

**PARKS, RECREATION,
& NATURAL
RESOURCES
COMMITTEE**

Thursday, June 27, 2019

7:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the regular meeting held on May 16, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the Orchard Hill Frisbee Golf Course project.
 - b. Discussion regarding planned improvements in 2019 at McDaniel Park.
 - c. Discussion regarding park and field utilization within the park system as related to fee development.
 - d. Presentation of the Public Works Monthly Report from the Director.
5. SCHEDULE NEXT MEETING DATE.
 - a. Thursday, July 18, 2019 at 7:00 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

Parks, Recreation, and Natural Resources Committee
Meeting Minutes (DRAFT)
May 16, 2019

1. CALL TO ORDER, ROLL CALL. Meeting was called to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center by Village Trustee and Chair Dan Kolk. Roll call: Dan Kolk, Clair Utter, John Feldner, Chuck Rolfsmeyer, Rick Ruecking, Jacob Schkirkie, Darrel Waldera (7:02 p.m.).

Staff present: Community Development Director Pauline Bonness, Matt Schuenke, Village Administrator Director of Public Works, Jim Hessling and Phil Dade, Public Works .

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES.

a. **Discussion and action regarding minutes of the meeting held on April 25, 2019.** Rolfsmeyer motioned, Feldner seconded, to approve the minutes. Passed 7-0.

4. BUSINESS

a. **Discussion and action to authorize rebidding for the 2019 Disc Golf Course and Grading Project at Orchard Hill Park.** The committee reviewed plans for the Disc Golf Course with Tim Stieve of Town & Country Engineers, which prepared the first bid package for the golf course for the village. The revised bid would eliminate a 75-foot boardwalk and raised, wooden platforms for some teeing areas. In addition, the bid might be able to take advantage of utilizing fill for the project from a 2019 street repair project in the village. The revised cost of the project bid was estimated at \$185,000. Motion by Rolfsmeyer, second by Feldner, to submit the revised bid at an estimated cost of \$185,000. Motion approved 6-1 with Utter opposed.

b. **Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for master planning services at McFarland Park.** Schuenke reviewed plans with the committee to hire a consultant to review long-term plans for McFarland Park, which has several user groups including youth soccer, the Madison Curling Club, McFarland hockey and other park users. Some of those, such as the hockey and curling clubs, have expressed interest in expanding their buildings at the park. Kolk motion, Utter seconded, to recommend to the Village Board the authorization of the issuance of an RFP for planning purposes for McFarland Park. Motion approved 6-1 with Schkirkie opposed.

5. SCHEDULE NEXT MEETING DATE

a. **Thursday, June 20, 2019 at 7 p.m.** Kolk asked if the committee would be amenable to meeting on June 27, 2019. No one objected. The next meeting of the committee will be June 27, 2019 at 7 p.m.

6. ADJOURNMENT. Motion by Rolfsmeyer, second by Utter, to adjourn the meeting. Motion approved 7-0. Meeting adjourned at 7:58 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, June 27, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the award of contract for the Orchard Hill Frisbee Golf Course project.

PREVIOUS ACTION:

The Committee authorized rebidding the project at its May 16th meeting.

ISSUE SUMMARY:

At the previous meeting the Committee provided direction to the Village Engineer to proceed with bidding the project to construct a Frisbee Golf Course at Orchard Hill Park (formerly Urso/Schuetz). The project was originally conceived in the master plan for this park with the design work started last year and complete this Winter. This is the second bidding process undertaken for this project as the first one completed in April of this year was rejected due to cost exceeding proposed budget and engineering estimate. The bids were opened last week and there were three responses this time. The Village Engineer is still working on the details of the project with the low bidder and will present their review in the meeting. A recommendation to the Village Board is needed on the award of contract.

FINANCIAL/BUDGET IMPACT:

The 2019 Budget provides \$500,000 in borrowed money for this project within the Capital Projects Fund. However, only a portion of this is allocated to this project as it was also intended to create a connection through the park to the Lower Yahara Trail (grant dependent), dog park expansion, future facility planning, and additional woodland restoration.

