

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

Thursday, January 23, 2020

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 for the meeting held on December 12, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the Park Impact Fee Study.
 - b. Discussion and action to make a recommendation to the Village Board regarding sale or reuse of the former Well #2 property located between 5317 & 5407 Bremer Road.
 - c. 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.
 - d. Present and discuss the proposed 2020 Budget for parks projects within the Capital Projects Fund (400) and Parks Fund (405).
 - e. Discussion and action to make a recommendation to the Village Board regarding a proposal for aquatic development planning services.
 - f. Discussion and action to make a recommendation to the Village Board regarding planning services for a Pickleball Development project.
 - g. Discussion and action to make a recommendation to the Village Board regarding planning services for Larson Park hardscape project.
 - h. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for park master planning services at William McFarland Park and future Community Park.
 - i. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for planning services related to park improvements to be developed for individuals with special needs.
 - j. Presentation of the Parks Monthly Report from the Parks Superintendent.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, February 27, 2020 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)

December 12, 2019

1. CALL TO ORDER, ROLL CALL. Meeting was called to order at 6:37 p.m. in the Community Room of the McFarland Municipal Center by Village Trustee and Vice Chair Clair Utter. Roll call: Utter, Chuck Rolfsmeyer, Katharine Pease, David Wilson, Andy Jakubowski, Dan Kolk (6:42 p.m.), Darrell Waldera (6:59 p.m.).

Members absent: John Feldner, Sarah Kuba, Rick Ruecking.

Staff present: Jim Hessling, Director of Public Works; Matt Schuenke, Village Administrator; Andrew Bremer, Community Development Director; Sayer Larson, Parks Superintendent; Phil McDade, Public Works staff.

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes from the meeting held on October 17, 2019.

Rolfsmeyer motioned, Pease seconded, to approve the minutes of the Oct. 17, 2019 meeting. Motion passed 6-0-0.

4. BUSINESS

a. Discussion and action regarding the draft Park Impact Fee Study. Bremer reviewed the proposed fees with the committee. The village collects the park impact fees at the time it issues building permits; the fees have remained the same since 2004. The village uses the fees for park improvements. Jakubowski questioned a proposed reduction in the Fees in Lieu of Land Dedication, and after discussion, Kolk said the consensus of the committee was to leave the Fees in Lieu of Land Dedication the same and not reduced. Kolk asked that the committee postpone its final recommendation on the fee study until its January meeting.

e. Discussion and action regarding request from the softball association on possible Village financial assistance in the replacement of scoreboards at Brandt Park. Eric Snyder of the McFarland Softball Association said his group and other associated softball groups would be willing to pay half of the proposed cost of the scoreboard and related equipment replacement. That contribution would be \$4,850, with the total estimated cost of the project being \$9,700. Kolk motioned, Rolfsmeyer seconded, to accept the MSA contribution of \$4,850 for its share of the scoreboard replacement cost. Motion passed 7-0-0.

b. Discussion and action to make a recommendation to the Village Board regarding a proposal for woodland clearing at Urso/Schuetz Park. The committee discussed three bids for clearing, with the lowest proposal coming from Moll Construction at \$38,240. Two other proposals were \$88,050 (Barnes) and \$93,500 (MZ Construction). Moll had done previous clearing work for the village at Urso/Schuetz Park. Kolk motioned, Utter seconded, to accept the proposal of \$38,240 for woodland clearing from Moll Construction. Motion passed 7-0-0.

c. Discussion and action to authorize a question on Polco to get feedback on playground equipment development/replacement in 2020. The committee discussed authorizing a Polco question for playground equipment replacement at four parks: Cedar Ridge, Highland Oaks, Ridgeview Totlot, and Woodland Estates. After committee discussion, Schuenke said village staff could assess and inventory the park equipment and come back with a recommendation regarding the highest needs for the parks.

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. Schuenke said he shared a draft policy regarding park reservations and utilization with major user groups, including softball, school district and soccer groups. Schuenke said significant feedback from the McFarland Soccer Club prompted him to ask the committee to hold off on making a recommendation on the policy until the village had more time for in-depth discussions of the policy changes.

e. Discussion regarding continued planning as recommended with the Aquatics Feasibility Study. The committee continued its discussions of 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, and a neighborhood pool. Committee discussion suggested eliminating from consideration a hybrid model, based on a facility at Blue Mound State Park, that included a small splash pad and pool of under 2,000 square feet that does not require lifeguard staffing. The committee discussed improvements of the McDaniel Park beach, and the merits of a splash pad vs. a neighborhood pool, as well as structural and operational costs of each option. Kolk urged the committee to be prepared to make a recommendation to the Village Board, perhaps as early as its January 2020 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 October, November and December, 2019. Larson provided an update on park-related activities during the fall months of 2019.

5. SCHEDULE NEXT MEETING DATE

a. Thursday, January 23, 2020 at 6:30 p.m.

6. ADJOURNMENT. Motion by Utter, seconded by Rolfsmeyer, to adjourn the meeting. Motion approved 7-0-0. Meeting adjourned at 9:00 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the Park Impact Fee Study.

PREVIOUS ACTION:

ISSUE SUMMARY:

The packet includes the draft Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment report. The Parks Committee reviewed the draft park impact fees and fee in lieu of land dedication at their December 12th meeting. There seemed to be a consensus comfort level with the proposed changes in the park impact fees, as phased in equal installments through 2024 (refer to Exhibit A).

There was less comfort with the proposed changes to the fees in lieu of land dedication. The fees in lieu of land dedication is a computation of the Village's updated price per acre for land (\$81,000) and the parkland dedication requirement. The latter is currently 1 acre/15 DU, which translates to a level of service of 27.1 acres/1000 people, assuming 2.46 people/household (from the 2013-2017 American Community Survey). Page 26 of the 2019 CORP states a Village level of service standard of 15.0ac/1000 and the Village's current estimated level of service is 18.45ac/1000 people. These are significantly lower than the Village's calculated level of service based on the current parkland dedication requirement and an average of 2.46 people/household. The Village's parkland dedication requirement under s. 236.45 Stats., must bear a rational relationship to the need created by the development. At the December 12th meeting, the Parks Committee expressed concern that reducing the parkland dedication requirement may result in a decrease in the actual acres/1000 residents which has been gradually increasing since 1995 when it was 12.9ac/1000 (refer to Exhibit B). The Parks Committee requested a review of a comparison of McFarland's level of service standard to our peer communities in Dane County. Exhibit B includes this information. McFarland currently provides the most active parkland/1000 residents, the most total parkland/1000 residents, and the Village is tied with Cottage Grove and Fitchburg for the highest parkland dedication requirement.

Some options the Village could consider (as shown in Exhibit C):



1. Maintain the current land dedication requirement and adjust the parkland impact fee accordingly. This may leave the Village more open to being challenged that both the parkland dedication and parkland impact fee do not bear a rational relationship to the need for either given the Village CORP's stated standard of 15ac/1000 residents. The Village's CORP could be amended to reflect the change from 15 to 27ac/1000.
2. Proceed with option #1, but phase the parkland impact fees in equal installments through 2024 similar to the park impact fees to dampen the immediate increase from the current fee (refer to the second table in Exhibit C). There is still the potential for challenge and the opportunity to make the corresponding CORP amendment to address that issue.
3. Adjust the parkland dedication and parkland impact fee based on the current LOS of 18.45ac/1000. Note this is the fee shown in the draft report.
4. Adjust the parkland dedication and parkland impact fee based on a revised LOS standard of 20.0ac/1000. This revised standard should accomplish desires to minimize any potential backslide in the actual parkland acres/1000 residents, maintain McFarland's status as a regional leader in the amount of parkland provided/resident, while bearing a more rational relationship to the Village's current LOS (18.45). The CORP could be amended to reflect the change from 15 to 20ac/1000.

FINANCIAL/BUDGET IMPACT:

Final recommended changes to park impact fees, parkland dedication and fees in lieu of land dedication will impact available future revenue collection for park and recreation improvements.

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:

Recommendation regarding the Park Impact Fee Study and any changes to the proposed park impact fees, parkland dedication requirements, and fees in lieu of parkland dedication

ATTACHMENTS:

1. Exhibit A Proposed Park Impact Fee Phasing 2019-2024
2. Exhibit B Peer Community Parkland LOS
3. Exhibit C Proposed Parkland Dedication and Fees
4. McFarland Impact Fee DRAFT 1.7.20

Park Impact Fee Phasing*						
Unit Type	2019	2020	2021	2022	2023	2024
Single Family	\$ 731.47	\$ 1,099.65	\$ 1,467.83	\$ 1,836.01	\$ 2,204.19	\$ 2,572.37
Multi Family	\$ 443.93	\$ 712.53	\$ 981.12	\$ 1,249.72	\$ 1,518.31	\$ 1,786.91
Group Quarters	\$ 443.93	\$ 551.51	\$ 659.08	\$ 766.66	\$ 874.23	\$ 981.81

*Years 2021-2024 to also be adjusted annually utilizing Consumer Price Index-All Urban Consumers-Midwest Region prepared by the United States Department of Labor

Community	Active Parkland per 1,000 Residents	Total Parkland* per 1,000 Residents	CORP Goal (active parkland ac/1000)	Parkland Dedication Requirement	Adjusted to acres per 15 SF du
Cottage Grove	13.1	19.7	13	2,919 sqft per unit	1.01
DeForest	10.5	35.0	15	1,921 sqft per SFU and 1,440 sq per MFU	0.66
Fitchburg	12.1	22.5	12	2,900 sqft per unit	1.00
Madison	11.2	22.0	10.5	1,081 sqft per SFU and 734 to 1,424 for MFU	0.37
McFarland (Existing)	18.4	46.6	15	1 acre per 15 du	1.00
Middleton	8.6	30.8	15	1,450 sqft per DU	0.50
Monona	12.1	46.3	12	2,000 sqft per DU	0.69
Stoughton	10.2	22.3	10.5	1,468 sqft per DU	0.51
Sun Prairie	8.3	12.4	10	1 acre per 23 du	0.68
Verona	11.9	15.6	17	1,800 per DU (SF/D), 1,250 (MF), 4% of ac (C & I)	0.62
Waunakee	16.6	25.4	15	10% of land area	0.58
Average (ex. McF.)	11.5	25.2	13.0	x	0.66
McF. Deviation from Avg.	6.9	21.4	2.0	x	0.34

*Includes conservancy areas

McFarland	Active Parkland per 1,000 Residents
1995	12.9
2001	10.0
2007	15.7
2013	16.8
2019	16.3
2020	18.4

2019 DOA Pop 8700	Price per Acre \$ 81,000	Price per SQFT \$ 1.86	Active/Access Passive Parkland 160.5	2013-2017 Owner-Occup People/HH 2.62	2013-2017 Rent-Occup People/HH 1.82	People/DU Group Quarters 1.00	2013-2017 ACS People/Household 2.46
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2019 CORP standard LOS
2020 actual LOS
LOS based on current Land Dedication Req.

Level of Service (active parkland ac/1000)	2020 SF Parkland Dedication Requirement SQFT/DU	2020 MF Parkland Dedication Requirement SQFT/DU	2020 GQ Parkland Dedication Requirement SQFT/DU	2020 Parkland Impact Fee in Lieu of Parkland Dedication SF/DU*	2020 Parkland Impact Fee in Lieu of Parkland Dedication MF/DU*	2020 Parkland Impact Fee in Lieu of Parkland Dedication GQ/DU*
15.00	1,711.91	1,189.19	653.40	\$ 3,183.30	\$ 2,211.30	\$ 1,215.00
18.45	2,105.65	1,462.70	803.68	\$ 3,915.46	\$ 2,719.90	\$ 1,494.45
20.00	2,282.54	1,585.58	871.20	\$ 4,244.40	\$ 2,948.40	\$ 1,620.00
27.10	3,092.85	2,148.47	1,180.48	\$ 5,751.16	\$ 3,995.08	\$ 2,195.10
Existing Req.	2,904.00	2,904.00	2,904.00	\$ 4,115.00	\$ 4,115.00	\$ 4,115.00

*Parkland Impact Fee for years 2021-2024 to also be adjusted annually utilizing Consumer Price Index-All Urban Consumes-Midwest Region prepared by the United States Department of Labor

0.786

Parkland Impact Fee Phasing* based on LOS of 27.1 ac/1000 or 1 ac/15DU						
Unit Type	2019	2020	2021	2022	2023	2024
Single Family	\$ 4,115.00	\$ 4,442.23	\$ 4,769.46	\$ 5,096.70	\$ 5,423.93	\$ 5,751.16
Multi Family	\$ 4,115.00	\$ 4,091.02	\$ 4,067.03	\$ 4,043.05	\$ 4,019.07	\$ 3,995.08
Group Quarters	\$ 4,115.00	\$ 3,731.02	\$ 3,347.04	\$ 2,963.06	\$ 2,579.08	\$ 2,195.10

*Years 2021-2024 to also be adjusted annually utilizing Consumer Price Index-All Urban Consumes-Midwest Region prepared by the United States Department of Labor

VILLAGE OF MCFARLAND

McFarland, Wisconsin

PARK IMPACT FEE, FEE IN LIEU OF LAND DEDICATION AND PUBLIC FACILITY NEEDS ASSESSMENT

DRAFT

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Dated: xxxx xx, 2020

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Executive Summary

The purpose of this project was to evaluate and update the Village's current park impact fee under Wisconsin Statute, Chapter 66, Section 66.0617 Impact Fees and its fee in lieu of land dedication under Wisconsin Statute, Chapter 236, Section 236.45 Local Subdivisions Requirements. The park impact fee(s) as referenced throughout this report include both the trail and park development aspects of the park impact fee. Throughout the report, the term "fee in lieu of land dedication" is utilized this is synonymous with "parkland impact fee". The Village will be utilizing the term "parkland impact fee" in its ordinance.

