

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

**Thursday, December 12,
2019**

6:30 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 from the meeting held on October 17, 2019.
4. BUSINESS.
 - a. Discussion and action regarding the draft Park Impact Fee Study.
 - b. Discussion and action to make a recommendation to the Village Board regarding a proposal for woodland clearing at Urso/Schuetz Park.
 - c. Discussion and action to authorize a question on Polco to get feedback on playground equipment development/replacement in 2020.
 - d. Discussion and action to make a recommendation to the Village Board regarding the recreation of a Parks and Recreation Facility Use Policy as Chapter 2 of the Park System Policy Manual.
 - e. Discussion and action regarding request from the softball association on possible Village financial assistance in the replacement of scoreboards at Brandt Park.
 - f. Discussion regarding continued planning as recommended within the Aquatics Feasibility Study.
 - g. Presentation of the Public Works Monthly Report from the Director
5. SCHEDULE NEXT MEETING DATE.
 - a. Thursday, January 23, 2019 at 6:30 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)

October 18, 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, John Feldner, Chuck Rolfsmeyer, Katharine Pease, Darrell Waldera, Sarah Kuba, Andy Jakubowski.

Members absent: Clair Utter, Rick Ruecking, David Wilson.

Staff present: Jim Hessling, Director of Public Works; Matt Schuenke, Village Administrator; Cassandra Suettinger, Village Clerk/Treasurer; Phil McDade, Public Works staff.

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held on July 18, 2019. The committee discussed approving the minutes with modifications to reflect multiple options for the location of a potential pickle ball facility in village parks. Motion by Kolk, second by Rolfsmeyer, to approve the minutes. Motion passed 7-0-0.

4. BUSINESS

a. Discussion and action regarding fee development formula within the Parks Impact Fee Study. The committee discussed with Suettinger the results of a study on park impact fees, and the formula used to develop and set the fees. The current park impact fee of \$731 assessed against each new single-family home in the village has not increased in several years. One formula to determine a possible fee could increase it to \$3,225 per new single-family home. The committee will continue discussion on this item at its next meeting.

f. Discussion regarding policy development for park utilization and reservation. The committee reviewed plans to update a village policy from 2015 that was developed but not implemented regarding park reservations and utilization. The committee reviewed language in this policy regarding the reservation fee structure, scheduling, and oversight of park and village shelter scheduling. Schuenke said he plans to share potential policy changes with major park user groups prior to the next meeting of the committee.

b. Discussion and recommendation regarding request from the softball association on possible Village financial assistant in the replacement of scoreboards at Brandt Park. The committee discussed its previous motion from its August meeting to approve funding for the scoreboards, with reimbursement to be discussed with the softball association. Hessling was asked to discuss a payment plan with the softball association prior to the committee's next meeting.

c. Discussion regarding and consideration of next steps for the Aquatics Feasability Study. The committee discussed the aquatics study, focusing on a consultant's study that outlined several options: a splash pad of some kind, enhanced beach areas at McDaniel Park, a neighborhood pool, and a large regional pool. Kolk said he would like the committee to think about the options in order at the meeting.

Items **d. Present and discuss the proposed 2020 Budget for parks projects within the Capital Projects Fund (400) and Parks Fund (405);** and **e. Discussion and action to authorize a question on Polco to get feedback on playground equipment development/replacement in 2020** were not discussed by the committee, and all were deferred to the next meeting.

g. Presentation of the Public Works Monthly Report from the Director. Hessling provided an update on public works activities in the village for the months of August and September, 2019.

5. SCHEDULE NEXT MEETING DATE

a. Discussion and action on future meeting dates. The committee set the next meeting date for Thursday, December 12, 2019 at 6:30 p.m. In addition, the committee decided to hold future meetings beginning in January 2020 on the fourth Thursday of the month starting at 6:30 p.m.

6. ADJOURNMENT. Motion by Rolfsmeyer, seconded by Pease, to adjourn the meeting. Motion approved 7-0-0. Meeting adjourned at 9:27 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding the draft Park Impact Fee Study.

PREVIOUS ACTION:

ISSUE SUMMARY:

Village Staff have been working with our auditor to evaluate the park impact fees, fees in lieu of land dedication, and parkland dedication requirements. The auditor is still working on some of the remaining edits to the report and we hope to have that in-hand prior to the meeting.

Attached is a marked-up copy of the portion of the draft report addressing the proposed park impact fees and fees in lieu of land dedication, previously reviewed at the October PRNR meeting. Below are a few staff comments regarding the proposed fees:

1. **Park Impact Fees.** The purpose of this fee is to pay for the construction of new recreational facilities, including trails. The current fee is \$731.47/SF DU and \$443.93/MF DU. These fees have not been updated since 2004. Had these fees been updated annually to account for inflation they would be \$1,016.42/SF DU and \$616.87/MF DU in 2019. However, the actual costs associated with recreational facilities is rising faster than inflation. The proposed park impact fee, including trails, is \$2,572.36/SF DU, \$1,786.90/MF DU, and \$981.81/QG DU.
2. **Fees in Lieu of Land Dedication.** When approved by the Village Board, developers may provide fees in lieu of partial or full parkland dedication. The current fee is \$4,115/DU and has not been updated since 2010. Had this fee been updated annually to account for inflation it would be \$4,887/DU in 2019. The calculation of this fee is based on the Village's parkland dedication requirement, currently 1 acre per 15 DU and the cost per acre of land. In 2010, the price per acre was \$61,725. The draft report updates the cost per acre of land to \$81,000. The proposed new fee in lieu of land dedication is \$3,910.83/SF DU, \$2,716.68/MF DU, and \$1,492.68/GQ DU. Note, after consultation with the Village Auditor and Village Attorney, staff is proposing a reduction in the parkland dedication requirement (see #3) which results in a lower proposed fee than the current fee even though the cost per acre has increased. In addition, staff is recommending a tiered fee based on the type of development (SF, MF, GQ), as opposed to the current flat fee per DU.



3. **Parkland Dedication.** Changes in state statutes require parkland dedication requirements to bear a rational relationship to a need for land dedication. This can be interpreted in a number of ways; however, generally speaking falling within two categories: either the proposed land is identified for future park use in the Village's Open Space Plan or the dedication relates to maintaining an identified level of service standard. The Village's current parkland dedication requirement of one acre per 15 DU translates to a level of service of 27 acres per 1,000 residents (assuming 2.46 people/household which is the 2013-2017 Census average for the Village). The Village currently provides 160.5 acres of active and passively accessible parkland. This equates to a level of service of 18.45 acres per 1,000 residents. Using the current level of service as the baseline for future parkland dedication requirements would require 0.68 acres of land to be dedicated per 15 DU (assuming 2.46 people/household which is the 2013-2017 Census average for the Village). This equates to 1,977 square feet of parkland per DU. Note, the average parkland dedication requirement of other communities in the Madison metro area is 0.66 acres per 15 DU.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Outdoor Recreation and Open Space Plan, 2019-2023

Draft Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment

ORDINANCE REFERENCE:

Chapter 8, Article X - Impact Fees

Chapter 23, Article II, Division 5 - Impact Fees

Chapter 56, Article IV - Park and Public Land Dedications

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend changes to park impact fees, parkland dedication requirements, and fees in lieu of parkland dedication.

