

**Parks, Recreation, and Natural Resources Committee  
Meeting Minutes (DRAFT)  
January 23, 2020**

**1. CALL TO ORDER, ROLL CALL.** Meeting was called to order at 6:31 p.m. in the Community Room of the McFarland Municipal Center by Village Trustee Chair Dan Kolk. Roll call: Kolk, John Feldner, Chuck Rolfsmeyer, Katharine Pease, Sarah Kuba, David Wilson, Darrell Waldera, Andy Jakubowski, 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 December 12, 2019.**

Rolfsmeyer motioned, Kolk seconded, to approve the minutes of the Dec. 12, 2019 meeting. Motion passed 9-0-0

**4. BUSINESS**

**a. Discussion and action to make a recommendation to the Village Board regarding the Park Impact Fee Study.** Bremer discussed the proposed fees with the committee. Kolk motioned, Kuba seconded, to recommend adoption by the Village Board of the fee study, including Option 3 as outlined in the study, which would set a fee in lieu of land dedication at a level of service of 18.45 acres of parkland per 1,000 village residents. Motion passed 8-1-0, with Jakubowski opposed.

**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.** Schuenke discussed the potential sale of a land parcel that was former village well site #2, now abandoned. A neighboring property owner hopes to buy the lot. The committee discussed the lot's potential as a neighborhood park. Access to the lot is limited because of its narrow entrance and lack of adequate on-street parking nearby. Underground utilities will need to be re-located if structures are built on the lot. Rolfsmeyer motioned, Kolk seconded, to recommend to the Village Board the sale of the lot. Motion passed 5-4-0 with Ruecking, Waldera, Feldner, and Jakubowski opposed.

**c. Discussion and action to make a recommendation to the Village Board regarding the re-creation of a Parks and Recreation Facility Use Policy as Chapter 2 of the Park System Policy Manual.** Schuenke said adoption of the policy would provide better guidance to village staff for use of village facilities. Kuba asked that McFarland Youth Softball be added to Appendix A as a village-approved community user group. Kolk motioned, Feldner seconded, to recommend to the Village Board re-creation of the policy as Chapter 2 of the Park System Policy Manual. Motion passed 9-0-0.

**d. Present and discuss the proposed 2020 Budget for parks projects within the Capital Projects Fund (400) and Parks Fund (405).** Schuenke discussed parks projects for the 2020 budget year. The proposed

projects include a second open-air shelter at McDaniel Park, development of a disc golf course, connections to the Lower Yahara Trail, expansion of the village dog park, and woodland restoration.

**e. Discussion and action to make a recommendation to the Village Board regarding a proposal for aquatic development planning services.** Rolfsmeyer motioned, Jakubowski seconded, to recommend to the Village Board acceptance of a proposal from Parkitecture + Planning for aquatic development planning services. Motion passed 9-0-0.

**f. Discussion and action to make a recommendation to the Village Board regarding planning services for a Pickleball Development project.** Rolfsmeyer motioned, Jakubowski seconded, to recommend to the Village Board acceptance of a proposal from Parkitecture + Planning for planning services for a pickleball development project. Motion passed 9-0-0.

**g. Discussion and action to make a recommendation to the Village Board regarding planning services for Larson Park hardscape project.** Schuenke discussed with the committee plans to improve public areas of Larson Park, including a possible amphitheater, stage and seating, because of increased use of the park for village events. Rolfsmeyer motioned, Jakubowski seconded, to recommend to the Village Board acceptance of a proposal from Vandewalle and Associations regarding planning services for a Larson Park hardscape project. Motion passed 9-0-0.

**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.** Schuenke said with the recent acquisition of land on the east side of the Village for a future Community Park, it makes sense to do master planning for both William McFarland Park and a future Community Park together. Rolfsmeyer motioned, Waldera seconded, to make a recommendation to the Village Board to issue 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.** The village's 2020 budget calls for plans to be developed to create park amenities geared toward individuals with special needs. Waldera motioned, Ruecking seconded, to make a recommendation to the Village Board to issue a Request for Proposals (RFP) for planning services related to park improvements to be developed for individuals with special needs. Motion passed 9-0-0.

**j. Presentation of the Parks Monthly Report from the Parks Superintendent.** Larson provided an update on park activities, including brush and invasive species removal at various parks in the village.

## **5. SCHEDULE NEXT MEETING DATE.**

**A.** The committee did not set its next meeting date.

**6. ADJOURNMENT.** Rolfsmeyer motioned, Feldner seconded, to adjourn the meeting. Motion approved 9-0-0. Meeting adjourned at 8:26 p.m.