According to the Village of McFarland's (the "Village") Outdoor Recreation & Open Space Plan 2019 – 2023, the Village is expecting to have population growth slightly higher than Dane County as a whole through 2040. This anticipated growth will require additions to the Village's parkland and park facilities (trails and park capital improvements). Impact fees will continue to assist in financing the capital costs associated with trails and park facility improvements. A fee in lieu of land dedication will continue to assist in financing the acquisition or initial improvement of land for public parks.

The Village currently charges a park impact fee and a fee in lieu of land dedication as established by the following reports and ordinances:

Village of McFarland Ordinance 2004-07 (original impact fee adoption)

Public Facilities Needs Assessment for Park Improvements (Virchow, Krause & Company, LLP 2003 / revised 2004)

Village of McFarland Outdoor Recreation Plan approved May 29, 2001

Ordinance No. 2010-01 updating Chapter 56 – Subdivisions Section 56-176 Fee in Lieu of Parkland Dedication

The Village has not updated its park impact fees since establishment. The Village implemented a fee in lieu of land dedication fee in the 1980's. The fee was updated in 2010.

This document serves as a summary of Baker Tilly's analysis of the Village's existing park impact fee and its fee in lieu of land dedication. It also serves to satisfy the statutory obligations as outlined in Wisconsin Statute 66.0617 and Wisconsin Statute 236.45 to update its existing fees and public facility needs assessment. The primary resources used in this development of this study include:

- > *The Village of McFarland Outdoor Recreation & Open Space Plan 2019 – 2023 (the Plan)* adopted on May 28, 2019. See the acknowledgements section of the Plan for those that were involved in its creation. The Plan is located on the Village's website.
- > *The park inventory listing as provided by the Village.* This document was compiled by the Village from the Village insurance listing, replacement values, internal capital asset listing and observation. Refer to Appendix A.
- > *The trail inventory listing as provided by the Village.* This document was compiled by the Village with assistance from the Village engineer. Refer to Appendix A.
- > The land cost is based on the village-wide average cost of unimproved land acquisition based on recent land sales.

This study should be read in conjunction with these resources. We provide no assurance on the accuracy of the resources used to develop this study. The Village may implement or update other impact fees at a later date; however, no consideration has been given to those possibilities in this report.

Introduction

As previously stated in the Executive Summary, the Village expects to experience population growth through 2040. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of this development requires the construction and upgrade of public facilities and infrastructure to serve new residents. As well as additional park land to accommodate growth.

It is common that during the construction and upgrade of public infrastructure, many residents and businesses that will occupy the newly developed areas of the community may not yet be present. The purchase of land and the development of land often precedes the inhabiting of the property. While this may be an obvious fact, it holds important consequence for the public financing of new development. In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating new development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of impact fees and a fee-in-lieu of land dedication to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure and park land.

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Section A – Impact Fee Statutory Requirements

Wisconsin's Impact Fee Statute 66.0617 prescribes the types of public infrastructure for which an impact fee may be charged, the costs that may be included in developing an impact fee, as well as the obligations on the part of the issuing municipality prior to and subsequent to the fee being charged. These obligations are detailed below.

In addition, if a municipality charges a fee in lieu of land dedication in accordance with Wisconsin State Statute 236.45(6), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10). This is detailed below.

Wisconsin State Statute Section 66.0617(1) Definitions:

The following definitions as outlined in Wisconsin State Statute 66.0617(1) have been addressed in the fee computation. The requirements are as follows:

- > *Per Subsection(1)(a), "Capital costs" means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.*

Based on the definition above, only allowable capital costs are included in the impact fee computation.

- > *Per Subsection (1)(f)(1), "Public Facilities" means...parks, playgrounds, and land for athletic fields.....".*

The projects included in the fee computation meet this definition.

- > *Per Subsection (1)(g), "Service area" means geographical area delineated by a municipality within which there are public facilities.*

The park types, acreage standards and service area radius are detailed in the Village of McFarland Outdoor Recreation & Open Space Plan 2019 – 2023. This document is located on the Village's website.

- > *Per Subsection (1)(h), "Service standard" means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.*

The park types, acreage standards and service area radius are detailed in the Village of McFarland's Outdoor Recreation & Open Space Plan 2019 – 2023.

The cost standard per acre is based on the replacement value of improvements provided to the Village's insurer and supported by the Village's capital asset records as well as observation. See Appendix A.

The standards and service areas used for consideration in this study are for "active-use and accessible passive-use" parks. It does not include conservancy park areas and drainageways. Although these areas may be used for recreational purposes, they are not suitable for long-term "active-use and accessible passive-use" recreational facility improvements. The Village currently provides 18.5 acres of active-use and accessible passive use acres of parkland per 1,000 residents.

Section A – Impact Fee Statutory Requirements (cont.)

Wisconsin State Statute Section 66.0617(1) Definitions (cont.):

This is up from the 16.3 acres of active and accessible passive use acres per 1,000 residents from the 2019 Outdoor Recreation & Open Space Plan. The difference in these values reflects additional parkland additions and population growth that occurred after the 2019 Open Space Plan was adopted and before the adoption of this report. In total, the Village provide 46.6 acres of active, passive and conservancy parkland per 1,000 residents at the time this report was adopted.

The Village trail standard is outlined in Appendix A.

Wisconsin State Statute Section 66.0617(6) – Standards for Impact Fees:

This report adheres to what an impact fee should reflect according to Wisconsin State Statute 66.0617(6). The standard requirements are as follows:

- > *Per Section (6)(a), shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.*

The fees found herein are for public facilities and land that are required to serve future developed land and the service demands that development creates.

- > *Per Section (6)(am), may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.*

The fees were developed to address the capacity necessary to service the development for which the fees are being imposed.

- > *Per Section (6)(b), may not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.*

The capital costs, which form the basis for the fees developed as a part of this study, include actual as well as estimated replacement costs for land costs, park improvements and trail improvements. These costs were based on what was known at the time the study as assembled by village staff. These standards were then used to calculate a cost to be charged.

- > *Per Section (6)(c), shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.*

The capital costs, which form the basis for the fee developed as a part of this study, include actual as well as estimated replacement costs for land costs, park improvements and trail improvements. These costs were based on what was known at the time of the study as assembled by village staff. These standards were then used to calculate a cost to be charged.

- > *Per Section (6)(d), shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Chapter 236 or any other items of value.*

The other financing sources listed above were taken into consideration as a part of the fee computations. It has been determined that these financing sources have not been used to finance capital costs for park improvements. Therefore, these sources were not included in the fee calculations.

Section A – Impact Fee Statutory Requirements (cont.)

Wisconsin State Statute Section 66.0617(6) – Standards for Impact Fees (cont.):

- > *Per Section (6)(e), shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.*

The receipt of federal and or state grants was considered in the fee development. No grant funds have been received from federal or state governments specifically for park improvements or land purchases in the last ten years. Village staff determined that state and federal grant funds cannot be relied upon to fund future park projects. Therefore, the fee has not been reduced for such funds. The village will continue to attempt to secure park grant funding. Any grant funds received in the future will be factored in future impact fee calculations.

- > *Per Section (6)(f), may not include amounts necessary to address existing deficiencies in public facilities.*

The capital costs included in the fee computations are not related to curing existing deficiencies.

- > *Per Section (6)(fm), may not include expenses for operation or maintenance of a public facility.*

The costs included in the fee computations do not include expenses for operation or maintenance of a public facility.

- > *Section (6)(g) except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality. There are exceptions to this outlined in the statute.*

All fees will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Wisconsin State Statute Section 66.0617 (7r) – Impact Fee Reports

- > *At the time that the municipality collects an impact fee, it shall provide to the developer for which it received the fee an accounting of how the fee will be spent.*

The Village is aware of this requirement.

Wisconsin State Statute Section 66.0617 (8) – Requirements for Impact Fee Revenues

- > *Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).*

The Village accounts for its impact fees in a separate general ledger account. Interest income is allocated to this account on a monthly basis.

Section A – Impact Fee Statutory Requirements (cont.)

Wisconsin State Statute Section 66.0617 (9) – Refund of Impact Fees

- > *Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub.(8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10 year limit, it needs an additional 3 years to use the impact fees that were collected.*

The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this sub-section. For purposes of the time limits in this subsection, an impact fee is paid on the date the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

According to Village management, the Village has spent down its impact fee collections in accordance with state statute guidance and no refunds have been made to date.

NOTE: The impact fee requirements outlined in this section are subject to change by the legislature at any time. Refer to the state statute for the impact fee statutory requirements.

Section B – Compliance with Wisconsin Impact Fee Requirements

Impact Fee Process

See Wisconsin State Statute 66.0617 for the detailed process. In addition, if a municipality charges a fee in lieu of land dedication in accordance with Wisconsin State Statute 236.45(6), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10).

The process followed and information utilized in the development of the impact fees / fee in lieu of land dedication is summarized below:

- Requires a Public Hearing:
 - Class 1 notice under Chapter 985
 - Provide copy of proposed ordinances
 - Provide public facilities needs assessment
- Based on a Public Facilities Needs Assessment (for facilities included in the impact fee calculation):
 - Inventory of existing facilities, including deficiencies
 - Identification of new public facilities
 - Estimated (or actual) capital cost of new public facilities
 - Effect of recovering capital costs on affordable housing
 - Available for public inspection and copying in the office of the clerk at least 20 days before hearing
- Follow Impact Fee Standards:
 - Rational relationship to the need for new facilities
 - Proportionality
 - Actual costs or reasonable estimates
 - Net of other charges
 - Net of grants
 - Must exclude improvements to address deficiencies
 - May not include expenses for operation or maintenance of a public facility
 - Payable by the developer or property owner to the village in full upon the issuance of a building permit by the Village
- Establish Accounting Requirements:
 - Use of funds restricted
 - Subject to refund
- Specify Appeal Procedure

Section B – Compliance with Wisconsin Impact Fee Requirements (cont.)

Imposition of the Park Impact Fee / Fee-in-lieu of Land Dedication

The park impact fee and fee-in-lieu of land dedication will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Wisconsin State Statute Section 66.0617(7) - Low Cost Housing

In general, the level of the fees in relation to average housing cost should not impede the affordability of low-cost housing. For example, including the proposed single family park impact fee and fee in lieu of land dedication of \$5,935, in a typical 30 year mortgage at 4% interest would equate to an additional monthly payment of \$28. According to AreaVibes Inc., the median home price in McFarland is \$243,000. Assuming a down payment of 20%, the average monthly mortgage payment would be \$928. The impact fee would be 3% of this monthly payment. In addition, if the owner of a multifamily dwelling were to include the proposed multi-family fees of \$4,122 in a mortgage with the same terms, the additional monthly payment would be \$19.

The impact fee statute allows for an exemption from or reduced fees on new development that is approved for affordable housing. If a portion of the project has been approved for affordable housing, then the fee may be adjusted accordingly at the discretion of the Village Board upon recommendation of the Planning Commission.

Information from the 2012-2016 US Census showed that the Village of McFarland's median household income was \$78,009 (2016 dollars). Dane County's median household income was \$64,773 (2016 dollars). Wisconsin's household income was \$53,357 (2015 dollars).

Updates to the Report

Unless modified further by the Village Board, the park impact fees and the fee-in-lieu of land dedication shall be adjusted annually on January 1 by the Community Development Director utilizing the consumer Price Index – All Urban Consumers – Midwest Region prepared by the United States Department of Labor. This will allow for changes in growth, project costs, estimates or other projects to be incorporated into the fees. See assumptions for recommendations.

Section C – Impact Fee for Park Facility Improvements

Assumptions

- > The existing park impact fees were based on *Village of McFarland Ordinance 2004-07, Public Facilities Needs Assessment for Park Improvements (Virchow, Krause & Company, LLP, 2003 / revised 2004)*, and the *Village of McFarland Outdoor Recreation Plan approved May 29, 2001*. These fees have not been updated by the Village since they were put in place.
- > The fee in lieu of parkland dedication was updated in 2010 per village Ordinance 2010-01.
- > The Village's current Outdoor Recreation & Open Space Plan 2019 – 2023 (Plan) was used as the basis for this study. This Plan was approved on May 28, 2019. As noted in the Plan, "Recreation planning has become an essential element of long-range community planning." The plan also supports the guidelines established in the Village of McFarland 2017 Comprehensive Plan which can be found on the Village website.
https://www.mcfarland.wi.us/index.asp?SEC=0E83C2A4-E3E3-452E-B443-D0155A06F2DE&DE=300AF5FC-C27A-4DBB-A7D1-48B424F3368B&Type=B_BASIC
- > According to the US Census, 2011-2015, the most recent population estimate for the Village is 8,168 as of July 1, 2016, which is an increase of approximately 1,700 since 2000 (6,400 population) or a 26% increase. According to the US Census 2011-2015 survey results, it is expected that the Village's population will grow to 9,895 by the year 2040 or an increase of approximately 1,700 or 21%. The current 2019 population is 8,700.
- > According to the United States Census Bureau (2010 results – latest known), the Village has a total land area in square miles of 3.55 which equates to a population density of 2,300 inhabitants per square mile when using the 2011-2015 ACS estimates and 2,450 inhabitants per square mile when using the 2019 population.
- > According to the Village's parkland inventory records (see Appendix A, Table II.), the Village has approximately 160.5 improved acres of active and accessible passive use parkland for existing residents.
- > According to the Village, the Village has park improvements in the amount of \$5,761,746. This includes all Village parks that only have Village improvements i.e. no developer added improvements. The estimated improvement cost per acre is \$47,035 (see Appendix A, Table I.)
- > According to the Village, the Village has also used its resources to finance trails in the amount of \$2,780,000. The estimated cost per foot of trail is \$55 (see Appendix A, Table III.)
- > The land costs to calculate the fee-in-lieu of land dedication is based on the village-wide average cost of land acquisition and the updated Village land dedication requirement. The cost per acre is \$81,000 (see Appendix A, Table IV).
- > Park development fees will not be assessed to nonresidential land uses as park usage is primarily residential in this community.
- > The Park & Open Space standards can be found in the Outdoor Recreation & Open Space Plan 2019 – 2024. These standards have been updated to reflect current data at the time this impact fee report was adopted.