ATTACHMENTS:

1. Pages from McFarland Impact Fee DRAFT 11.7.19_adb_12.6.19

Village of McFarland
Impact Fee Report

Page 11

Section C - Impact Fee for Park Facility Improvements (cont.)

Park Facilities Improvement Impact Fee Calculation

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.62	\$ 714.93	\$ 1,873.12
Multi Family	1.82	\$ 714.93	\$ 1,301.18
Group Quarters	1.00	\$ 714.93	\$ 714.93

1,735.15
1,205.33
662.27

Standards:

Cost standard per acre \$ 47,035 B

Parkland acres per 1,000 residents 15.2 C

Cost per Person:

Cost standard per acre \$ 47,035 B
Multiplied by: acres per person 0.0152000 per above
Cost per person \$ 714.93

see note below

A) Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

B) Per the Village of McFarland - Appendix A. Table I.

C) Per the Village of McFarland

Total Park Improvements / population
Table II

$$\$5,761,746 / 8700 = \$662.27$$

Section C - Impact Fee for Park Facility Improvements (cont.)

Trail Impact Fee Calculation

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.62	\$ 319.54	\$ 837.21
Multi Family	1.82	\$ 319.54	\$ 581.57
Group Quarters	1.00	\$ 319.54	\$ 319.54

Standards:

Cost standard per foot \$ 55 B

Current Statistics:

Estimated 2019 Village population 8,700 C

Footage per person

Total footage	50,591 D
Divided by: current residents	8,700 C
Foot per person	<u>5.8150575</u>

Cost per Person:

Cost standard per foot	\$ 55 B
Multiplied by: footage per person	<u>5.8150575</u> per above
Cost per person	<u>\$ 319.54</u>

A) Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

B) Per the Village of McFarland - Appendix A. Table III.

C) Source: U.S. Census, Wisconsin Department of Administration 2019 population estimate

D) Per the Village engineer

Section C - Impact Fee for Park Facility Improvements (cont.)

Fee in lieu of land dedication

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.62	\$ 1,231.20 ^{1,492.68}	\$ 3,225.75 ^{3,910.83}
Multi Family	1.82	\$ 1,231.20	\$ 2,240.79 ^{2,716.68}
Group Quarters	1.00	\$ 1,231.20	\$ 1,231.20 ^{1,492.68}

Standards:

Cost standard per acre

\$ 81,000 B

Parkland acres per 1,000 residents

15.2 C

Cost per Person:

Cost standard per acre

\$ 81,000 B

Multiplied by: acres per person

0.0152000 per above

Cost per person

\$ 1,231.20

see note
below

A) Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates.

B) Per the Village of McFarland - Appendix A. Table IV.

C) Per the Village of McFarland

Proposed parkland dedication changes 0.68 ac/15 DU

Fee changes: $(\$81,000/15) * 0.68 = \$3672/DU$

Cost/person = $\$3672/2.46 = \1492.68

Appendix A**Table I. Inventory of Park Capital Improvements**

Neighborhood Parks	Acres	2019	
		Replacement Value of Village Improvements	
Cedar Ridge Park	3.90	\$	68,835
Woodland Estates Park	2.40		114,297
Highland Oaks Park	2.20		177,620
Jaegar Park	2.00		46,049
Autumn Grove Park	1.50		108,890
Egner Park	2.30		72,525
Orchard Hill Park	58.30		142,388
Arnold Larson Park	1.40		144,232
Subtotal	74.00		874,836
Mini Parks			
Valley Totlot	1.00		26,190
Discovery Garden Park	0.20		179,135
Ridgeview Totlot	0.40		15,894
Subtotal	1.60		221,219
Community Parks			
Brandt Park	4.90		1,771,880
Lewis Park/Legion Memorial	13.00		1,203,322
McDaniel Park	8.70		570,569
William McFarland Park	20.30		1,119,920
Subtotal	46.90		4,665,691
Park improvement subtotal	122.50		5,761,746
AVERAGE COST PER ACRE TO IMPROVE		\$	47,035

Source: Village of McFarland

Appendix A
Table II. Park Inventory

Park	Park Type	Acres	Total Replacement Costs	Less Developer Funded	Net	10% Engineering Planning	Total	Improvement Cost Per Acre
Included In Park Improvement Calculation								
Brandt Park	Community	4.90	\$ 1,610,800	\$ -	\$ 1,610,800	\$ 161,080	\$ 1,771,880	\$ 361,608
Lewis Park/Legion Memorial	Community	13.00	1,093,929	-	1,093,929	109,393	1,203,322	92,563
McDaniel Park	Community	8.70	518,699	-	518,699	51,870	570,569	65,583
William McFarland Park	Community	20.30	1,018,109	-	1,018,109	101,811	1,119,920	55,168
Subtotal		46.90	4,241,537	-	4,241,537	424,154	4,665,691	
Cedar Ridge Park	Neighborhood	3.90	62,577	-	62,577	6,258	68,835	17,650
Woodland Estates Park	Neighborhood	2.40	103,906	-	103,906	10,391	114,297	47,624
Highland Oaks Park	Neighborhood	2.20	161,473	-	161,473	16,147	177,620	80,736
Jaeger Park	Neighborhood	2.00	41,863	-	41,863	4,186	46,049	23,025
Autumn Grove Park	Neighborhood	1.50	98,991	-	98,991	9,899	108,890	72,593
Egner Park	Neighborhood	2.30	65,932	-	65,932	6,593	72,525	31,533
Orchard Hill Park	Neighborhood	58.30	129,444	-	129,444	12,944	142,388	2,442
Arnold Larson Park	Neighborhood	1.40	131,120	-	131,120	13,112	144,232	103,023
Subtotal		74.00	795,306	-	795,306	79,530	874,836	
Valley Totlot	Mini Park	1.00	23,809	-	23,809	2,381	26,190	26,190
Discovery Garden Park	Mini Park	0.20	162,850	-	162,850	16,285	179,135	895,675
Ridgeview Totlot	Mini Park	0.40	14,449	-	14,449	1,445	15,894	39,735
Subtotal		1.60	201,108	-	201,108	20,111	221,219	
Total Park Improvements		122.50	\$ 5,237,951	\$ -	\$ 5,237,951	\$ 523,795	\$ 5,761,746	\$ 47,035

Note 1: Table II. includes all Village parks that have been improved by the Village.