The connection to the Lower Yahara Trail will not happen in 2019 as has already been announced. The Village was not the recipient of the PARC Grant it desired from Dane County for this work plus the County is still working on a final route between McFarland and Fish Camp Park. This project will be deferred into the future following more study.

Staff is continuing to explore options for the dog park expansion and possible some additional planning work as a result of this to update the plan and explore additional options. This remains in process throughout the year.



We would like to pursue additional woodland restoration work in the winter of 2019/2020 similar to what was done last year. Some funds will be set aside for this purpose for use at the end of the year.

VILLAGE PLAN REFERENCE:

Urso/Schuetz Park Master Plan Update - October 2017

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

To be determined upon receipt of bid results.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, June 27, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion regarding planned improvements in 2019 at McDaniel Park.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This item is presented for discussion on the remainder of planned improvements for McDaniel Park in 2019. Attached is a map we've looked at previously and this is meant to update the Committee on planned improvements for the paved areas, work of the sailing club, and other future improvements.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, June 27, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion regarding park and field utilization within the park system as related to fee development.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village received a request from a for-profit soccer camp to rent the open space area adjacent to the Lewis Park Shelter for 5 days. In 2018 the Village required the user to rent the Lewis Park shelter at \$100 per day. The Individual has returned requesting the Village consider a lesser fee for rental of just the open space area as they will not be using the shelter facilities. The current fee structure for rental within Village Parks is fairly limited. Attached is the fee structure contained with Village Ordinances. The item is put forth to the PRNR to consider expanding the fee structure and expand the rentals allowed within Village Parks, not just the specific request from the user. It is important to note, the attached fees are per day for all fees listed.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The item is put forth for the PRNR to determine if the Committee is interested in having staff bring back a proposal for a more detailed fee structure for Village Parks.

ATTACHMENTS:

1. Background Information
2. Sec._44_24.____Reservation_of_park_space.



3. CHAPTER 44 -Parks Fee Schedule

Matt Schuenke

From: Cassandra Suettinger
Sent: Tuesday, June 25, 2019 3:07 PM
To: Matt Schuenke
Subject: Parks/Field Utilization
Attachments: Sec._44_24.___Reservation_of_park_space..doc

Here is the requested information

1. Within the item in CivicClerk the word version of the fee schedule is already there. You will also note the fee schedule is fairly vague. Rates should be clarified at some point to discern whether they are per day or per hour rates.
2. The process for renting shelters is a fairly smooth process that is run through GymDandy.

The process for field utilization is not defined. Currently if someone wants to utilize a field, our answer is based on what field they would like to use. Here is what I am aware of:

Brandt Park – The Village gives first rights to the McFarland Softball Association through the entire period of April 1st through October 31st. If an outside entity wants to use the fields Monday through Friday, they need to contact the association to see if the request could be coordinated.

William McFarland Park – Regarding the soccer fields, the Village gives first rights to the McFarland Soccer Association. Interested parties can reach out to the Soccer association to see if their request can be accommodated or fit within the Soccer Associations schedule. I am not sure who uses the William McFarland Park softball diamonds and who we would go through.

Other than those two facilities the Village does not really have a good process. As you can see from the fee structure in appendix A, we have a limited fee structure that seems to cover some areas and not others. For example, the recent request wants to rent the open spaces area at Lewis Park. That is not covered by the fee structure. Gymdandy can handle field reservations, but I think we need guidance on how we want to proceed. It seems our current relationships with the Softball Association and Soccer Association provided the public fairly limited rental ability of those fields.

3. Attached is the current ordinance on the reservation of park space. In my reading of this, I think we are lined up to do what we want. I think we just need to give some thought to the process by which we want to be doing this, and then just update the fee structure to rent those additional areas in the way the Village wants them made available.