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

Assumptions (cont.)

- > For purposes of this analysis, it is assumed that there will be an average of 2.62 persons per household for single-family housing units and 1.82 persons per household for duplex and multifamily housing units. See Section C (pages 11 – 13) for the computation and source information.
- > For purposes of this report, “Group Quarters Dwelling Unit” is defined as follows: a dwelling unit where individuals live or stay that is owned or managed by an entity or organization providing housing and / or services for the residents. The services may include, but are not limited to, custodial or medical care and other types of assistance (for example a skilled-nursing facility). Residency is restricted to the individuals receiving the services, and the individuals typically do not participate in the labor force while a resident. Typically, a Group Quarters Dwelling Unit has one resident per unit.
- > It is assumed that Village of McFarland parks, particularly the athletic facilities, will be used by other nearby communities. However, it is further assumed that such use will be reciprocal in that McFarland residents will use facilities in other jurisdictions in roughly equal measure. Nonresident use is not considered to have a measurable influence on the level of improvement or the allocation of capital improvement costs as the Village does not include non-residents in its park standard.
- > The village has one impact fee zone which is comprised of the entire Village of McFarland.

The standards and service areas used for consideration in this study are for “active-use and accessible-passive” parks. It does not include conservancy park areas and drainage-ways. Although these areas may be used for recreational purposes, they are not suitable for long-term “active-use and accessible passive-use” recreational facility improvements. The Village currently provides 18.5 acres of active and accessible passiveuse acres of parkland per 1,000 residents.

This is up from the 16.3 acres of active and accessible passive use acres per 1,000 residents from the 2019 Outdoor Recreation & Open Space Plan. The difference in these values reflects additional parkland additions and population growth that occurred after the 2019 Open Space Plan was adopted and before the adoption of this report. In total, the Village provide 46.6 acres of active, passive and conservancy parkland per 1,000 residents at the time this report was adopted.

Recommendation

The Village should consider whether its existing park impact fee and fee in lieu of land dedication fee should be updated with the fees identified and explained on the following pages. The recommended single family and multi-family fees represent an increase from the existing fee. The Group Quarters dwelling unit type has been broken out from the multi-family dwelling unit type.

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

Fee Summary

Dwelling Unit Type	Park Facilities Improvement	Trail	Fee in Lieu of Land Dedication	Total
Single Family	\$ 1,735	\$ 837	\$ 3,915	\$ 6,487
Multi Family	1,205	581	2,719	4,505
Group Quarters	662	319	1,494	2,475

DRAFT

APPENDIX A

DRAFT

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	\$ 662.27	\$ 1,735.16
Multi Family	1.82	\$ 662.27	\$ 1,205.34
Group Quarters	1.00	\$ 662.27	\$ 662.27

Cost Recovery:

Total cost of improved parkland \$ 5,761,746 B

Current residents 8,700 C

Cost per Person

\$ 662.27

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

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	<u>8,700</u>	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	\$ 1,494.45	\$ 3,915.47
Multi Family	1.82	\$ 1,494.45	\$ 2,719.91
Group Quarters	1.00	\$ 1,494.45	\$ 1,494.45

Standards:

Cost standard per acre \$ 81,000 B

Parkland acres per 1,000 residents 18.5 C

Cost per Person:

Cost standard per acre	\$ 81,000	B
Multiplied by: acres per person	<u>0.0184500</u>	per above
Cost per person	<u>\$ 1,494.45</u>	

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

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:

	Acres
CTH AB	26.00
Woodland Commons	5.00
Siggelkow Road Park	5.50
Juniper Ridge	1.50
Total unimproved parks	38.00

Note 3: Total active-use and accessible passive-use acres per the Village Outdoor Recreation Plan equals 132.5. The total park improvement acreage above (122.50) in addition to unimproved parks (38.0) equals 160.5. The difference of 28.0 acres accounts for additional park acreage added to the Village following adoption of the Outdoor Recreation Plan prior to the adoption 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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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding sale or reuse of the former Well #2 property located between 5317 & 5407 Bremer Road.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has been approached by the owner of 5406 Norma Road, Web Winn, regarding his interest in acquiring the former Well #2 site located between 5321 & 5407 Bremer Road. Mr. Winn desires to build a new home on the property and sell his existing adjacent property.

Sale of this lot has previously been considered by the Village after the former wellhouse was razed in 2006. Mr. Webb referenced an appraisal of the property completed in 2006 valuing the lot at \$67K. The packet includes the minutes from the September 24, 2012 Village Board meeting in which a resolution was adopted to discontinue a portion of Bremer Road right-of-way to attach to the former well lot. The associated CSM 13387 is also included within the packet. The minutes from the 9-24-12 Board meeting reference the property as a "buildable lot" and that it is the "plan of utility to eventually sell this lot when the real estate market recovers."

There are a number of obstacles to the reuse of this property for a single family residence.

1. Zoning. The lot is zoned R-1 Single Family. The R-1 district requires a minimum lot size of 10,000 square feet and a minimum lot width of 80 feet. The lot is 8,740 square feet and 33' wide at the front property line. Therefore, the lot is legal non-conforming in size and width. Section 62-16(b)(3)b of the Zoning Code allows "in any resident district on a lot of record on the effective date of the ordinance from which this Chapter is derived, a single-family dwelling may be established regardless of the size of the lot, provided that all other requirements of this Chapter are met." Therefore, a new home could be permitted if all other bulk (setback) requirements are met. In addition, the Webb's are in a unique position to address or lessen the nonconformities. As part of a Certified Survey Map, the Webb's could transfer a portion of their rear yard to the Well



lot, refer to the property map in the packet for an example illustration. A transfer would increase the lot size to meet the minimum 10,000 square foot requirement, while still leaving 5406 Norma conforming is size. While it would not increase the lot width at the front property line it would increase the width to the minimum 80 feet where the building envelope would likely be located. This is similar to how a cul-de-sac lot is designed which is fitting since this lot is located along the curve of Bremer Road. Sec. 56-142(e) of the Subdivision Code requires that every new lot shall front or abut for a minimum distance of at least 40 feet on a public street. This is not a new lot; however, the Village could acquire the additional 7 feet from the adjacent property owners if desired so that the lot would meet this minimum requirement but this would not be necessary.

2. Water Utilities. There is an existing water main running through the parcel. This main would need to be relocated to the northern property line. As part of the CSM, a 10-foot wide utility easement could be granted to the Village for this purpose. In addition, a water lateral would need to be installed to serve a new home. The estimated cost of this work is \$15K.
3. Sewer Utility. The nearest sewer manhole to the property is 100 feet away. Therefore a sewer lateral would need to be extended to the property at an estimated cost of \$15K. In addition, due to the depth of the sewer main and lot elevation, a grinder pump will likely need to be installed for the residence.

Village Staff is requesting input from both the Public Utility Committee and Park Committee regarding the potential sale or reuse of the former well site. The Village Engineer has indicated that the Village does not have a need to reuse the site for a future well. The Village's Comprehensive Plan Future Land Use Map identifies the property in the Public Lands, Recreation, and Environmental Corridor land use category. The 2019 Outdoor Recreation & Open Space Plan does not identify the site for a future park; however, the site could potentially be used for a small neighborhood park or community garden.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation regarding the sale or reuse of the former Well #2 property located between 5317 & 5407 Bremer Road



ATTACHMENTS:

1. Pages from 09.24.2012 Village Board Minutes
2. Bremer Road Well #2 Property Map

**VILLAGE OF MCFARLAND
VILLAGE BOARD MINUTES
September 24, 2012**

1. **CALL TO ORDER.** Village Board President Mike Harried called the regular meeting of the McFarland Village Board to order at 7:01 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.**

Village Board members present: President Mike Harried and Trustees Aaron Babcock, Brad Czebotar, Mary Pat Lytle, Erik Thoresen, Brian Utter, and Tim Utter

Village Board members absent: None

Staff present: Village Administrator Don Peterson, Clerk/Deputy Treasurer Deb Neal, Community Development Director Pauline Boness, EMS Director Dave Arnold, and Police Chief Craig Sherven

Others present: Nick Bultman; Amber Gerber, *The McFarland Thistle*; Doug Jenkins; Steve Schoenberger; Scott Gletty-Syoen; and Mike Viessing
3. **PUBLIC HEARING.**
 - a. **On proposed Resolution #07-2012, a Resolution Discontinuing a Portion of Bremer Road in the Village of McFarland, Dane County, Wisconsin. [See also agenda item #7a].** Proposed Resolution #07-2012 discontinues a small piece of unused and unneeded right-of-way of Bremer Road, which will be attached to a buildable lot owned by the Water Utility that was the former site of a municipal well. It is the plan of Utility to eventually sell this lot when the real estate market recovers. The added area will make the lot larger, add more street frontage, and improve access. Last December an adjoining part of the street right-of-way was vacated to a neighboring private property.

Public Hearing Opened. President Harried opened the Public Hearing on proposed Resolution #07-2012, a Resolution Discontinuing a Portion of Bremer Road in the Village of McFarland, Dane County, Wisconsin at 7:02 p.m. There was no one present to address the Village Board.

Public Hearing Closed. President Harried closed the Public Hearing on proposed Resolution #07-2012, a Resolution Discontinuing a Portion of Bremer Road in the Village of McFarland, Dane County, Wisconsin at 7:02 p.m.
4. **PUBLIC APPEARANCES.**
 - a. **Matt Splinter Memorial Foundation.** Steve Schoenberger addressed the Village Board and presented to the Village a \$28,000 check towards the repayment of the loan the Village made to the Foundation to assist in the construction of a new shelter in 2009 at Brandt Park. President Harried thanked Steve, Doug Jenkins, and the rest of the members for their hard work and dedication to this project which has proven to be a tremendous asset to the park at virtually no cost to Village taxpayers.

5. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

a. Public Announcements

- (1) Deadline to file late Lottery Credit – October 1
- (2) November 6, 2012 General Election – you can now vote absentee, by mail only.
Absentee voting in the Clerk's office begins October 22
- (3) Fire Department Open House – October 10

b. Public Communications

- (1) A public information meeting on the US 51 Corridor Study (Stoughton – McFarland) will be held on Monday, October 15 at Stoughton High School from 5:00-8:30 p.m.

6. **CONSENT AGENDA. Motion** by Trustee Thoresen, second by Trustee Czebotar and carried 5-2 by acclamation, with President Harried and Trustees Czebotar, Lytle, Thoresen, and B. Utter voting aye and Trustees Babcock and T. Utter voting no, to approve the items on the Consent Agenda as follows.

- a. Minutes of the regular Village Board meeting of September 10, 2012 and the special Village Board (budget) meeting of August 30, 2012.
- b. Pre-paid checks #57036-57062 in the amount of \$351,344.04 and current checks #57063-57122 in the amount of \$115,201.35.
- c. Recommendations from Police Chief Sherven that the Alcohol Beverage Operator's License applications submitted by Amy Beth May (5100 Bar), Amanda Miller (Parkside Pub), Cory Kittleson and Ryan Michaelis (Loeder Oil) be approved and that the licenses be issued.
- d. Appointment of Robert Fasick as a citizen member (seat 5) of the Plan Commission.

7. **BUSINESS.**

- a. **Action on proposed Resolution #07-2012, a Resolution Discontinuing a Portion of Bremer Road in the Village of McFarland, Dane County, Wisconsin. [see also agenda item #3a] Motion** by Trustee Babcock, second by Trustee Thoresen and carried 7-0 by acclamation to approve Resolution #07-2012, a Resolution Discontinuing a Portion of Bremer Road in the Village of McFarland, Dane County, Wisconsin.

- b. **Action on a parade permit application from Jim Hartman for the Community Halloween parade to be held at 3:00 p.m. on Saturday, October 27, 2012.**

The appropriate Village departments reviewed and recommended approval of this permit.

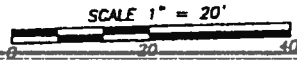
Motion by Trustee B. Utter, second by Trustee T. Utter and carried 7-0 by acclamation to approve the parade permit application from Jim Hartman for the Community Halloween parade to be held at 3:00 p.m. on Saturday, October 27, 2012.

- c. **Action on a recommendation from the Public Safety Committee to issue a "Special Event License" and Temporary "Class B" Wine License to the McFarland Historical Society for the 3rd Annual Chocolate Fest to be held from 7:00 p.m. to 9:30 p.m. on Saturday, November 3, 2012 at the Madison Curling Club, 4802 Marsh Road.**
Motion by Trustee Thoresen, second by Trustee Babcock and carried 5-0-2 by acclamation, with Trustees B. Utter and T. Utter abstaining, to approve the issuance of a "Special Event License" and Temporary "Class B" Wine License to the McFarland Historical Society for the 3rd Annual Chocolate Fest to be held from 7:00 p.m. to 9:30 p.m. on Saturday, November 3, 2012 at the Madison Curling Club, 4802 Marsh Road.