Note 2: The following parks are unimproved and were not included in the park improvement computation:

Woodland Commons	Neighborhood	5.00
Siggelkow Road Park	Neighborhood	5.50
Juniper Ridge	Neighborhood	1.50
Total unimproved parks		<u>12.00</u>

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Note 3: Total active use acres per the Village Outdoor Recreation Plan equals 132.5. The total park improvement acreage above (122.50) in addition to unimproved parks (12.0) equals 134.5. This is a difference of 2.0 acres which is not considered significant for purposes of this report.

Table III. Trail Inventory

Total feet of Village Trails	50,591
Total miles of Village Trails	9.58
Replacement Value	\$ 2,780,000
Replacement cost per foot	\$ 55

Table IV. Fee in lieu of land dedication

Cost per acre	\$ 81,000
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← Add new CTH AB Community Park (26 ac)



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal for woodland clearing at Urso/Schuetz Park.

PREVIOUS ACTION:

ISSUE SUMMARY:

Staff is proposing a second round of mass clearing within Urso/Schuetz Park over the winter of 2020. This is similar in nature to the work done in 2018/2019 to other areas of the park as we advanced various elements of the master plan. This work is included within the phased implementation of the master plan as we look to improve our use, maintenance, and accessibility within the property. The work included will remove dead fall, take down small trees, and clean up the ground. Staff is working on getting the three quotes for this work and will bring those results to the meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Urso-Schuetz Woodland Clearing Specifications 11252019 mgs
2. Exhibit A - Clearing Map

Woodland Clearing Project

Urso/Schuetz Park
3565 Elvehjem Road
McFarland, WI 53558

November 25, 2019

Specifications

Attached as Exhibit A is the Woodland Clearing Map within Urso/Schuetz Park. There are three areas (1-3) desired by the Village of McFarland to conduct this woodland clearing work. The specifications for the work is as follows:

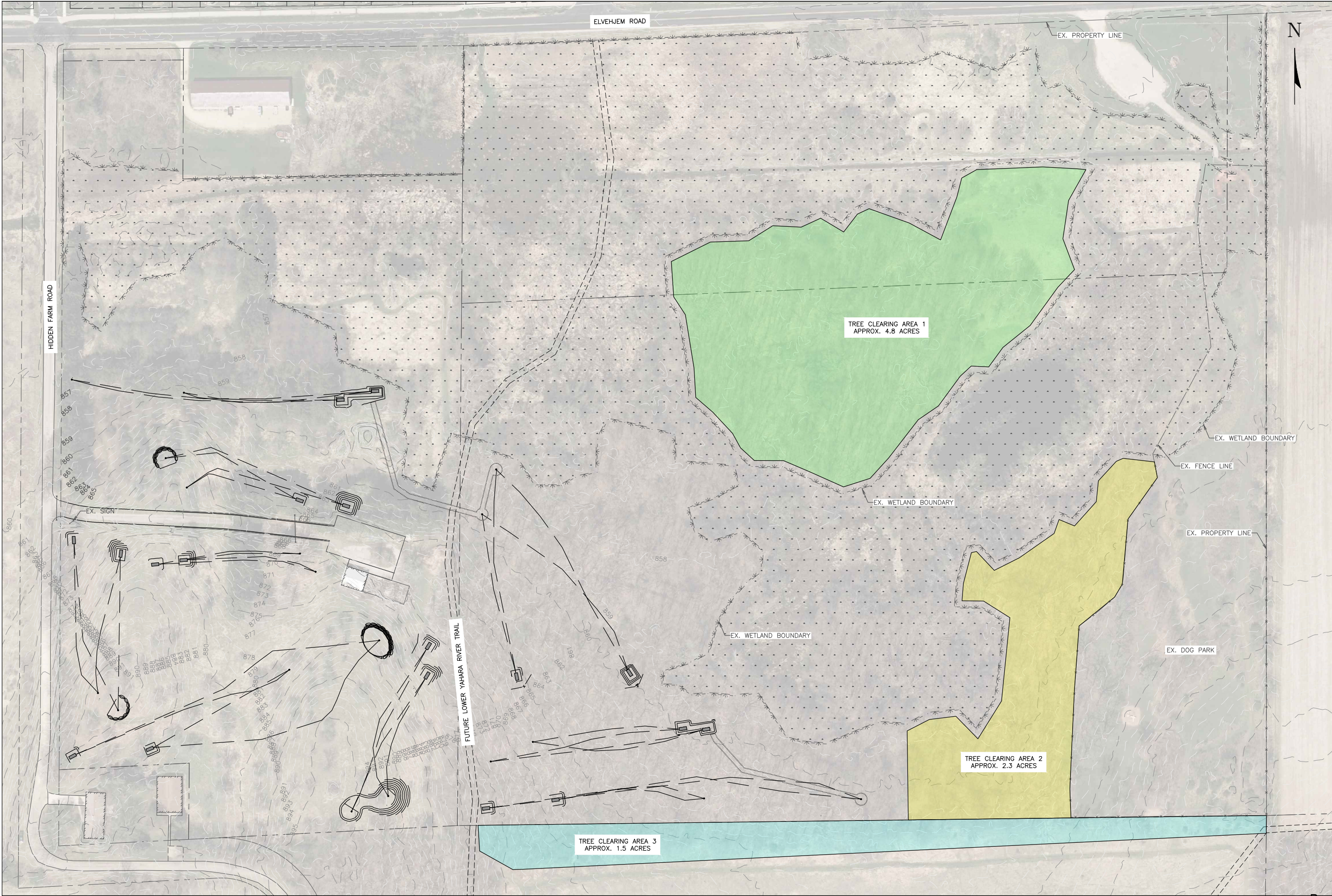
- Forestry cutting of all underbrush and applicable vegetation will be conducted in all defined areas down to a height of approximately 3 inches.
- All trees less than 4 inches in diameter and mature trees that are specifically marked will be removed. All trees designated for removal will be marked by Village Staff by January 1, 2020. Total estimated trees for removal excluding those 4 inches in diameter is 30. If the number of mature trees to remove exceeds 30 trees or is less than 30 trees, price will be adjusted to reflect the change.
- Stumps will be ground level with grade and sawdust will be spread out in areas.
- All fallen trees and all other deadfall will be removed for chipping as appropriate.
- Turf restoration will be completed to rough grading standards.

