconded by Commissioner Wallenkamp; Motion passed without objection.

Respectfully Submitted,

Jim Healy  
Village Administrator