**BIRRENKOTT
SURVEYING, INC.**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081



RIGHT-OF-WAY VACATION MAP

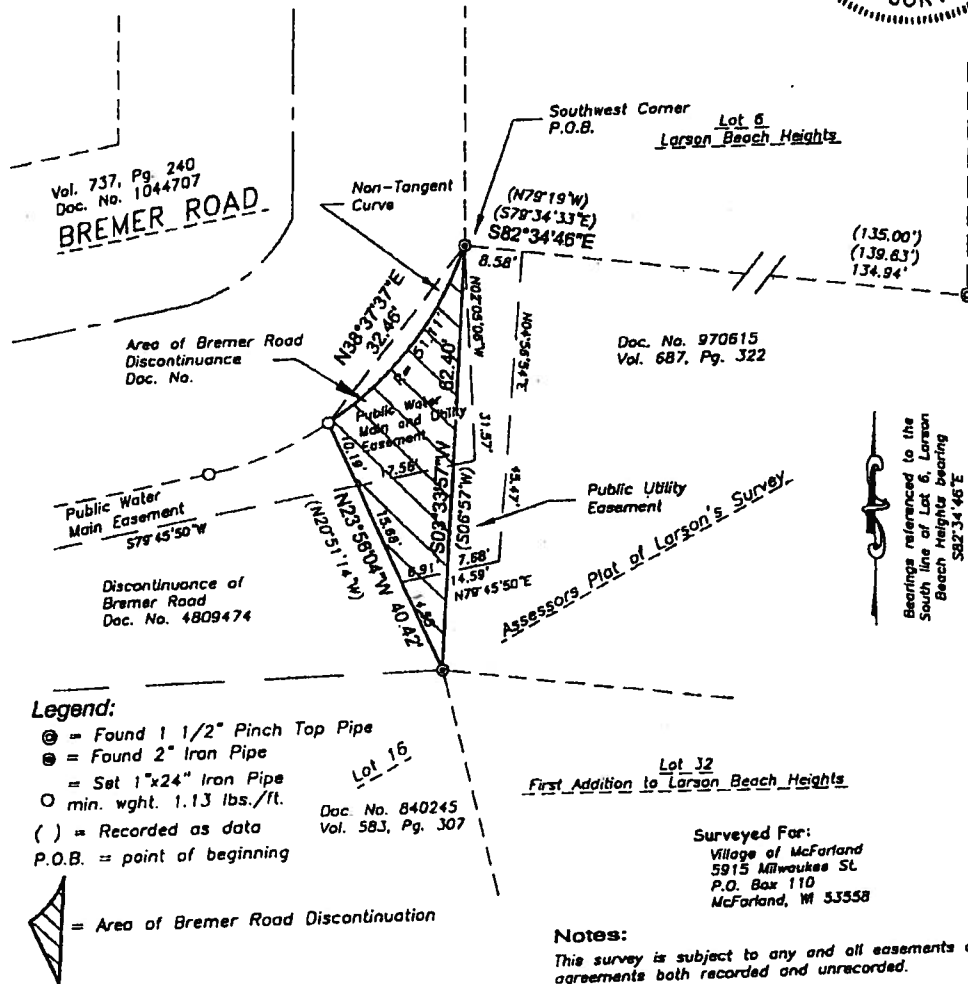
SURVEYOR'S CERTIFICATE:

I, Daniel V. Birrenkott, hereby certify that this survey is in compliance with the Wisconsin Administrative Code. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation in accordance with the information provided and is correct to the best of my knowledge and belief.

[Signature] 7-17-2012
Daniel V. Birrenkott
Wisconsin Registered Land Surveyor No. S-1531.

Bremer Road Discontinuation Description:

Part of lot 16, Assessors Plat of Larson's Survey, located in the Southwest 1/4 of the Southwest 1/4 of Section 34, T7N, R10E, Village of McFarland, Dane County, Wisconsin being more particularly described as follows:
Beginning at the Southwest corner of Lot 6, Larson Beach Heights, thence S03°33'57"W (recorded as S05°57'W), 62.40 feet; thence N23°56'04"W, 40.42 feet (recorded as N20°51'14"W) to a point on the Southeastly Right-of-way line of Bremer Road; thence along a non-tangent curve along said Right-of-Way; curved to the left with an arc length of 33.04', with a radius of 51.11', with a chord bearing of N38°37'37"E, 32.46 feet to the point of beginning. Containing 524 Sq. Ft. 0.012 Acres.



Legend:

- ⊙ = Found 1 1/2" Pinch Top Pipe
- ⊙ = Found 2" Iron Pipe
- = Set 1"x24" Iron Pipe
- min. wght. 1.13 lbs./ft.
- () = Recorded as data
- P.O.B. = point of beginning



= Area of Bremer Road Discontinuation

Dated: July 17, 2012
Surveyed: T.A.S.
Drawn: T.K.
Checked: D.V.B.
Approved: D.V.B.
Field book: 294/19-21
Comp. File: J:\2012\CARLSON
Office Map No. 120242

Doc. No. 840245
Vol. 583, Pg. 307

Lot 32
First Addition to Larson Beach Heights

Surveyed For:
Village of McFarland
5915 Milwaukee St.
P.O. Box 110
McFarland, WI 53558

Notes:

This survey is subject to any and all easements and agreements both recorded and unrecorded.

The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.

Wetlands, if present have not been delineated.

This survey shows visible, above-ground improvements only. No guarantee is made for below-ground structures.

SHEET 1 OF 1



**BIRRENKOTT
SURVEYING, INC.**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

CERTIFIED SURVEY MAP

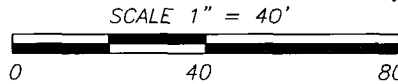
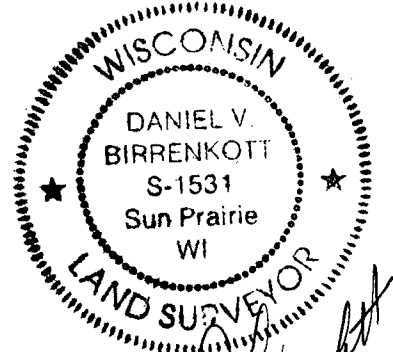
PART OF LOT 16, ASSESSORS PLAT OF LARSON'S SURVEY, LOCATED IN THE
SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND PART OF SECTION 34, T7N,
R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN

Prepared For:

Village of McFarland
5915 Milwaukee St.
P.O. Box 110
McFarland, WI 53558

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	21.00'	34.14'	30.50'	N33°11'50"E	93°08'00"
C2	21.00'	8.06'	8.01'	N02°22'46"W	21°58'48"
C3	21.00'	26.08'	24.44'	N44°11'14"E	71°09'12"
C4	45.00'	18.39'	18.27'	N67°26'24"E	23°25'09"
C5 *	51.11'	33.04'	32.46'	N38°37'37"E	37°02'15"

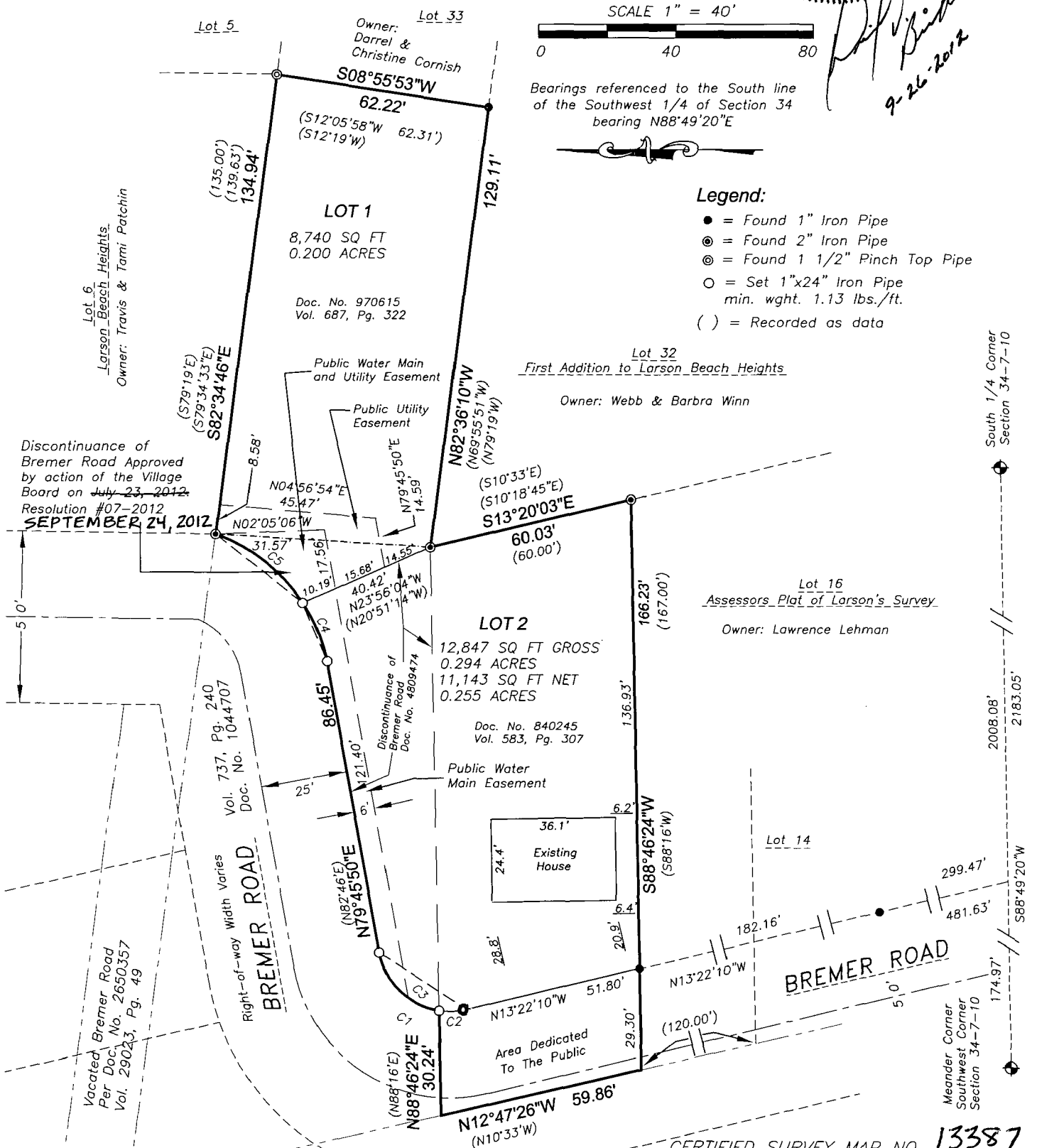
* = Non-Tangent Curve



Bearings referenced to the South line
of the Southwest 1/4 of Section 34
bearing N88°49'20"E

Legend:

- = Found 1" Iron Pipe
- ⊙ = Found 2" Iron Pipe
- ⊙ = Found 1 1/2" Pinch Top Pipe
- = Set 1"x24" Iron Pipe
min. wgt. 1.13 lbs./ft.
- () = Recorded as data



CERTIFIED SURVEY MAP NO. **13387**

VOLUME **87** PAGE **3**

SHEET 1 OF 3
Office Map No. **120242**

DOCUMENT NO. **4925613**



CERTIFIED SURVEY MAP

DATED: July 27, 2012

Birrenkott Surveying, Inc.

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:

I, Daniel V. Birrenkott, herby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Daniel V. Birrenkott 9-26-2012
Daniel V. Birrenkott, Registered Land Surveyor No. S-1531

Description:

Part of lot 16, Assessors Plat of Larson's Survey, located in the Southwest 1/4 of the Southwest 1/4 of Section 34, T7N, R10E, Village of McFarland, Dane County, Wisconsin being more particularly described as follows: Commencing at the South 1/4 Corner of said section 34, thence S88°49'20"W, 2008.08 feet along the South line of said Southwest 1/4 to a point on the Easterly Right-of-way line of Bremer Road extended; thence N13°22'10"W, 481.63 feet to a point on said Right-of-way and to the point of beginning; thence S88°46'24"W (recorded as S88°16'W), 29.30 feet; thence N12°47'26"W (recorded as N10°33'W), 59.86 feet; thence N88°46'24"E (recorded as N88°16'E), 30.24 feet to a point on said Right-of-way; thence along a curve to the right with a radius of 21.00 feet, with a chord bearing of N44°11'14"E, 24.44 feet; thence N79°45'50"E (recorded as N82°46'E), 86.45 feet; thence along a curve to the left, with a radius of 45.00 feet, with a chord bearing of N67°26'24"E, 18.27 feet; thence along a non-tangent curve along said Right-of-Way; to the left with a radius of 51.11 feet, with a chord bearing of N38°37'37"E, 32.46 feet to the Southwest corner of Lot 6, Larson Beach Heights; thence S82°34'46"E, 134.94 feet (recorded as S79°19'E 135.00 feet and S79°34'33"E 139.63 feet) along the South line of said Lot 6; thence S08°55'53"W, 62.22 feet (recorded as S12°05'58"W and S12°19'W 62.31 feet) along the west line of Lot 33 First Addition to Larson Beach Heights; thence N82°36'10"W (recorded as N69°55'51"W and N79°19'W), 129.11 feet along the Northerly line of Lot 32 First Addition to Larson Beach Heights and to the Northwest corner of said Lot 32; thence S13°20'03"E, 60.03 feet (recorded as S10°18'45"E and S10°33'E 60.00 feet) along the West line of said Lot 32; thence S88°46'24"W, 136.93 feet (recorded as S88°16'W 167.00') to the point of beginning, Containing 21,587 Sq. Ft, 0.495 Acres.

Owners Certificate:

As owners, we hereby certify that we have caused the lands described on this Certified Survey Map to be surveyed, divided, dedicated, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by the Village of McFarland, Board as an approving authority

Don Peterson
Village of McFarland, Don Peterson – Village Administrator

State of Wisconsin)

Dane County) Personally came before me this 5th day of October, 2012, the above owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Diane Reinstad
Notary Public, Dane County, Wisconsin.