Timeline

- December 12, 2019 – Parks, Recreation, and Natural Resources Committee: Makes recommendation to Village Board.
- January 13, 2020 – Village Board: Takes final action on Recommendation from Committee.
- February 1, 2020 – Commence Work (Weather Permitting)
- March 31, 2010 – End Work (Weather Permitting)

Attachments

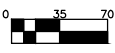
Exhibit A – Woodland Clearing Map



TREE CLEARING

2019 SITE CLEARING
ORCHARD HILL PARK
Village of McFarland Wisconsin

PROJECT NO.:	MC 142
DRAWING FILE:	GOLF.DWG
DRAWN BY:	T.J.S.
CHECKED BY:	T.J.S.
DATE:	11-14-19
REVISIONS:	
SCALE:	
SHEET:	1





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to authorize a question on Polco to get feedback on playground equipment development/replacement in 2020.

PREVIOUS ACTION:

ISSUE SUMMARY:

The 2020 Budget provides several avenues for funding to replace playground equipment. A multiple choice Polco survey question could be asked to help gather input from the public as to where they would like to see this money spent. The question could be stated as follows:

Where would you like to see playground equipment replaced in 2020?

1. Cedar Ridge Park
2. Highland Oaks Park
3. Ridgeview Totlot
4. Woodland Estates

The Committee can discuss how it would like to ask the question and where it would like to include in the answers.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:



None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the recreation of a Parks and Recreation Facility Use Policy as Chapter 2 of the Park System Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed is the updated and final draft of the proposed Parks and Recreation Facility Use Policy that was discussed at our last meeting. This policy was shared with all of the known Community Groups we interact with on a regular basis. They are now listed within Appendix A of this policy. That appendix should be reviewed to make sure the Committee is comfortable with the inclusion of those groups on that list.

All of the Community Groups have also been provided a copy and allowed a chance to provide input on what has been developed. The response was fairly limited so for the most part what is provided within the packet is similar to where we left it at our last meeting based on the direction that was provided.

We will conduct a final review of this document and then make a recommendation to the Village Board as is desired.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

1. Chapter 2 - Athletic Field Use Policy 12062019 mgs

CHAPTER 2 Parks and Recreation Facility Policy

SECTION 2.01 Policy Purpose

McFarland parks and recreational facilities are provided primarily for the use and enjoyment of Village residents and those who pay property taxes to the Village of McFarland.

SECTION 2.02 Organization Responsibilities

The Public Works Department (“Department”) has the responsibility for the maintenance and management of Village parks and facilities. Requests for parks utilization are managed by this Department. Special requests and requests outside the standard scope of usage will be reviewed and approved by the Parks, Recreation, and Natural Resources Committee (“Committee”).

SECTION 2.03 Authorized Users

(a) **Personal/Individual Use.** Individuals wishing to use the public athletic fields may do so at their leisure, providing that another party has not previously reserved the fields. There is no charge for the use of these fields. Individuals may contact the Village to check the availability of a facility at any time. In the event that a field is not in use, but has been prepared for play later in the day, the Village asks that individual users respect this effort and chose an alternative location.

(b) **Organizational League Use:**

- (1) Groups wishing to utilize the public athletic facilities on an on-going basis may do so with prior scheduling approval from the Parks Superintendent. Requests for field use are considered on a first-come, first-served basis, with an attempt to balance the needs of all groups utilizing a particular area. On-going field schedules are kept by the Parks Superintendent to facilitate the organized, efficient use of the fields throughout the year.
- (2) Organized leagues will be charged a maintenance fee for their operation within Village Parks. The fee shall be set on a per individual basis for each season that they operate. The fee shall be set through Appendix A of the Village Code of Ordinances. In kind labor and materials will be considered in lieu of the fee subject to review and approval of the Department.
- (3) The Village does not accept any liability for the participants of these groups. All organized leagues shall sign an indemnification agreement and provide proof of insurance annually unless otherwise waived by the Village Administrator.

- (4) The Village shall utilize the following criteria in determining which organized leagues will be authorized to use McFarland facilities:
- (i) The residency of the requesting league is based on the business location of the organization rather than the residency distribution of individual team members.
 - (ii) The number of teams represented by the organized league and the extent of their scheduling needs.
 - (iii) The effect the league usage will have on Village facilities and whether or not the usage may unduly degrade the condition of the facility or overtax the maintenance capabilities/budget of the Village.
 - (iv) The intended use of the facility, why a particular facility is needed or desired for league use, and what other facility options are available to the league.
 - (v) If the activity is organized or sanctioned by the McFarland School District.
- (5) Appeals of decisions made by the Parks Superintendent, and/or designee, regarding scheduling decisions made in accordance with this section shall be made to the Committee.

(c) **For-Profit Business Groups.** For-profit business groups wishing to utilize the public athletic facilities in McFarland on a short-term basis may do so with prior scheduling approval from the Department. Requests for field use are considered on an individual basis and are granted only after all McFarland groups have been scheduled. Requests for on-going use of a facility must be reviewed and approved by the Parks Superintendent. A field usage fee will be charged for the use of the facilities. This fee shall be established annually as part of Appendix A in the Village Code of Ordinances.

(d) **Village Community Organization Group Use.** The Village shall allow an exemption from the park shelter rental fee for Village Community Organization Groups that do not charge a membership fee and/or are approved for an exemption for this purpose from the Committee. The Committee shall create and review the list of Community Organizations approved for the fee exemption on an annual basis. The list of exemptions shall be maintained as Appendix A of this Policy. All Village Community Organization Groups shall still be required to pay the deposit fee at the time of rental.

SECTION 2.04 Scheduling Usage of Parks and Recreational Facilities

- (a) The Department is assigned the responsibility of master scheduling the use of all Village parks and recreational facilities. All requests to reserve parks and recreational facilities must be approved by the Department. All facilities will be rented on a first come, first serve basis with reservations being accepted annually beginning the day after Martin Luther King Jr. Day.
- (b) All Village parks and recreational facilities with restrooms, covered shelters, green space, and/or specially equipped athletic fields or courts may be reserved by the public. The restrooms shall be available for general use by the public rather than the exclusive use of the reserving group. A shelter reservation entitles exclusive use of the shelter, but not the park and restrooms.
- (c) Organized leagues that are authorized users will be permitted to reserve in advance, time that is necessary to accommodate the scheduling of league play throughout the season.
 - (1) **Organizational League Scheduling.** To ensure that no scheduling conflicts will occur throughout the year, all league organizations desiring to use Village Park facilities must submit to the Department, by December 15th of the preceding year, a detailed schedule of dates and times that facilities are proposed to be used. The league organizations shall specifically identify any events in which attendance is expected to be in excess of 200 people at one time.
 - (2) The detailed scheduling by the Village of recreational facility usage during league seasons may be delegated to the recognized league organizations, subject to the following conditions:
 - (i) All organized leagues that are based in McFarland, or other groups authorized to use the facility, will be scheduled in a fair and unbiased manner.
 - (ii) Advance scheduling priority of specific days or times during the league season will be permitted, provided that sufficient non-scheduled blocks of time are made available for competing leagues to use at reasonably convenient times.
 - (iii) If the detailed scheduling has not been delegated to a league organization, the Department will schedule the usage.