I believe that is everything you asked me to summarize, but please let me know if you need anything additional.

Thanks!
Cassandra Suettinger, WCMC
Village Clerk/Treasurer
Village of McFarland
608-838-3153



Sec. 44-24. - Reservation of park space.

- (a) *Policy on reservation.* The Village-owned park and park facilities and shelter areas are primarily for the nonexclusive use of the residents and visitors of the Village. However, under proper circumstances, exclusive use of the same or parts thereof may be permitted. This Section is intended to regulate exclusive use of municipally-owned parks, park facilities, park shelters or parts thereof in the Village to the end that the general welfare of the Village is protected.
- (b) *Reservation of park space.* A permit is required for any special usage of any park within the Village. An organized gathering desiring to reserve a specific portion of any park in the Village shall constitute a special usage. A person or group, firm, organization, partnership or corporation may reserve the use of a park facility or a park shelter by written application filed with the Village Clerk-Treasurer for a permit for exclusive use of the same. The Village Clerk-Treasurer shall issue permits for the exclusive use of a portion of a park or park shelter, while the Village Board shall issue permits for the exclusive use of the Village parks. Park facilities are reserved on a first-requested, first-reserved basis. Certain proposed uses and gatherings may require the issuance of an event permit, subject to the requirements of Chapter 36, instead of a permit issued under this Section.
- (c) *Application.* Reservation or special use permit applications shall be filed with the Public Works Department at least seven days prior to the date on which the exclusive use of the entire park is requested, or at least three days prior to the date on which a park shelter or a portion of a park is to be reserved, and shall set forth the following information regarding the proposed exclusive use:
 - (1) The name, address and telephone number of the applicant.
 - (2) If the exclusive use is proposed for a group, firm, organization, partnership or corporation, the name, address and telephone number of the headquarters of the same and the responsible and authorized heads or partners of the same.
 - (3) The name, address and telephone number of the person who will be responsible for the use of the said park, area or facility.
 - (4) The date when the exclusive use is requested and the hours of the proposed exclusive date.
 - (5) The anticipated number of persons to use the said park, area or facility.
 - (6) Any additional information which the Village Board or Village Clerk-Treasurer finds reasonably necessary to a fair determination as to whether a permit should be issued.
 - (7) Whether applicant contemplates consumption of alcohol beverages and, if so, copies of permits issued pursuant to Sections 11-61, 11-66 and 38-127.
- (d) *Fee.* All applications for reservation of park space, shelters or baseball diamonds for which a permit is required shall pay the application fees established by the Village Board from time to time and provided in Appendix A to this Code.
- (e) *Deposit.* At the time of application, all applicants shall also provide a deposit as established by the Village Board from time to time and provided in Appendix A to this Code, which is refundable in full or in part after completion of the event if the Village incurs expenses of less than the amount of the deposit established by the Village Board from time to time and provided in Appendix A in clean up or repair of the Village facility rented.
- (f) *Reasons for denial.* Applicants may be denied for any of the following reasons:
 - (1) If it is for a use that would involve a violation of federal or state law or any provision of this Code.
 - (2) If the granting of the permit would conflict with another permit already granted or for which application is already pending.
 - (3) If the application does not contain the information required by Subsection (c) of this Section.
 - (4) The application is made less than the required days in advance of the scheduled exclusive use.