My Commission Expires Sept. 1, 2013

Village of McFarland Approval

This Certified Survey Map, including any dedication designated herein, is hereby acknowledged and accepted by the Village Board of the Village of McFarland, Dane County, Wisconsin on JULY 23, 2012

Deb Neal
Deb Neal, Village Clerk

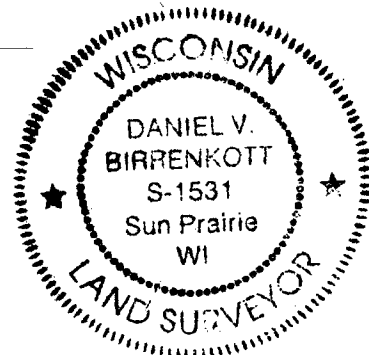
Notes:

Utility Easement: No poles or buried cables are to be placed on any lot line or corner. The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.

Wetlands if present have not been delineated.

This survey is subject to any and all easements and agreements both recorded and unrecorded.

Refer to building site information contained in the Dane County Soil survey.



Surveyed For:

Village of McFarland
5915 Millwaukee St.
P.O. Box 110
McFarland, WI 53558

Approved for recording per Dane County Zoning and Land Regulation Committee action of _____, 2012

Norbert Scribner, Agent

Register of Deeds Certificate:

Received for recording this 24th day of Oct, 2012
at 9:34 o'clock A m and recorded in Volume 87 of Certified Survey
Maps of *Dane County on Pages 3-5

Kristi Chlebowski
*Dane

Kristi Chlebowski
Jane Licht, Register of Deeds
Received 10-23-2012 3:02 pm

Surveyed: TAS
Drawn: TK
Checked: DVB
Approved: DVB
Field book: 294/19-21
Tape/File: J:\2012\

Document No. 4925613

Sheet 2 of 3
Office Map No.: 120242CSM

Certified Survey Map No. 13387, Volume 87, Page 4



CERTIFIED SURVEY MAP

DATED: July 27, 2012

**Birrenkott
Surveying, Inc.**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Owners Certificate:

As owners, we hereby certify that we have caused the lands described on this Certified Survey Map to be surveyed, divided, dedicated, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by the Village of McFarland, Board as an approving authority

Kathy M. Gray

June B. Severson Estate, Kathy M. Gray – Power of Attorney

State of Wisconsin)

Dane County) personally came before me this 2nd day of October, 2012, the above owners, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diane Reinstad

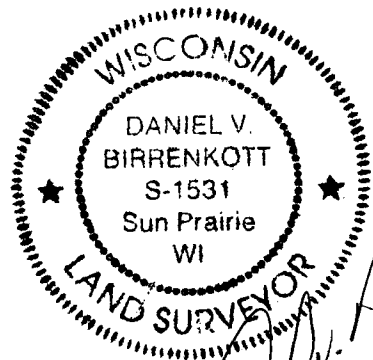
Notary Public, Dane County, Wisconsin.

Sept 1, 2013

My Commission Expires

Diane Reinstad

Printed name



Daniel V. Birrenkott
9-26-2012

Surveyed For:

Village of McFarland
5915 Millwaukee St.
P.O. Box 110
McFarland, WI 53558

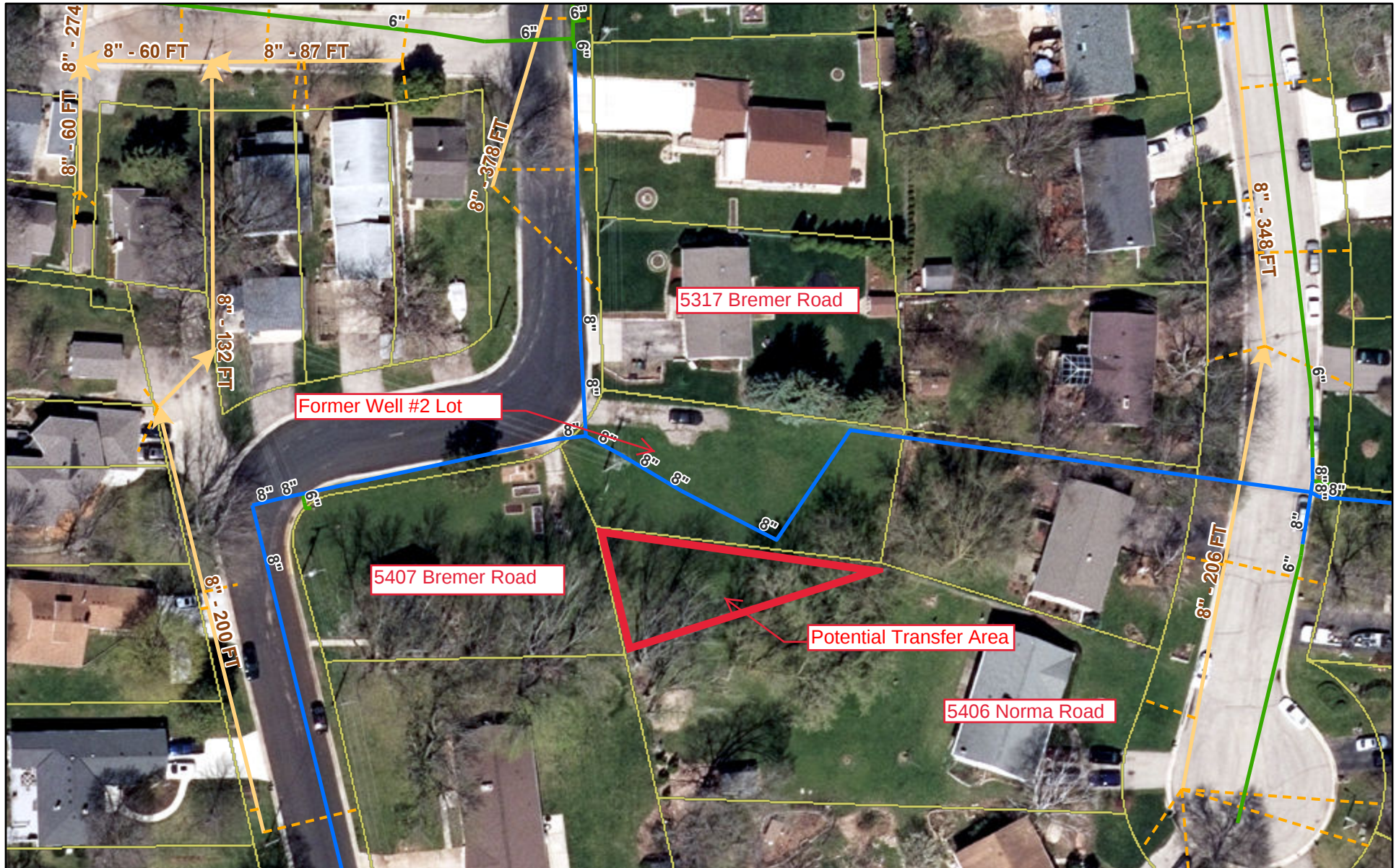
Surveyed: TAS
Drawn: TK
Checked: DVB
Approved: DVB
Field book: 294/19-21
Tape/File: J:\2012\

Sheet 3 of 3
Office Map No.: 120242CSM

Document No. 4925613

Certified Survey Map No. 13387, Volume 87, Page 5

Bremer Road Abandoned Well Property



1/3/2020, 11:51:56 AM

Water Mains 8"

6"

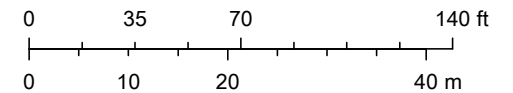
Sanitary Laterals

Gravity Sewer

Parcels

8"

1:1,040



NA, Parcels



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

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 final draft of the proposed Parks and Recreation Facility Use Policy that was discussed at our last several meetings. 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 allowed a chance to provide input on what has been drafted. As of our last meeting Soccer reached out and wanted to discuss some of these points. That meeting has taken place and they are fine with the proposed language. The response was fairly limited beyond that 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 are recommending just a few more small changes to Section 2.03(d). These are as follows:

- "Shelter" was removed from park rental fee to allow the reference to be about more than just shelters. More broad based that way.
- Second section was reworded slightly so that the Committee doesn't have to create a new list each year. Essentially, Appendix A is created as the first list and then annually we'll check in on it.
- Pay was changed to secure in the last sentence and flexibility granted to the Administrator on the deposit. There are more ways to "secure" a deposit now under our current system rather than just paying for it. Its been administratively more difficult to administer payment only options and this just provides more flexibility to Administration to be more efficient in processing these when its realistic.



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 01162020 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 initially create and annually 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 securepay the deposit fee at the time of rental unless otherwise authorized by the Village Administrator.

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, January 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Present and discuss the proposed 2020 Budget for parks projects within the Capital Projects Fund (400) and Parks Fund (405).

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed in your packet is the approved 2020 Budget for parks projects within the Capital Projects and Parks Fund respectively. We will review the major initiatives planned for capital improvements in the next year based on how they were approved within the document. Several on this agenda will be discussed more specifically to move forward while several others will follow at the next meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Budget - Parks Capital Projects Fund (400) 11252019
2. 2020 Budget - Parks Fund (405) 11252019

PARKS

CAPITAL PROJECTS FUND - FUND 400

MISSION STATEMENT:

To provide adequate, working, and functional capital equipment to meet the needs of users and Staff of the Parks facilities and other public/open spaces.

PROGRAM DESCRIPTION:

Parks' capital needs require a variety of different funding assistance to keep playground equipment functional and fresh, add/maintain shelters, park planning to determine new projects, and continued trail development. Some of these expenses can be offset by park development and impact fees as allowed under Ordinance in order to lower borrowing needs.

PROGRAM OBJECTIVES:

- Follow through on planning efforts in order to implement capital projects and large improvement initiatives within Village Parks.
- Review opportunities for implementation of a Community Park that would allow for large acreage and long term athletic facilities.
- Continued phased implementation of new improvements at Orchard Hill Park.
- Develop opportunities to create park amenities for special needs kids, adults, and other health/wellness initiatives not otherwise provided through Community.

PARKS CAPITAL BUDGET SUMMARY

REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	Allocated Revenue	782,283	3,192,500	878,120	1,010,000	725,000	-77.29%
47350	County - Grants	0	167,500	0	0	0	-100.00%
49230	Transfer - TID	0	66,250	0	0	0	-100.00%
49240	Transfer - Parks Fund	274,673	0	0	0	0	-----
49300	Fund Balances Applied	0	25,000	0	0	250,000	900.00%
	Total PARKS Rev	1,056,956	3,451,250	878,120	1,010,000	975,000	-71.75%

Notes:

- 49240** The Village charges park development and impact fees at the time of plat approval and permitting for new construction. This allows for the development of parks without having to rely solely on borrowed money or tax levy. The contributions from the Parks Fund for associated and eligible projects is contained within Fund 405.

PARKS (continued)

CAPITAL PROJECTS FUND - FUND 400

EXPENDITURES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	57620						
211-000	Consultant Services	0	0	0	0	50,000	-----
824-000	Pedestrian Ways	0	0	0	0	0	-----
826-000	Property	0	2,708,750	855,535	860,000	0	-100.00%
827-103	Park Development - Brandt	396,933	100,000	0	0	0	-100.00%
827-105	Park Development - Conrad Jaeger	304	0	0	0	0	-----
827-107	Park Development - Discovery Garden	200,562	0	0	0	0	-----
827-111	Park Development - Lewis	0	0	0	0	0	-----
827-112	Park Development - McDaniel	275,252	117,500	2,070	75,000	100,000	-14.89%
827-113	Park Development - McFarland	165	25,000	0	0	25,000	0.00%
827-116	Park Development - Orchard Hill	183,741	500,000	20,515	75,000	750,000	50.00%
827-118	Park Development - Community Park	0	0	0	0	50,000	-----
	Total PARKS Exp	1,056,956	3,451,250	878,120	1,010,000	975,000	-71.75%

Notes:

- 211-000** These funds would be used to hire a consultant to prepare a plan/design for new park improvement that is geared towards kids with special needs. This is estimated around \$10,000. There are also funds included for design services related to aquatics development. The Aquatics Feasibility Study was completed early in 2019 and if desired, these funds could be applied to next steps if a project is desired for implementation based upon that ongoing discussion.
- 827-112** The parking lot reconstruction was completed in 2018 along with a small bicycle kiosk with drinking fountain, repair station, and bulletin board. In 2019, internal paved trails were completed in order to improve accessibility throughout the park including a connection from the trail to the pier. In 2020 the funding is included to complete the facility addition, second open air shelter, and gateway signage. The funding provided here to be split between Parks and Capital Projects will accomplish these three final items.
- 827-113** This funding is to prepare a new master plan for McFarland Park. The park is changing and as participation in its users grow, more changes are likely on the horizon. Preparing a new Master Plan now will help to organize this effort and gather input from these various groups as well as the Public on its future development.
- 827-116** A parking lot was constructed in 2018 along with a significant restoration to clear out invasive species and overgrown plants within the park. This allows for further development of the park as the Village looks to continue work to develop a disc golf course, connection to the Lower Yahara Trail, dog park expansion, future facility planning, and additional woodland restoration. Update...
- 827-118** The Village purchased approximately 36 acres of land in 2019 that it intends to develop in the future as a Community Park. Master Planning is needed to work with a consultant and the Community to determine how best to layout the future use of this land. It is proposed to conduct this planning work in conjunction with the planning work planned for McFarland Park.