- (iv) The Village may make certain dates and times unavailable for use by organized leagues. When necessary, the Village may also preempt scheduled events with reasonable notice to the scheduling organization.
- (3) The rescheduling of field usage due to inclement weather or field unavailability shall be done by the league organization that has been assigned the responsibility of doing the detailed scheduling. The league organization shall receive prior approval from the Department prior to initiating the process to reschedule. Make-up dates/times may not be reserved in advance if they fall outside the original block of dates and times assigned to the league. The rescheduling of events shall be done by the league organization in an unbiased manner that provides fair access to all authorized users.
- (d) **Usage by the General Public.** The general public will be able to use non-scheduled time slots on a first come, first serve basis beginning the day after Martin Luther King Jr. Day annually.

SECTION 2.05 Capital Improvements and Equipment.

- (a) Facilities may not be constructed or modified in a Village park by any organization without the prior approval of the Village and a written agreement specifying the purpose and duration of the intended use, liability, insurance coverage, maintenance responsibilities, and other details.
- (b) Any league organization that is proposing an improvement to a recreational facility or requesting a change in maintenance practices shall appear before the PRNR Committee to explain the need.
- (c) Any equipment that is placed in a Village park or recreational facility by an organization must have prior approval by the Parks Superintendent or designee and be left in playable condition if it is not removed between scheduled events. *EXAMPLE – soccer goals that are left in playing position may not be secured in such a manner as to prohibit their use by others.* The Village shall not be responsible for any normal wear and tear or damage that might occur to said equipment. Privately owned equipment that is removed from the park playing area between scheduled events may be kept private and does not need to be made available to other users. *EXAMPLE(s) – bases, field markers, balls, bocce balls, soccer goals and other such portable equipment.*
- (1) Organized groups are not prohibited from working out cooperative financial agreements among themselves for sharing the acquisition, maintenance, and replacement costs of the equipment. The Village shall be provided a copy of any such agreements that exist but will not get involved in the enforcement of private agreements between parties.

- (2) Failure to have cooperative sharing agreements in place shall not prohibit other organized groups from using equipment that is left in place between events.
- (3) All league organizations are responsible for keeping the public areas (i.e. – bathrooms, kitchen areas, storage areas, etc.) in a condition that is neat and orderly in appearance. All equipment, food items and the like. that are not for public use or sale, must be secured and not available to the public. All league organizations shall be responsible for keeping the public areas they use during tournaments in a condition that is neat and orderly in appearance. All public areas will be kept to the satisfaction of the Parks Superintendent or designee.

SECTION 2.06 - Fee Structure

- (a) The fees for rental and use of Village Parks and Facilities shall be set by the Village Board annually as part of Appendix A in the Village Code of Ordinances.
- (b) The fee structure may be fully or partially waived by the Committee upon recommendation of Village Staff on a case by case basis based on the following factors:
 - (1) Whether the user organization has made previous or current financial or in-kind contributions to improve Village parks or recreational facilities.
 - (2) The residency of the group requesting the waiver, based on the business location of the organization rather than the residency distribution of individual team members.
 - (3) Whether the requesting group provides ongoing field maintenance services or other activities that are of benefit to other users or to Village residents at large.
 - (4) The nature and cost of services that the Village must provide to support the requested use.
 - (5) Whether the event is of general community interest.
 - (6) Whether the activity benefits the community at large by promoting positive societal values or behaviors.
 - (7) If other agreements are in place that address fee structure.

- (c) All events or programs that are organized or sanctioned by the McFarland School District shall be exempt from fees.
- (d) User fee and security deposit is to be paid at the time the reservation is made.
- (e) Reservations cancelled less than thirty (30) days prior to the event only get the security deposit returned.
- (f) No refunds will be made due to inclement weather or other circumstances.
- (g) If there are damages to the park in excess of the security deposit, the security deposit will not be returned and the excess cost of repair shall be the responsibility of the renter.

Adopted: XXXX XX, XXXX

Revised: None.

CHAPTER 2 Parks and Recreation Facility Policy

Appendix A

The following are a list of Village Community Organization Groups that the Committee has determined may be exempt from paying the park shelter rental fee:

4-H

Ally's Honky Tonk Hustle

American Legion

Boy Scouts

Chamber of Commerce

Family Festival

Friends of McFarland Parks

Friends of the Library

Garden Club

Girl Scouts

JAM Fest

Lioness Club

Lions Club

McFarland Hockey

McFarland Music Boosters

McFarland Soccer Club

McFarland Softball Association

McFarland Youth Center

Optimists

School District of McFarland



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding request from the softball association on possible Village financial assistance in the replacement of scoreboards at Brandt Park.

PREVIOUS ACTION:

Approve this item as listed so everything is in order to prevent any possible open records violations.

ISSUE SUMMARY:

At the August 15, 2019 PRNR meeting, Eric Snyder of the softball association was present to present his proposal to the PRNR Committee for the shared purchase of new scoreboards for Brandt Park. This was a discussion only topic. At the end of the discussion, the committee agreed to assist with the purchase. A motion was made, and seconded, to approve this purchase. At the time the meeting minutes were formally drafted and reviewed, it was discovered that no action should have been taken on this item. I, Public Works Director Jim Hessling, placed this as an agenda item for the next PRNR meeting to clear up any issues.

No September PRNR meeting was held.

The agenda for the October 17, 2019 PRNR meeting listed the scoreboard item as a discuss and recommendation item. The committee asked me to ask the softball association how much they would pay towards the new purchase. No action was taken on this item at this meeting.

I have since asked the softball association about cost sharing and they told me they would be willing to pay two thirds of the cost of the scoreboards.

This agenda item is now worded correctly and can be acted upon

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:



ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Brandt Park Scoreboard Quote 2019 (1)
2. Score board e-mail (1)



Todd Gundlach
Paul Speth
Jeff Howard
Jeff Wedvick
Tom Schlieff
Richard Fahrenholz
Scott Neale
Clint Brightman
Scott Koski
Linda Pechan
Bob Roach
John Viles

From: Eric Snyder <erock134@gmail.com>
Sent: Thursday, June 27, 2019 7:35 PM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: new scoreboards

Jim,
first off the new lights are amazing! lots of compliments on them from players and neighbors.

the reason im emailing you is to request new scoreboards. I just got a quote on upgrading them as they are old, and the control panels are outdated, and I can no longer get parts for them or have them repaired. new control panels require new scoreboard chips and new boards all together. the MSA is hoping the village can help us out with these.

