

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Park Commission Meeting Minutes  
June 22, 2022  
6:00 PM

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

Chairman Meeks called the meeting to order at 6:05PM.

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

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

Excused Absent: Commissioners Murray and Ludovic.

## **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. April 13, 2022 – Regular Meeting**

Motion by Commissioner Bernard to approve the meeting minutes from the April 13, 2022 Regular Park Commission meeting, Seconded by Commissioner Sommers; Motion passed without objection.

## **5. DISCUSSION ITEMS**

### **a. Discussion regarding the Special Olympics event being hosted in Heritage Park on July 17, 2022**

ASC Gehl gave an update on the Special Olympics event being held in Heritage Park on Sunday, July 17<sup>th</sup>. The softball and tee-ball tournament will be held on Fields 4, 5, 6, and 7 and the bocce ball tournament will be held in the open space area near Fields 4 and 5. Special Olympics has shared that they have had interest from RYBSA, the Rockets, and the Richfield Historical Society to volunteer in varying capacities. A link to the volunteer form will be added to the Village website and shared in the Richfield Happenings Newsletter.

Commissioner Wallenkamp inquired on different ways that the Village can advertise this event to the community.

ASC Gehl stated that she would look into the potential to do a Press Release with the Daily News and to also advertise the event in the Richfield Happenings newsletter.

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**b. Discussion/ Action regarding a proposed cyclocross race in the Richfield Nature Park**

ASC Gehl gave an overview of the cyclocross event proposed to be held in the Richfield Nature Park on Saturday, October 15<sup>th</sup>. This proposed event will be the same as the cyclocross race that was held in the Richfield Nature Park in 2021. ASC Gehl stated that this event pulls in racers/visitors from across the State.

Chairman Meeks expressed how great it is that the Village's park system has such diverse aspects and can host these different kinds of events.

Commissioner Wallenkamp inquired if the organization hosting this event had looked into holding their event in Washington County's official mountain bike trail. ASC Gehl explained that there are less fees and permitting for the event organizers involved with hosting the event in the Richfield Nature Park.

Commissioner Sommers asked if the Commission should look into viewing these types of events as a revenue opportunity by establishing a special event fee for events such as this.

Commissioner Staton inquired if Village Staff could look into what other municipalities are doing for these types of events or to considering looking at this as a "horse trade" where these organizations provide some sort of benefit to the Village by being able to use the park facilities.

ASC Gehl stated that she would investigate what other municipalities do for events such as this.

Motion by Commissioner Bernard to approve the proposed cyclocross event in the Richfield Nature Park, sponsored by USA Cycling, on October 15<sup>th</sup>, 2022 subject to the following Specific Conditions of Approval:

1. The Village receive documentation of liability insurance coverage at limits recommended by Village Staff.
2. Team Wisconsin and Mr. Rossa work with the Richfield Historical Society to coordinate the racecourse and any food and beverages that will be provided.
3. Village Staff coordinate with the event holder for any necessary amenities (porta-potties, dumpsters, etc.) and reimburse the Village for additional contracted services that may be required.
4. Team Wisconsin is responsible for any after-race maintenance and repair needed to park facilities.

Seconded by Commissioner Staton, Motion passed without objection.

**c. Discussion regarding the future potential recommendation to the Capital Improvement Program Administrative Committee for the earmarking of Park Impact Fee funds**

ASC Gehl gave an overview of the discussion. Following the Park Commission meeting held on April 13<sup>th</sup>, identified ten (10) projects that the Commission expressed an interest in looking into further. ASC Gehl explained that the discussion at tonight's meeting is intended for the Commission to narrow down the projects they are interested in pursuing to either three (3) or four (4) projects. The Village's Auditor has shared that there \$44,325 presently available in Park Impact Fee funds that could be used immediately or could be saved towards a larger project in the future once those fees are paid back to the General Fund to help pay off debt the Village incurred when purchasing land for the Nature Park and a portion of the Historical Park.

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Chairman Meeks expressed that he would not be in favor of redressing all of the baseball fields due to the large cost of \$7,000/field.

ASC Gehl confirmed that a number of the fields are in bad condition; however, Staff had intended to redress only one (1) or two (2) fields annually.

Chairman Meeks would be supportive of redressing the fields if the fields were done on a rolling basis of one (1) or two (2) fields annually.

Commissioner Staton suggested looking into doing a “cost-share” agreement with the baseball organizations for the redressing of the fields. Chairman Meeks expressed that he recalls a meeting held “many years ago” where the previous leadership of the baseball organizations had said they would contribute financing for the up-keep of the fields.

ASC Gehl stated that she would look at the minutes from the meetings that discussed the field dressing and see if RYBSA committed to anything during a Park Commission meeting.

Commissioner Wallenkamp stated that he would like to hear input from Department of Public Works (DPW) Supervisor Brett Thicke on which fields would need to be redressed first.

Commissioner Bernard expressed his interest in looking into replacing the player benches around Heritage Park and inquired if the Village could do a “bench sponsorship” program to assist with financing and involve local businesses in our parks system.

Chairman Meeks expressed his desire to pave the steep areas of the walking paths in Heritage Park. He believes that this would solve some of the issues the Public Works Department sees with wash-outs and it would also make the trails ADA compliant, which is a goal in the Heritage Park Master Plan.

Commissioner Staton expressed her interest into looking further into adding the safety netting at the backstops of the baseball fields. Commissioner Staton also requested that Village Staff investigate doing a community survey to gather input from residents about what they would like to see in the Village parks.

Commissioner Sommers expressed her interest in creating a Fireman’s Park Master Plan.

Commissioner Wallenkamp inquired about adding lighting to Heritage Park fields and would like to hear DPW Supervisor Thicke’s input on how these lights would look at what kind of light pollution, if any, they would create.

ASC Gehl recapped that paving steep areas of walking trails, adding safety netting to the baseball field backstops, creating the Fireman’s Park Master Plan, and redressing the baseball fields were the highest priority projects and she would begin working with DPW Supervisor Thicke to get updated quotes and do necessary research for the projects.

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**d. Discussion regarding a General Park Operations Report**

ASC Gehl gave an update on the parks system.

Chairman Meeks expressed his disappointment that the Richfield Soccer Club did not host their annual soccer tournament and hopes that they will be able to host it next year. He encouraged parents to volunteer for the Club to make it a reality.

**6. ADJOURNMENT**

Motion by Commissioner Bernard to Adjourn at 7:23PM; Seconded by Commissioner Sommers; Motion passed without objection.

Respectfully Submitted,

Katherine Gehl  
Administrative Services Coordinator