REVENUES

PARKS FUND - FUND 405

Budget Summary

Intergovernmental Revenues	
	43000

2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
----------------	----------------	------------------	-------------------	----------------	----------------------

43570	State - Parks Grant	0	0	0	0	10,000	-----
	Total OTHER FINANCING SOURCES Rev	0	0	0	0	10,000	-----

Public Charges for Services	
	46000

2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
----------------	----------------	------------------	-------------------	----------------	----------------------

46720-101	Park Fees - User Charges	47,278	0	0	0	0	-----
46720-102	Park Fees - General Impact	0	25,000	30,936	50,000	45,000	80.00%
46720-103	Park Fees - Development impact	129,382	150,000	81,031	150,000	150,000	0.00%
46720-104	Park Fees - Facility Impact	5,401	3,000	3,534	7,000	5,000	66.67%
46720-105	Park Fees - Trail Impact	2,653	2,000	1,735	3,000	4,000	100.00%
	Total PUBLIC CHARGES FOR SERVICES Rev	184,714	180,000	117,237	210,000	204,000	13.33%

Miscellaneous Revenue	
	48000

2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
----------------	----------------	------------------	-------------------	----------------	----------------------

48000-000	Miscellaneous Revenue	0	0	0	0	0	-----
48100-000	Interest	4,397	3,000	3,037	6,000	6,000	100.00%
48500-101	Donations - General	32,617	11,250	0	0	5,000	-55.56%
	Total MISCELLANEOUS REVENUE Rev	37,014	14,250	3,037	6,000	11,000	-22.81%

Other Financing Sources	
	49000

2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
----------------	----------------	------------------	-------------------	----------------	----------------------

49200	Transfers from Other Funds	0	0	0	0	0	-----
49300	Fund Balance Applied	0	154,500	0	0	465,000	200.97%
	Total OTHER FINANCING SOURCES Rev	0	154,500	0	0	465,000	200.97%

Total Budget Revenues	221,728	348,750	120,274	216,000	690,000	97.85%
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PARK IMPROVEMENTS

PARKS FUND - FUND 405

MISSION STATEMENT:

To preserve the ongoing enjoyment and care of the Park System through the utilization of funds generated by the Village's growth.

PROGRAM DESCRIPTION:

The Park Fund is intended to be utilized for the expenditure of segregated revenues collected by Fees in Lieu of Parkland Dedication and Park Improvement Impact Fees. The Village's Policy on Expenditure of Parks Capital Projects Fund Revenues establishes the fee types, usages, and prohibited expenditures for this fund. Only appropriate park-related capital expenditures that are full funded through fees in lieu and impact fees are to utilize the Parks Fund. Parks operations and maintenance expenses are to be accounted in the Parks Department portion of the General Fund. Other parks-related capital expenses that are funded through other sources are to be in the Capital Projects Fund.

PROGRAM OBJECTIVES:

- Accurately apply all parks related impact fee to ensure ongoing health of fund.
- Work with Staff and Community to enhance parks system wide as possible.
- Develop opportunities to create park amenities for special needs kids, adults, and other health/wellness initiatives not otherwise provided through Community.

PARKS FUND CAPITAL BUDGET SUMMARY

REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Allocated Revenues	62,590	348,750	0	0	690,000	97.85%

Notes:

46720-102 Fees collected through new construction and development to pay for park impacts.

46720-103 Developers are required to pay fees as established in ordinance based on the amount of parkland dedication that is provided which have been substantial in recent years due to commercial developments not having land available to dedicate.

46720-104 Fees collected through new construction and development to pay for impacts to public works facilities.

46720-105 Fees collected through new construction and development to pay for impacts to trails.

48500-101 The Village entered into agreements with the Bocce Association and Soccer Club for facility development in 2018. Each club is on different terms and payback schedules as a donation of those facilities back to the Village.

PARK IMPROVEMENTS (continued)

PARKS FUND - FUND 405

EXPENDITURES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	57620						
811-101	Equipment	15,600	15,000	0	0	15,000	0.00%
824-000	Pedestrian Ways	0	0	0	0	0	-----
825-101	Facility Improvements	45,955	50,000	0	0	50,000	0.00%
826-000	Property	0	66,250	0	0	0	-100.00%
827-101	Arnold Larson	0	0	0	0	100,000	-----
827-103	Brandt Park	0	100,000	0	0	0	-100.00%
827-107	Discovery Garden	0	0	0	0	0	-----
827-112	McDaniel Park	535	117,500	0	0	100,000	-14.89%
827-113	McFarland Park	500	0	0	0	0	-----
827-114	Siggelkow Road Park	0	0	0	0	150,000	-----
827-115	Ridgeview Tot Lot	0	0	0	0	25,000	-----
827-116	Orchard Hill Park	0	0	0	0	250,000	-----
	Total PARK IMPROVEMENTS Exp	62,590	348,750	0	0	690,000	97.85%

Notes:

- 811-101** Annual allocation for itemized playground equipment, benches, picnic tables, signage, and other related amenities within park system.
- 825-101** A General Improvement line item is added to allow the Village to assess various park conditions and use these funds to improve parks with amenities to be determined, likely update and/or replace obsolete playground equipment as a larger project rather than on an itemized basis.
- 827-101** Over the years Arnold Larson Park has increased its usage significantly within all seasons. During the Summer it host Sundaes on Thursdays, Community Band Concerts, and Food Truck Nights and in the Winter it also sees use through Christmas in the Village. It is desired to plan, design, and construct a multi-purpose area that can help to better facilitate these functions.
- 827-112** The parking lot reconstruction was completed in 2018 along with a small bicycle kiosk with drinking fountain, repair station, and bulletin board. In 2019, internal paved trails were completed in order to improve accessibility throughout the park including a connection from the trail to the pier. In 2020 the funding is included to complete the facility addition, second open air shelter, and gateway signage. The funding provided here to be split between Parks and Capital Projects will accomplish these three final items.
- 827-114** Funding is provided to develop a new collection of pickleball courts (4-6 total) with necessary fencing, parking, and amenities as needed to implement the project.
- 827-115** Currently being evaluated to replace the existing equipment and make more accessible, possibly in conjunction with a grant from the State.
- 827-116** Phase 2 includes the construction of a Frisbee Golf Course that was approved in 2019 and will be constructed in the Spring of 2020. The third phase is proposed to for small facility development at the entrance of the dog park by creating a shelter that has bathrooms, dog washing, and general refuge to also serve the adjacent trail in the future. A parking lot is also proposed for construction.

TRANSFERS TO OTHER FUNDS

PARKS FUND - FUND 405

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.
- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Allocated Revenue	274,673	0	0	0	0	-----

EXPENDITURES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
59200						
390 Miscellaneous	274,673	0	0	0	0	-----
Total TRANSFERS Exp	274,673	0	0	0	0	-----

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village

Village of McFarland
2020 Parks Fund Operating Budget

FUND 405

SUMMARY of REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
43000	Intergovernmental Revenues	0	0	0	0	10,000	-----
46000	Public Charges for Services	184,714	180,000	117,237	210,000	204,000	13.33%
48000	Miscellaneous Revenue	37,014	14,250	3,037	6,000	11,000	-22.81%
49000	Other Financing Sources	0	154,500	0	0	465,000	200.97%
Total Budget Revenue		221,728	348,750	120,274	216,000	690,000	97.85%

SUMMARY of EXPENDITURES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
57620	PARK IMPROVEMENTS	62,590	348,750	0	0	690,000	97.85%
59200	TRANSFERS TO OTHER FUNDS	274,673	0	0	0	0	-----
Total Budget Expenditures		337,263	348,750	0	0	690,000	97.85%

Difference in Revenues over Expenditures **(115,536)** **0** **120,274** **216,000** **0**



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal for aquatic development planning services.

PREVIOUS ACTION:

ISSUE SUMMARY:

At our last meeting up to 4 options were presented as concepts for aquatics development and 2 of those options were desired for further analysis. As was stated, we need further assistance to properly evaluate these remaining alternatives in order to assist in the decision making process. Included in your packet is a proposal from the consulting team that prepared the feasibility study. Under this proposal they would provide assistance to conceptually design the two options in order to assist our discussion in how we might move forward. Further, they will lead a public input session on the topic to again solicit public comments on the project.

The two ideas that we will continue to evaluate is either a splash pad or swimming pool construction within Lewis Park. It is feasible for either to be developed within this park and this work will take a step further to drill into some of those details. This project will prepare conceptual designs outlining the site plan, renderings, cost estimates, timelines, etc. in order to pursue either of these options at this location.

The cost for this work is \$24,000 and the budget for this purpose is set at \$40,000 in 2020.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

1. 20_0116 Proposal McFarland Pool SD

January 15, 2020

Matt Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee St., PO Box 110
McFarland, WI 53558



Dear Matt:

Thank you for the opportunity to provide this proposal for further investigation and schematic design of a new aquatic facility at Lewis Park. This will build upon the prior planning work completed by Ayres Associates in 2019. Iconica will continue to serve as our design partner throughout this design effort. Your continued confidence in the Parkitecture + Planning team is not taken lightly.

This effort will further investigate options for the site to include a splashpad and/or a neighborhood pool facility. A schematic design level of effort is anticipated to establish a feasible size, layout, and opinion of probable construction costs. This scope also includes a public meeting to gather feedback on the design direction.

The project schedule is anticipated to begin design in February and conclude by August. This process may result in the Village preparing a referendum question for the November election cycle.

Thank you very much for this opportunity.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Blake Theisen', is positioned above the printed name.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Community Engagement and Concepts

- ◆ Concept Design and Community Engagement for the pool/splashpad area to include:
 - Prepare 2-3 Concept Designs of project area. This may include a splashpad or neighborhood scale pool. Support building components shall also be investigated in this effort, including conceptual building footprints.
 - Assist Village with gathering public input. Suggested methods include attendance at a special event, public meeting, etc.
 - Refine preliminary concepts into one preferred design option based on Village staff comments and public input results. Prepare rendered exhibits for site and building.
 - Develop opinions of probable construction costs.

OUTCOMES		
Meetings		
#1	Kickoff Meeting with Design Team & Village Staff	
#2	Concept Options Review Meeting	
#3	Attend 1 Public Input Event	
#4	Final Preferred Design Concept Review Meeting	
Document Deliverables – Concept Development Phase		
#1	2-3 Rendered Concepts of the project area and support building	11x17 pdf
#2	Opinion of Probable Costs Estimates for each Concept	8.5x11 pdf
Document Deliverables – Final Concept Phase		
#1	Final Preferred Rendered Design Concept Exhibits	11x17 pdf
#2	Opinion of Probable Costs Estimate	8.5x11 pdf

Responsibilities of Owner and Others

The Village shall supply Parkitecture with digital survey (CAD) of the project area to be used as a basemap and copies of any prior related studies or reports.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Community Engagement and Concepts	\$24,000
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The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Signature below shall serve as notification to proceed.

Accepted by:

Date:

Village of McFarland

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding planning services for a Pickleball Development project.

PREVIOUS ACTION:

ISSUE SUMMARY:

Included within your packet is a proposal to assist the Village with the plan, design, and bidding for the construction of pickleball courts within our Park System. We do not have a location as of yet but the initial planning process will help us make that determination. Once the plan has figured out the location and the extent of the amenity we can proceed to design. The project then can be bid and constructed thereafter at the conclusion of the design process. Our objective would be to complete this work in the late Spring this year and begin implementation over the Summer so that the courts can be used yet this year. The 2020 Budget includes \$150,000 for this purpose out of the Parks Fund and can be adjusted accordingly. No borrowed money is anticipated to be used for this project and plans to be exclusively funded through impact fees generated by new development. The cost of this proposal is \$14,840 and again takes us through the bidding process.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:



1. 20_1116 proposal McFarland Pickleball

January 15, 2020

Matt Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee St., PO Box 110
McFarland, WI 53558



Dear Matt:

Thank you for the opportunity to provide this proposal for design and engineering for implementation of a new pickle court facility at either Lewis Park or Sigglekow Road Park. The Village desires a multi-court facility for the residents of the community.

Our scope will include development of concept plans for a new complex at each site, followed by construction documents for the selected option. The concepts will look at the feasibility of both a 4 and 6 court option.

We will provide layout and design for the new court complex and assembly of bidding documents. The project schedule is anticipated to begin design in February with public bidding in late spring/summer of 2020. Construction may take place during the late fall of 2020 with final restoration in the spring of 2021. Should you elect to involve us in post design assistance, we would be more than happy to amend this agreement.

Thank you very much for this opportunity.

Sincerely,



Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Conceptual Design

- ◆ Conceptual Design for the pickleball court complex to include:
 - Prepare a concept plan for each site with 4-6 courts and supporting site infrastructure such as pedestrian accommodations, drinking fountains, etc.
 - Refine preliminary concepts into one preferred design option
 - Assemble opinion of probable construction costs

OUTCOMES		
Meetings		
#1	Concept Options Review Meeting	
Document Deliverables – Concept Development Phase		
#1	2 Concept Exhibits of the pickleball complex	11x17 pdf
#2	Opinion of Probable Costs Estimates for each Concept	8.5x11 pdf

Construction Documents

- ◆ Design and Engineering for the proposed pickleball complex to include:
 - Site Layout, Grading, and Erosion Control plans
 - Landscape/restoration plan
 - Site and court construction details
- ◆ Prepare Project Manual including front end documents and special provision specifications for public bidding
- ◆ Prepare and submit Local Permits
 - Scope does not include stormwater design with the assumption the project is under the threshold

OUTCOMES		
Meetings		
#1	Construction Plan Review Meeting with Design Team & Village Staff	
Document Deliverables – Final Construction Plan Phase		
#1	Opinion of Probable Costs Estimate	8.5x11 pdf
#2	Construction Plan Set for Bidding	11x17 pdf
#3	Project Manual (front end documents & special provisions)	8.5x11 pdf
Document Deliverables – Permit Preparation		
#1	Local Land Disturbance or Stormwater permits (if applicable)	8.5x11 pdf

Post Design Assistance (Optional T&M)

- ◆ Assist Village with Public Bidding
 - Answer bidder questions and issue addenda if needed

- o Facilitate bid opening and provide bid tabulation
- ◆ Construction Administration
 - o Attend and facilitate regular construction meetings
 - o Review submittals and shop drawings for design elements of the project
 - o Administer contractor pay requests
 - o Complete final walk-through and punch list at completion of project

OUTCOMES		
Public Bidding Process		
#1	Prepare addenda if needed	
#2	Meeting to facilitate bid opening	
#3	Bid Tabulation	8.5x11 pdf
Construction Administration		
#1	Facilitate Construction Meetings (provide agenda & meeting minutes) (6 meetings anticipated)	
#2	Review Submittals & Shop Drawings	
#3	Administer contractor pay requests	
#4	Administer final walk-through and provide punch list	
#5	Provide project closeout documents	

Responsibilities of Owner and Others

The Village shall supply Parkitecture with site survey information (CAD format). Permit fees shall be paid by the Village directly or as a reimbursable expense.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Conceptual Design	\$ 3,205
Construction Documents	\$11,635
Post Design Assistance	T&M

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Signature below shall serve as notification to proceed.