I have more details and can come to the next parks meeting if I need to address the parks board in person on this matter. please let me know what you think.

thanks

-Eric Snyder
MSA comissioner



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding continued planning as recommended within the Aquatics Feasibility Study.

PREVIOUS ACTION:

ISSUE SUMMARY:

At our last meeting we discussed a number of options and questions we had regarding the development of aquatics. Enclosed is a memo outlining the options we discussed based on different scenarios presented within the feasibility study. This is intended to be an ongoing discussion regarding what it is we would like to see developed with respect to aquatics and the options presented are provided for perspective.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Aquatics Conceptual Discussion Memorandum 12062019 mgs
2. Exhibit A
3. Exhibit B
4. Exhibit C
5. Exhibit D
6. Exhibit E

Memorandum

To: Parks, Recreation, and Natural Resources Committee
From: Matthew G. Schuenke, Village Administrator *mgs*
Date: December 6, 2019
Re: **Proposal Regarding School District/Village Land Swap**

Executive Summary

At our last meeting we generally discussed various aspects of aquatics development within the Village. This was a follow up discussion to the conclusion of the Aquatics Feasibility Study that was accepted by the Village Board on March 25, 2019. This study provided a menu of different options that we could consider regarding aquatics development in our Community. Our discussion at the last meeting centered around 3-4 different ideas we wanted to discuss further. This memo is prepared to generally outline those ideas within some additional information to consider as part of our discussion.

****DISCLAIMER*** – This is purely a discussion, very hypothetical as we consider concepts and ideas within our Community. Staff is not making demands on locations or types of amenities, just trying to be responsive to the issues we discussed at the last meeting and provide perspective on the issue so we can continue to discuss as a Community what it is we would like to accomplish.*

Aquatic Scenarios

There were generally three areas of discussion at our last meeting as it related to aquatics. We wanted to better understand what if anything could be done with the “beach” at McDaniel Park as well as generally what would a pool or splashpad look like in our Community. Cost implications were also desired regarding each of these items. To be more specific and responsive in answering these questions, Staff engaged Ayers Associates to assist on providing some background in these areas. Ayers prepared and completed the Study previously for the Village and was able to provide additional meaningful information for consideration here. They also suggested a fourth idea the Village consider that has been included below. That fourth idea is creating a pool splashpad hybrid concept that they have prepared in other places. This as well as the other areas of our previous discussion are further elaborated below.

McDaniel Park Beach Development

We already have a “sort” of beach at McDaniel Park. This was developed approximately a decade ago and was only permitted for use of pea gravel as opposed to sand as the water meets the shoreline. DNR would only allow for and permit projects with hardscape of this variety to prevent erosion and degradation of the shoreline. There is a short wall several feet away from the shoreline that separates the pea gravel from sand on the other side of the wall. Staff asked the DNR in 2017 whether or not we could employ sand as a transition into the water instead of pea gravel. Attached as Exhibit A is the response from the DNR and their explanation of the issue. They would permit the sand to be closer to the water but only if a concrete barrier existed as the water met the shoreline. This would be a similar setup to what is currently constructed at Lake Kegonsa State Park. Absent some sort of legislative effort, it appears they will not permit any sort of sand entryway like is common in many other places.

Additionally, we can consider two different ways to address water quality. We could simply deploy a barrier around the area to be allowed for swimming. We could also acquire a filtration system that extracts the water from within the barrier, cleans it to a certain extent, and returns it back to the area that is enclosed. Dane County has implemented a barrier with filtration at Goodland County Park on Lake Waubesa and the City of Monona has installed just the barrier at Schlueter Beach within their park system.

The costs for the concrete barrier along the shoreline are estimated at approximately \$15,000 and replacing the pea gravel with sand around \$5,000. Adding just the barrier would cost around \$3,000 to do so but including filtration with the barrier would elevate the cost significantly to around \$100,000. Total cost to improve this beach depending on what level of service is desired ranges from about \$25,000 to \$100,000.

Lewis Park Aquatics Development

This park was selected for two reasons: 1) Village has ownership control of the property; and 2) it is big enough to accommodate any of the desired aquatic improvements. Using Lewis Park allows then for each improvement to be viewed and discussed for viability within the same park footprint versus jumping between locations of both public and private ownership. If Lewis Park is deemed not suitable for any of these amenities then we can certainly discuss and consider other locations to the extent desired. This is just a discussion, and being consistent within our discussion in order to compare different ideas is the objective. Please note the follow options:

Splash Pad

Lewis Park over the years has already been discussed as a potential landing spot for a splash pad. The proposed improvement is included as Exhibit C within these attachments and is situated close to the shelter that was constructed in 2017. This is a substantially larger splash pad than was previously constructed and is somewhere within the magnitude of what you might see in Fitchburg with the amenity they constructed there within McKee Park. A few items we would need to consider further would be expanded parking, separate versus shared bathroom facilities, effect on neighboring park uses, effect on neighboring properties, and size/scope amongst other things. The capital cost for this item is presented at a level of \$750,000 but could be adjusted up or down based on the extent of the design intended. Annual operating costs for this option were projected within the study between \$5,000 to \$10,000 per year.

Swimming Pool

A neighborhood style swimming facility is shown in Lewis Park as Exhibit D. This would be the most substantial investment in terms of land need, capital cost, and operational costs. There is no question this would be a substantial undertaking and have an impact on internal park uses as well as surrounding neighboring properties. It is possible to do so though within the space of Lewis Park without disrupting many of the uses with the exception of baseball. That use however is likely to be picked up and expanded upon within the Community Park as we study the Master Plan in 2020 for that site. This option is meant to look at the high end aspect of what a neighborhood pool would provide including zero depth entry, splash concepts, lap swimming, slides, diving well, etc. Similar in concept to what you might see at Goodman Pool in the City of Madison but smaller in nature. The capital cost all included of what is shown here is estimated at \$4.2 million to \$4.7 million. Annual operating costs would top out at around \$260,000 with about 70% of that cost covered by user fees and the remainder likely need to be covered by the tax levy. An operating referendum would likely be advisable here in order to consider the improvement itself as well as establish levy dollars to support the improvement without taking away from other established services.

Hybrid Splash Pad/Pool

It is possible to do both a swimming pool and splash pad while keep operating costs down. Pools that are 2,000 square feet or under are not required to have life guards present according to State Code. It is conceivable and has been done in other places where a pool of that size is partnered with a separate splash pad system. The pool within

Bluemounds State Park was replaced with this type of amenity a few years ago due to ongoing difficulties staffing life guarding positions within their former setup. It is a considerably smaller pool than what is shown in the previous concept but can be laid out in any shape we want so long as it does not exceed the size threshold as well as 4' in depth. The State Code prescribed capacity for a pool of this size is about 105 people and for the splash pad would be 157 people. Proportionately speaking the inclusion of this item causes a similar level of disruption to existing conditions that would also need to be considered. The capital cost all included of what



is shown here is estimated at \$2.5 million to \$2.9 million. Annual operating costs would top out at around \$165,000 with about 70% of that cost covered by user fees and the remainder likely need to be covered by the tax levy. An operating referendum would likely be advisable here in order to consider the improvement itself as well as establish levy dollars to support the improvement without taking away from other established services. A few pictures are provided here for reference.