- (5) If it is for a use of the park or park facility at a date and time when, in addition to the proposed use, anticipated nonexclusive use by others of the park or park facility is expected and would be seriously adversely affected.
- (6) If the law enforcement requirements of the exclusive use will require so large a number of persons as to prevent adequate law enforcement to the park, park facility or shelter area involved or of the rest of the Village.
- (7) The exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
- (8) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- (g) *Indemnification.* A permit shall be issued only upon condition that the applicant submit to the Village Clerk-Treasurer satisfactory written evidence that applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than \$500,000.00 per one person, \$500,000.00 for one accident and property damage coverage of not less than \$500,000.00. The policy shall name the Village as the third party insured.
- (h) *Permit not required for Village activity.* A permit is not required for exclusive use of the park or a park facility sponsored by the Village.
- (i) *Permit revocation.* The Village Board and/or Chief of Police after granting a permit may revoke a permit already issued if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace or by a major change in the conditions forming the basis of the issuance of the permit.
- (j) *Form of permit.* Each permit shall be in a form prescribed by the Village Board and shall designate the park, park facility or shelter area involved, date, hours of the exclusive use, purpose of the exclusive use and the name of the person, group, firm, organization, partnership or corporation to which the permit is issued.
- (k) *Class B fermented malt beverage licenses.* When fermented malt beverages are sold at any event authorized by this Section, a valid fermented malt beverage license shall be obtained and the provisions of Sections 11-44, 11-66 and 38-127 shall be fully complied with. Said license must be held by the person who filed the original license and shall be presented to any law enforcement officer upon request.

(Code 1998, § 12-1-6; Ord. No. 98-20, § 4, 12-14-1998; Ord. No. 99-24, § 1, 12-13-1999; Ord. No. 2002-02, §§ 7, 8, 1-14-2002; Ord. No. 2003-02, §§ 138—141, 1-27-2002; Ord. No. 2006-01, § 5, 2-23-2006; [Ord. No. 2017-12](#), §§ 133—135, 6-26-2017; [Ord. No. 2019-02](#), § 4, 3-11-2019)

CHAPTER 44—PARKS AND RECREATION

44-24 (d)	Park shelter rental:	
	Diamond reservation—Lewis Park (nonresident)	\$25.00
	Diamond reservation—Wm McFarland Park (nonresident)	\$25.00
	Soccer field reservations—Wm McFarland Park (nonresident)	\$25.00
	Temporary structure fee	Based on actual cost
	Park rental fees (no fields):	
	Limited basic parks (gazebo and small parks)	\$10.00
	McDaniel - shelter (resident)	\$50.00
	McDaniel - shelter (nonresident)	\$75.00
	McDaniel - shelter local business group	\$75.00
	McDaniel - shelter nonlocal business group	\$140.00

	Lewis and Brandt - shelter only (resident)	\$100.00
	Lewis and Brandt - shelter only (nonresident)	\$150.00
	Lewis and Brandt - local business group	\$150.00
	Lewis and Brandt - nonlocal business group	\$300.00
44-24(d)	Park shelter rental:	
	Special event application fee (nonrefundable)	\$100.00
	Special event fee per day	\$200.00
	Brandt Park - shelter and softball fields (local)	\$200.00
	Brandt Park - shelter and softball fields (nonresident)	\$300.00
	Vendor fee	\$100.00
44-24(e)	Refundable security deposit—Facility rental	\$100.00
	Lewis Park Shelter refundable deposit	\$200.00
	Special event security deposit	\$250.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, June 27, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Presentation of the Public Works Monthly Report from the Director.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. May 2019 directors report

PUBLIC WORKS COMMITTEE

May 14, 2019

PUBLIC UTILITIES COMMITTEE

May 21, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

May 16, 2019

**Public Works Directors Report
for
May 2019**

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

Street Sealing and Crack Filling

In preparation of the upcoming street work, the department has finished repairing water boxes and various street apparatuses. Crack filling and small area patching have been completed.

Consumer Confidence Report (CCR)

The annual Consumer Confidence Report has been filed with the WI DNR. This report, which is delivered to the public, is a synopsis of our waterworks system pertaining to various sampling parameters.

License Upgrade

Schulte has recently earned his Groundwater and Distribution License through the WI DNR. He will be classified in a training status until his license is upgraded with experience.

Public Works Week

The department held its annual open house on May 18. We had a great turn out despite other activities in the area along with rainy weather.

Meetings/Training/Seminars

Hessling participated in the following meetings:

APWA Spring Conference in Oshkosh

MMSD & Town of Dunn on chloride reductions (salts)