Accepted by:

Date:

Village of McFarland

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding planning services for Larson Park hardscape project.

PREVIOUS ACTION:

ISSUE SUMMARY:

Larson Park has long been a desired location for big and small gatherings within the heart of McFarland and adjacent to its Downtown. Within the last few years the activity within the park has picked up significantly with seasonal special events, food truck nights, Sundaes on Thursdays, concerts, fundraisers, and other special events that use the park. The western edge of the park presents an opportunity to take advantage of the relatively flat terrain surrounded by slightly elevated berms to create programmable space for these events. This could include a stage/amphitheater, seating, hardscape, fire pit, etc. All of these things are encountered through the year and the park does see a high amount of turnout for these events causing concerns with future maintenance in its current condition.

A proposal from Vandewalle and Associates is included within your packet to help plan out this area similar to other renderings and work they've done in the area before. The intent of this effort is to create a plan that can be implemented to enhance the utilization of the park for these events allowing for programmable space. The 2020 Budget provides for up to \$100,000 for this improvement and can be constructed this year yet depending on the timing of when the plan can shift to design, construct, etc.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

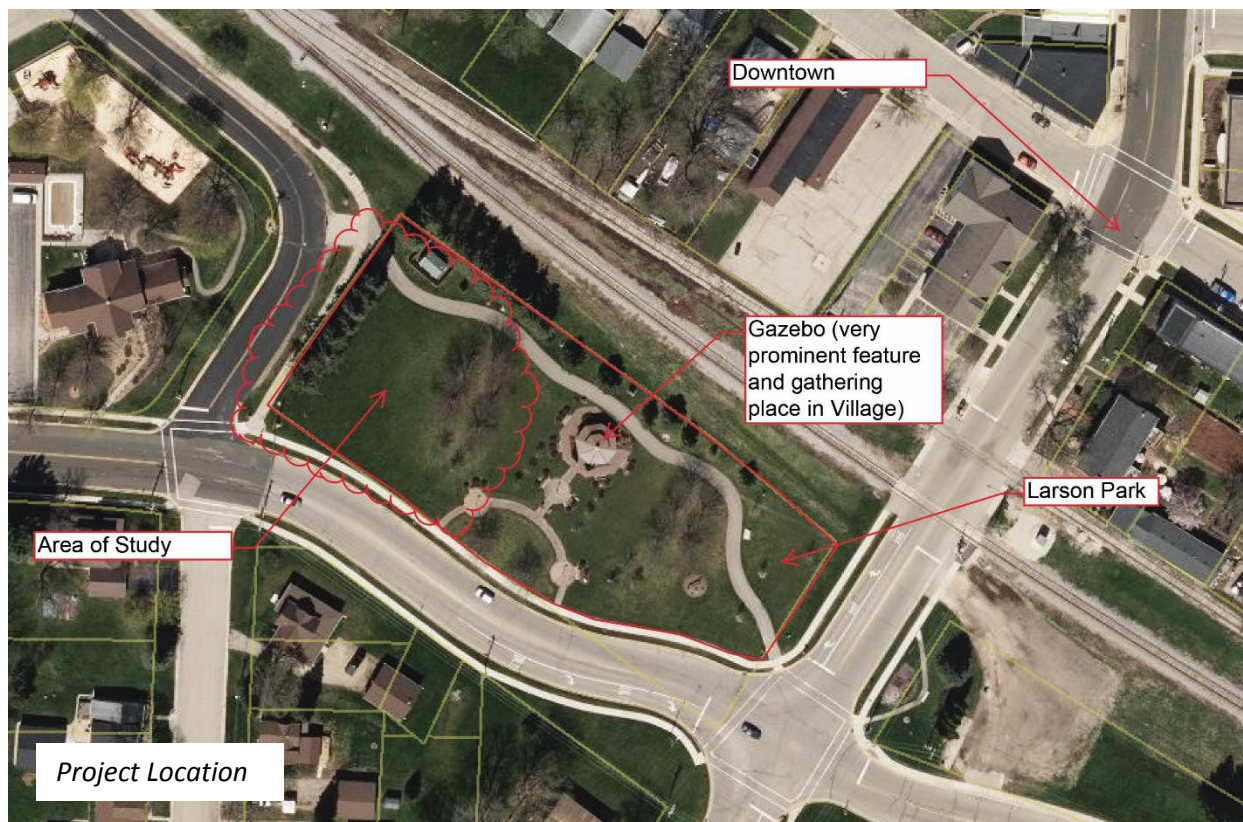
1. Larson Park Proposal
2. Hardscape Propoosal

LARSON PARK ENHANCEMENT PLAN

McFarland, Wisconsin

Proposed Scope of Services

Purpose: Prepare an illustrative Enhancement Plan for improvements within Larson Park in downtown McFarland to better accommodate activities. Understanding this is a primary community gathering space, improvements should complement the existing park features and identity. Existing activities should be maintained, and new features should also accommodate future activities. The Enhancement Plan drawings may be used by the Village to reach community consensus on improvements and will be accurate to be included as a base for a future engineered bid package. The scope of services for tasks 1-6 is proposed as a time and materials contract with an amount not to exceed \$12,200. Please note Task 3: Draft Perspective Sketches may be reduced in scope if needed. A per drawing cost is listed. Also, Task 7 is listed as optional to allow for an additional public meeting attendance.



Vandewalle & Associates (V&A) is prepared to move quickly through this park planning exercise and will work closely with Village Staff. We understand the importance of this prominent park and will work with Staff to gather as much public input as possible. The following are the proposed tasks of the enhancement planning process:

Task One: Site Visit & Kick Off Meeting

Two V&A team members will travel to the site to take photographs and fields notes, which will be used to prepare the project base map. Specific attention will be paid to existing trees, walkways, and features which will be noted on the Draft Enhancement Plan graphic. V&A will also meet with Village staff to discuss initial project ideas and goals. *Task 1 Budget: \$1,200*

Task Two: Draft Enhancement Plan

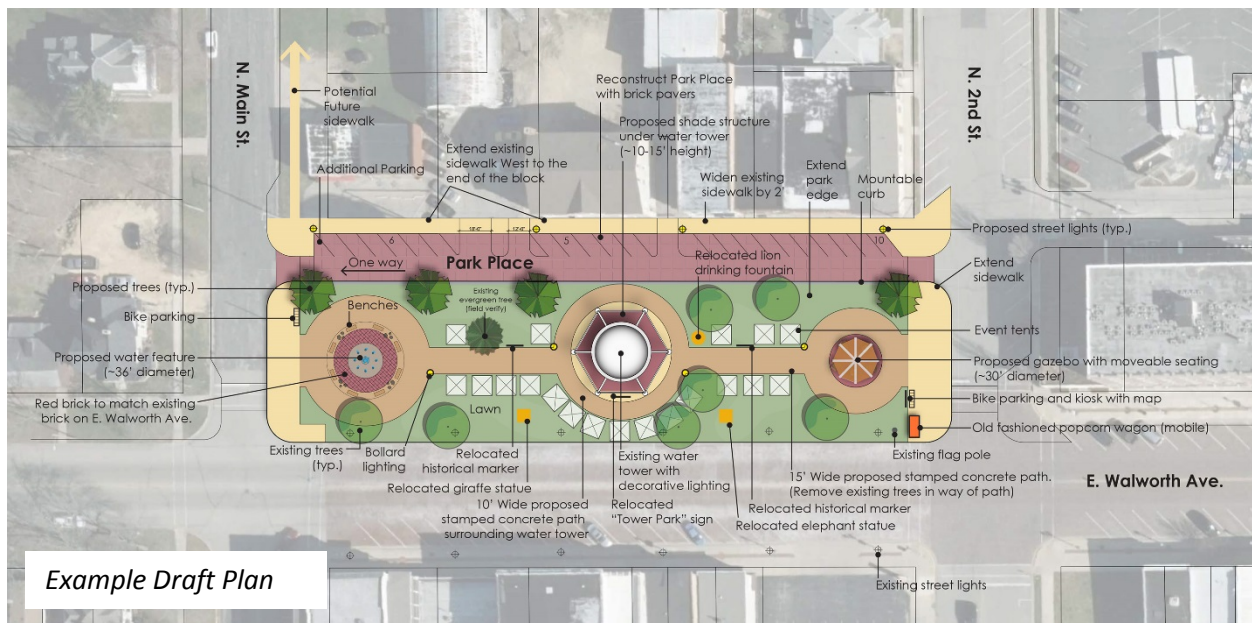
After initial project input gathered in Task One, V&A will prepare a Draft Enhancement Plan graphic. The Plan will be a color-rendered site plan accurately designed to a scale. Potential plan features may include:

- Hardscape locations
- Raised stage or amphitheater size and location
- Landscape areas and suggestions
- Pedestrian access improvements
- Bicycle infrastructure
- Fire pit location and form
- Stormwater best management infrastructure

V&A will also prepare a Draft Cost Opinion of the proposed improvements.

Task 2 Budget: \$2,500

Deliverables: Draft Enhancement Plan drawing and cost opinion in digital PDF form.

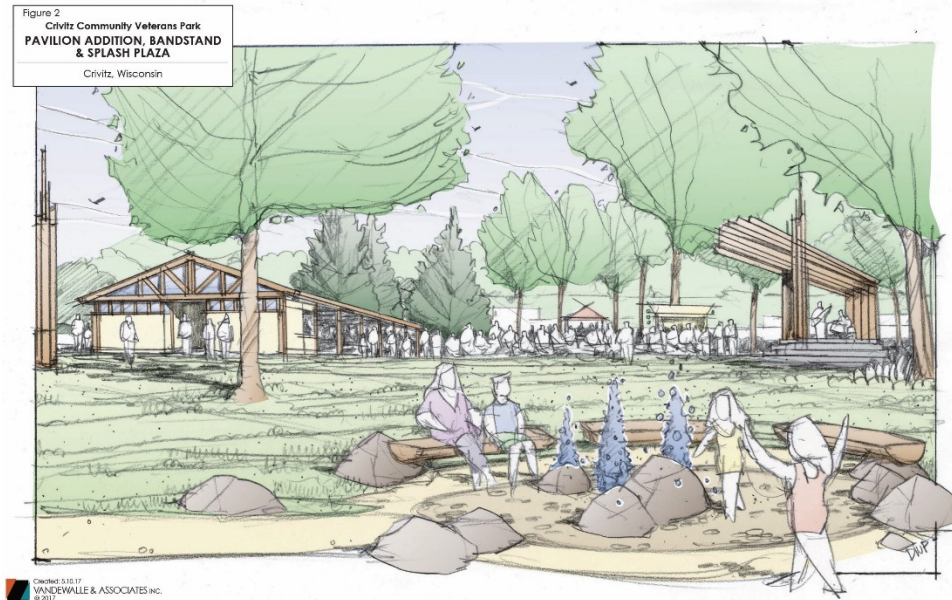


Task Three: Draft Perspective Sketches

V&A will prepare up to three (3) three-dimensional sketches that provide a clear vision of the park improvements. These color-rendered sketches may be bird's eye or ground-level drawings. Suggested views will be provided to the Village Administrator for approval prior to preparation.

Task 3 Budget: \$6,000 (\$2,000 per sketch)

Deliverables: Three (3) Draft Perspective Sketches in digital PDF form.



Example Draft Sketches



Task Four: Draft Enhancement Plan Presentation

V&A will travel to McFarland to present the Draft Enhancement Plan to the Parks, Recreation and Natural Resources Committee and collect feedback/edits. *Task 4 Budget: \$850*

Deliverables: Digital PowerPoint presentation. Up to ten 11"x17" color handouts.

Task Five: Final Enhancement Plan

Based on feedback gathered during the Task Four meeting and Village Staff review, V&A will finalize the Enhancement Plan into an illustrative graphic. *Task 5 Budget: \$800*

Deliverables: One Final Enhancement Plan in digital PDF form.

Task Six: Final Enhancement Plan Presentation

V&A will travel to McFarland to present the Final Enhancement Plan to the Parks, Recreation and Natural Resources Committee. *Task 6 Budget: \$850*

Deliverables: One Final Enhancement Plan in digital PDF form. Up to ten 11"x17" color handouts.

Task Seven: Additional Public Meeting (Optional)

V&A will travel to McFarland to present either the Draft of Final Enhancement Plan at a meeting of the Village Administrator's direction. *Task 7 Budget: \$850*

Village Staff will present the Final Enhancement Plan to the Village Board to approve the project and initiate the construction document preparation and bid process.



Hardscape for performances, seating, food trucks, special events. Want it to be pervious and include an outdoor fire pit.