Recommendations

This discussion remains ongoing as we continue to weigh options and narrow our focus. Nothing is decided at this point and all of this is presently visionary in order to consider various viewpoints on the matter similar to our last meeting. We will continue to review the matter in order to sharpen our focus to the extent the improvement is desired to move forward.

Exhibits

Exhibit A – Email from DNR regarding McDaniel Park Beach Development

Exhibit B – Newspaper Article on Dane County Water Filtration for Beaches

Exhibit C – Lewis Park Splash Pad Concept

Exhibit D – Lewis Park Swimming Pool Concept

Exhibit E – Lewis Park Hybrid Splash Pad and Swimming Pool Concept

From: [Brian Berquist](#)
To: [Matt Schuenke](#)
Subject: Beach
Date: Monday, November 4, 2019 3:04:07 PM

Matt-

We had chased down the limited options available a couple of years back, without good results (below). DNR staff at that time resoundingly rejected placing sand below the water line, and stated the only permissible items would be either a pea-gravel beach or sand only above the water line. The sand above the water line is already at Lake Kegonsa State Park, with a concrete curb separating the sand from the lake.

Wendy Peich was the contact in 2017, but she has been promoted since. The current contact would be Al Ramminger. We have not worked with him yet, but can certainly give him a call. Just let me know your thoughts.

Regards,

Brian
Brian R. Berquist, P.E., President
brian@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350 Fax: (608) 273-3391

From: Peich, Wendy M - DNR [<mailto:Wendy.Peich@wisconsin.gov>]
Sent: Tuesday, October 24, 2017 1:00 PM
To: Thomas TeBeest <ttebeest@tcengineers.net>
Cc: Peich, Wendy M - DNR <Wendy.Peich@wisconsin.gov>
Subject: RE: Village of McFarland - 2018 McDaniel Park Improvements

Hi Thomas,

The example to follow would be the Lake Kegonsa State Park Beach.

While many beaches in the Madison area have historically placed sand. Current regulations do not allow for the placement of sand below the Ordinary High Water Mark.

Wendy

We are committed to service excellence.

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

WENDY PEICH

Phone: (608) 275-3481

Wendy.peich@wisconsin.gov

From: Thomas TeBeest [<mailto:ttebeest@tcengineers.net>]
Sent: Wednesday, October 18, 2017 3:34 PM
To: Peich, Wendy M - DNR <Wendy.Peich@wisconsin.gov>
Subject: RE: Village of McFarland - 2018 McDaniel Park Improvements

Wendy,

Thanks for your reply. The Village has asked if they are able to do something like City of Madison did at Olbrich Park Beach.



It appears that they do not have any barrier between the sand and Lake Monona.

If this Olbrich beach is one that was 'grand-fathered' in, and McFarland would not be permitted to do something similar, would something like Lake Kegonsa State Park Beach be an example to follow? It appears like most of the shoreline is lined with rip rap and they have a concrete 'curb' barrier between the sand and Lake Kegonsa.



The Village is weighing the cost of adding a sand beach with shoreline improvements versus building a public swimming pool. The Village would much rather put money into the lakefront. Another thought that was brought up was could they construct a rock breakwall a couple hundred feet out into Lake Waubesa and put in the sand beach. This would provide containment from the sand washing into the rest of the lake.

I appreciate your thoughts on this. It will help the Village make some decisions on how to move forward. Thank you!

Tom

Thomas J. TeBeest, P.E.
ttebeest@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350 Fax: (608) 273-3391

From: Peich, Wendy M - DNR [<mailto:Wendy.Peich@wisconsin.gov>]
Sent: Wednesday, October 4, 2017 8:30 AM
To: Thomas TeBeest <ttebeest@tcengineers.net>
Cc: Peich, Wendy M - DNR <Wendy.Peich@wisconsin.gov>
Subject: RE: Village of McFarland - 2018 McDaniel Park Improvements

Al is correct, given the wetland indicators, any proposed disturbance to the area would require a wetland delineation.

<http://dnr.wi.gov/topic/wetlands/identification.html>

Your first step would be to hire a delineator or talk to our wetland id program to determine a time frame.

The placement of sand below the OHWM of a waterway is pretty well addressed in Wisconsin's regulations and would most likely not be permissible. Pea gravel could be an alternative.

Wendy

We are committed to service excellence.

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

WENDY PEICH

Phone: (608) 275-3481

Wendy.peich@wisconsin.gov

From: Thomas TeBeest [<mailto:ttebeest@tcengineers.net>]

Sent: Monday, October 2, 2017 4:43 PM

To: Peich, Wendy M - DNR <Wendy.Peich@wisconsin.gov>

Subject: Village of McFarland - 2018 McDaniel Park Improvements

Wendy,

I spoke to Al Byla regarding the Village of McFarland's plans to do some improvements in Spring 2018 to McDaniel Park along Lake Waubesa. Most of it is a larger parking lot, sidewalks, and paths, but they also want to create a sand beach. Currently they have a tiered beach arrangement with rocks against the shoreline (river rock or something small), then a retaining wall with sand on the upper tier. They would like it just to be one level of beach sand so kids can wade right into the water.

It does appear like the existing beach area is within an area with wetland indicator soils, therefore Al suggested we coordinate with you to determine if we need a wetland delineation. I went one step further and called Dane County to find out if they did a delineation with the recent Yahara Trail project. They told me the delineation that was done did not include the park area, however.

Al said if the Village is only filling above the OHWM then Shoreland Zoning will apply

under Village jurisdiction. If below the OHWM, we will need an individual Chapter 30 permit.

He indicated that filling with sand will likely not be acceptable unless there is some kind of barrier to hold the sand from washing into the lake. (I referred to Kegonsa State Park where they have a concrete 'curb' located about at the natural shoreline. I would assume this is the type of barrier he is referring to?) I suppose this could work, but it seems like a hazard for little kids to fall on or stub their toes. I'm sure the Village would prefer not having such a barrier if at all possible. The Village recognizes that there may be some annual maintenance costs to do this, but feel it is far less costly than building a city swimming pool.

Please let us know what the next steps should be and if we can make work of this yet this season. Thanks for your reply!