Use the terrain for seating and viewing of performances.

Raised Stage/
Amplitheater



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

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 issuance of a Request for Proposals (RFP) for park master planning services at William McFarland Park and future Community Park.

PREVIOUS ACTION:

The Committee evaluated this same RFP concept at its meeting on May 16, 2019. It was voted to recommend approval to the Village Board to advertise the RFP. The Village Board reviewed the recommendation but voted against moving it forward at that time. The Community Park land had not been acquired as of yet and now with both properties under control and the funds reallocated for 2020, the project should be able to move forward.

ISSUE SUMMARY:

Enclosed is a draft RFP to solicit proposals for master planning services related to the Community Park and McFarland Park. McFarland Park is one of our largest parks and serves many different uses, all of which have expressed some desire to expand at some point in the future. The Community Park property was acquired last year and we need to develop a plan for how we intend to use it in the future. Both plans likely will need to work together in order to be successful and it would be more advantageous for the same consultant to perform the work. The RFP ultimately needs to be approved by the Village Board and if accepted would be advertised for about a month beginning January 31st. We would select a consultant in March/April and they would begin their work shortly thereafter to be completed sometime before the end of the year.

FINANCIAL/BUDGET IMPACT:

The Parks Budget within the Capital Projects fund includes \$50,000 for the Community Park and \$25,000 for McFarland Park. The final cost will be determined based upon the results of the RFP.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:



None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval to the Village Board.

ATTACHMENTS:

1. McFarland Park Master Plan RFP 01152020 mgs



Request For Proposals

Master Planning Services

Community Park
William McFarland Park

RFP Issuance Date: January 31, 2020

RFP Due Date: February 28, 2020

Please Submit to:

McFarland Department of Public Works
Attn: McFarland Park Master Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning consultants who are interested in completing a new Master Plan for our Community Park and William McFarland Park. One Master Plan will be completed for each park. The Master Planning document is meant to create a vision for the future utilization of these parks in order to help guide the Village regarding the implementation of desired improvements in the future. The plan will need to be comprehensive in its ability to partner with multiple existing plans both for the Village and our Parks System as well continue to meet the needs of its many users. The successful consultant will need to be dynamic and engaging in order to creatively address the unique challenges faced within this park both now and into the future.

SECTION 2

History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated over 8,700 residents. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. Services related to Community Recreation are provided by the McFarland School District (separate entity). More information about the Village is available at www.mcfarland.wi.us.

The Community Park is an approximate 28 acre piece of land that is made up almost entirely of farmland. The property was acquired by the Village in 2019 and contains remnant buildings as well as a single family house from what was a working farmstead many years ago. The land was acquired for the purpose of creating a new Community Park to provide more opportunity to develop large active uses as an outlet for such things that have run out of space within their existing location. It has long been desired to create a large scale Community Park from scratch and this planning effort is meant to serve as a guide as to how the Village should go about developing the park for this purpose. There are likely several synergies between the creation of the Master Plan for the Community Park and a new Master Plan for William McFarland Park.

William McFarland Park is titled after the Village's namesake when he founded the Village in the early 1900's. The parkland came under ownership of the Village in the mid-1980's and since has seen significant growth and utilization as one of our largest parks around 20 acres in size. Located on the northern side of the Village adjacent the City of Madison, this park provides amenities for skateboarding, bocce ball, soccer, baseball, and special events. The park is also home to the Madison Curling Club, which constructed their facility in the park in 1997 and has been in existence since 1921. Associated with the park and its use but located on private property is the McFarland Community Ice Rink that utilizes roughly 5 acres with their facility and associated parking. The Village provides the land and conducts some maintenance to the property, but all programming is privately coordinated through various groups associated with the different uses. With exception to the Ice Rink which is owned and operated by a separate entity on private property.

SECTION 3 Goal

The Village continues to experience above average growth in all sectors of the Community. As the Community grows so does the demand for the activities that are conducted within our park system. This has led to many discussions on the future of these larger park spaces and how the space available is efficiently utilized to accommodate growth. A new Master Plan for both of these locations is desired to be able to provide a realistic and rational model for their development as well as help to prioritize various uses based on the availability of those amenities within the Community. It is also desired that this planning exercise take into account not only the voice of the Community through its residents, committee members, and Staff but also the users of the park system, which has a much broader base beyond Village borders.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create an independent Master Plan for each park listed. The listed services within this Scope of Work will apply equally to both locations. The desired services include, but are not limited to the following:

- Meet with Village Staff at site to review current conditions and existing amenities or site constraints, and receive direction regarding site-specific requirements.

- Meet with the leadership for all current user groups of McFarland Park to review current facilities, site constraints, and discuss future planning for their facility needs. This would include but not limited to the Madison Curling Club, McFarland Community Ice Rink, McFarland Soccer Club, McFarland Area Recreation Program (Baseball), and Four Lakes Bocce Association.
- Provide recommendations on the possible relocation of existing facilities to other existing parks within the system. Master Plan should note synergies and linkages between the park of record and other parks within the system.
- Inventory site, review pertinent surveys, review architectural and existing/future landscape plans or general plans including Parks and Open Space Plan, Comprehensive Plan, Strategic Plan, and Annual Budget as applicable.
- Conduct an analysis of the current park utilization and make recommendations on future park data according to current and future trends.
- Work with the Village's Parks, Recreation, and Natural Resources Committee to prepare surveys, host public meetings and conduct focus groups with applicable stakeholders. Key emphasis will be placed on those proposals that can be effective at generating input internally from within the Community and externally within current user groups of the Park.
- Prepare conceptual plans as needed for discussion, review, and presentation.
- Generate phasing plan for implementation of the master plan.
- Prepare final report including renderings and cost estimates as needed.

These are the general requirements for the creation of a Master Plan at each location and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar park master planning projects.

SECTION 5

Deliverables

The selected Consultant shall complete a final Master Plan document for each location that contains a phased implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of each plan will be required once the document is complete to both the Committee and Village Board. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan, Comprehensive Plan, and Village Strategic Plan.

SECTION 6

RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
- b. Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.
- c. References – Provide a minimum of three municipal client references for which the applicant has provided similar planning services within the last three to five years. Include the name and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
- b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables.

- c. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.
- d. Key Personnel – List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include organizational chart of personnel involved in the project. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.
- e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
- f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a. Cost – Lump Sum price to complete each Master Plan as proposed in the Scope of Work.
- b. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

4) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by the end of day on Friday, February 28, 2020. Proposals received late, for any reason, shall not be accepted.

- b. Location – RFP submittals shall be provided to McFarland Department of Public Works, Attn: McFarland Park Master Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- c. Format – Prospective consultants shall provide seven (7) printed copies of the proposal and one (1) electronic copy.
- d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.
- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- Quality, clarity and completeness of submittal package.

SECTION 7

Method of Selection

The Village Administrator, Public Works Director, Parks Superintendent, Chairperson of the Parks Committee, and a general member of the Parks Committee will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks, Recreation, and Natural Resources Committee ("Parks Committee") whom will make the final recommendation to the Village Board for decision. The following method and timeline will be utilized in order to select the desired proposal:

- **January 31st – RFP Issuance Date**
- **February 28th – RFP Due Date**
- **March 2nd – Evaluation:** During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in person interview.
- **March 9th – Interviews:** During this week, the Evaluation Team will host in person interviews of perspective consultants in order to make a selection.
- **March 20th – Make Recommendation:** The Evaluation Team will make its recommendation to the Committee for further consideration following completion of their work to evaluate the proposals.
- **March 26th – Parks, Recreation, and Natural Resources Committee:** The Committee will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **April 13th – Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8

Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for planning services related to park improvements to be developed for individuals with special needs.

PREVIOUS ACTION:

ISSUE SUMMARY:

The 2020 Budget calls for a plan to be developed on creating park amenities that are geared towards individuals with special needs. There is no set improvement known or location identified, just an idea we are tasked with developing for consideration to implement within the next year if accepted. The enclosed RFP will help us locate a consultant that can help plan out this improvement through a multi-step process.

The scope of work is setup for the consultant to essentially gather data, review existing conditions, and gather public input about what people are looking for in this improvement. Then we will work with them to figure out to what extent we wish to develop the park before identifying a location. Then we will work with them on figuring out where we would like this park to be located and eventually develop conceptual plans, timelines, and costs for the improvement. Figuring out the location doesn't come along until later because this project is beginning from scratch and there is likely a multitude of options for us to consider. It would be wise to understand first how far we want to take this project, and then align that with available locations.

We are considering this item as a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Special Needs Park Planning RFP 01162020 mgs



Request For Proposals

Special Needs Park Planning Services

RFP Issuance Date: January 31, 2020

RFP Due Date: February 28, 2020

Please Submit to:

McFarland Department of Public Works
Attn: Special Needs Park RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a plan designed entirely for individuals with special needs. The planning services desired are meant to create a vision that provides for a truly all-accessible and all-inclusive playground to serve individuals with special needs in our Community. The plan will need to be comprehensive and creative in its ability to impact a broad range of abilities within the Village. The successful consultant will need to be dynamic and engaging in order to creatively address the unique challenges faced in order to create a plan that is responsive to our needs.

SECTION 2

History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated over 8,700 residents. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. Services related to Community Recreation are provided by the McFarland School District (separate entity). More information about the Village is available at www.mcfarland.wi.us.

The McFarland Park System includes many parks, bike paths, and open spaces that serve as recreation areas, provide a connection to nature, and improve the local quality of life. There are about 66 acres of active and accessible passive park facilities, ranging from larger community parks like William McFarland Park,, neighborhood parks like Legion Park, conservancy areas like Grandview Marsh, and many more opportunities. Additionally there are another 265 acres within the system that is comprised solely of open spaces and natural features. More information on each of these parks can be found on our website. There are a lot of amenities within this vast array of property and some of those amenities offer individuals with special needs some ability to play; however, no park amenity within the system is solely dedicated for this purpose. The Parks, Recreation, and Natural Resources Committee ("Parks Committee") is a group of residents that provide review and recommendation on issues to the Village Board helping to advise on key issues within the park system.

SECTION 3

Goal

The Village desires to focus and create park amenities through this planning effort that is geared towards individuals with special needs. Several parks have amenities created for a special purpose and for the Community the Village Board wants to create something where all individuals could enjoy. Viewpoints from the Community will be very important in the development of this plan as well as finding a suitable location for the improvement. The planning effort will need to take into account all of this in order to be successful.

SECTION 4

Scope of Work

The selected Consultant will provide a full range of municipal planning services required to prepare a plan for the creation of a special needs park. The desired services include, but are not limited to the following:

- Meet with Village Staff at site to review current conditions and existing amenities or site constraints, and receive direction regarding site-specific requirements.
- Inventory site, review pertinent surveys, review architectural and existing/future landscape plans or general plans including Parks and Open Space Plan, Comprehensive Plan, Strategic Plan, and Annual Budget as applicable.
- Prepare and conduct public input efforts in order to solicit viewpoints from the Community on the improvement. This may be conducted through surveys, focus groups, discussion with School District, open houses, and any other means that will generate input on the project.
- Work with Village Staff and the Parks Committee to inventory the extent of park development and amenities desired for the project. The inventory of ideas should be complete in order to assist in the location review and site selection process.
- Evaluate up to three potential locations within our current system that could allow for the development of the improvements generated through the meeting and public input process.
- Prepare conceptual plans as needed for discussion, review, and presentation.
- Generate plan for implementation of the project.

- Prepare final report including renderings and cost estimates as needed.

These are the general requirements the Village desires in order to create a plan to develop this improvement. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar park planning projects.

SECTION 5 Deliverables

The selected Consultant shall complete a final plan document that contains an implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of the plan will be required once the document is complete to both the Parks Committee and Village Board. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan, Comprehensive Plan, and Village Strategic Plan.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
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- e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
- f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a. Cost – Lump Sum price to complete the plan as proposed in the Scope of Work.
- b. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

4) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by the end of day on Friday, February 28, 2020. Proposals received late, for any reason, shall not be accepted.
- b. Location – RFP submittals shall be provided to McFarland Department of Public Works, Attn: Special Needs Park RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- c. Format – Prospective consultants shall provide five (5) printed copies of the proposal and one (1) electronic copy.
- d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Experience in and/or knowledge of park development specifically for individuals with special needs.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.

- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- Quality, clarity and completeness of submittal package.

SECTION 7 Method of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom will make the final recommendation to the Village Board for decision. The following method and timeline will be utilized in order to select the desired proposal:

- **January 31st – RFP Issuance Date**
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- **April 13th – Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8

Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation of the Parks Monthly Report from the Parks Superintendent.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. PARKS REPORT JAN2020

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

January 23, 2020

Parks Superintendent Report

for

January 2020

The following is information concerning events and activities of the Parks Department for the previous month. This information is provided in brief to provide an overview of the highlights.

Trimming Operations

The department has started street trim trimming with an initial focus on plow routes. Staff has trimmed trees that are interfering with plowing operations.

Tree Removals

Two large diameter dead oaks were taken down at Indian Mound Park. These trees were near a property line and partly overhanging fence line. Trees were taken down by a contractor.

Lewis - Outdoor Ice Update

Weather conditions have not permitted outdoor ice skating. After temperatures become in favor of making ice we will try to

Volunteer Restoration Workdays

We have started the volunteer workdays at Siggelkow Road Park. We have gained some interest and have acquired a few volunteers.

Orchard Park - Woodland Clearing Project

Parks staff worked with Dane County Parks to clear their section of the woodland clearing project. Contractor than provided additional large diameter trees to be removed.

Meetings/Trainings/Seminars

Parks staff have signed up for training through WI Parks Recreation Assoc. We will be attending the Spring Workshop in April focusing on turf and ball diamond maintenance and management.