Here is what it looks like:



Tom

Thomas J. TeBeest, P.E.
ttebeest@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350 Fax: (608) 273-3391



BREAKING
NEWS



Police respond to active shooter at Naval Air Station in Pensacola

PROGRAMMING
NOTICE

Update, FAQ on WISC-TV frequency change

News

Filter systems keeps Dane County beaches safe, clean for swimming

Posted: Jun 12, 2017 03:52 PM CDT Updated: Jun 12, 2017 03:52 PM CDT



MADISON, Wis. - Dane County officials announced Monday the installation of a new beach filter system to keep beaches clean and safe for swimming.

The beach at Goodland County Park in the town of Dunn closed 19 times last summer, but with the new sand-filtered beach system and corridor of booms installed by the county, water around the beach will remain safe for swimming through this summer and future summers, according to a release.

“Our lakes are the place to be when southern Wisconsin summers turn hot and humid, so it’s imperative we do all we can to create fun, safe places for families to come and cool off,” Parisi said in the release. “This new Clean Beach Corridor means when a family packs up to head out to the beach, they know when they get here, they’ll be able to swim and have fun.”

The technology, created by Dane County staff members, walls off a corridor of filtered, clean lake water along a beach, officials said. The filter system blocks algae from other parts of the lake from blowing into the beach area.

The sand filter draws water from the half-acre-sized swimming corridor, filtering 80 gallons per minute, according to the release. The new system at Goodland was developed after a successful pilot of a Clean Beach Corridor system last year at Lake Mendota County Park in Middleton.

Each corridor costs around \$80,000, officials said. Funds for the project were included in the county’s 2017 budget.

A third corridor will be put up at Warner Beach in the city of Madison next spring.

More Headlines



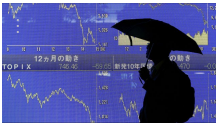
No injuries reported after school bus backs into vehicle, deputies say



3-story commercial building damaged by fire in Milwaukee



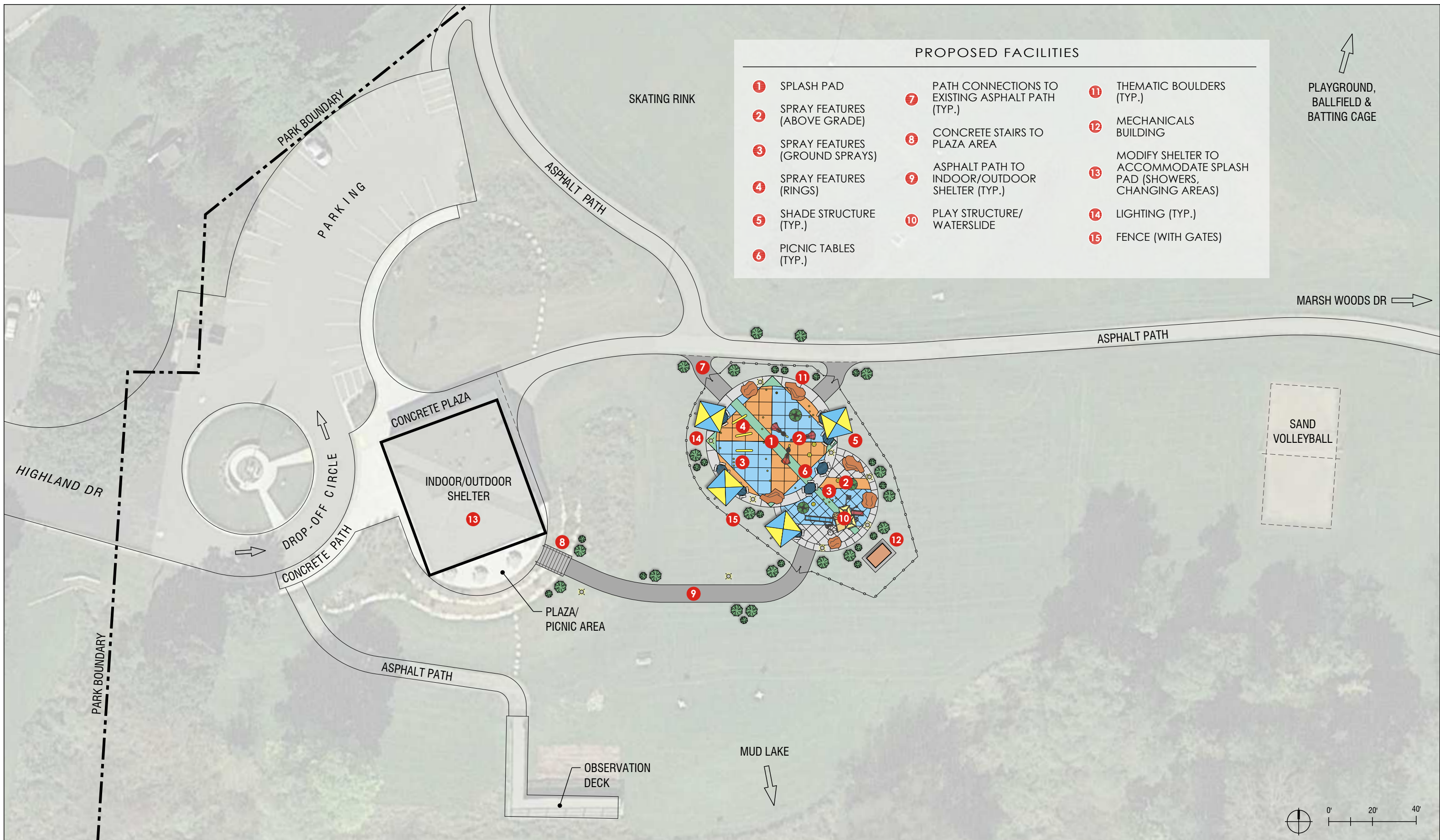
'Wear red. Wear it loud.' Wisconsin Athletic Dept. asks fans to get in the spirit ahead of big game



Asian stocks tick up following Trump's upbeat signals on trade deal

ADVERTISING











VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 12, 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. November 2019 directors report

PUBLIC WORKS COMMITTEE

December 10, 2019

PUBLIC UTILITIES COMMITTEE

December 17, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

December 12, 2019

**Public Works Directors Report
for
November 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.

New Hire

The Department of Public Works is pleased to announce Lindsey Krey. Lindsey previously worked for the City of Madison. Welcome Lindsey.

Snow Events

The department handled various snow events as listed below.

- November 6 minor plowing and salting
- November 11 minor plowing and salting
- November 17 salting operations

Employee Appraisals

All employee appraisals for the public works department were completed in November.

Water meter testing

Large water meter testing was performed in the month of November. We have an outside contractor perform these tests as our equipment is not large enough to complete the task.

Meetings/Training/Seminars

Hessling participated in the following:

APWA monthly board meeting