

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

Thursday, May 28, 2020

6:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84668676871>

Or by Telephone:

+1 (929) 205-6099 or +1 (301) 715-8592 or +1 (312) 626-6799 or +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

Webinar ID: 846 6867 6871

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes from the meeting held on April 16, 2020.

4. BUSINESS.

- a. Presentation and discussion regarding adding a bird spotting scope to the observation deck within Lewis Park.

- b. Presentation and discussion regarding planning for pickleball court improvement project.
 - c. Discussion and action to make a recommendation to the Village Board regarding the creation of a Vegetation Management Use Policy as Chapter 3 of the Park System Policy Manual.
 - d. Presentation of the Parks Superintendent monthly report.
5. SCHEDULE NEXT MEETING DATE.
- a. Thursday June 18, 2020 at 6:30 pm (one week early)
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)
April 16, 2020

1. CALL TO ORDER, ROLL CALL. Meeting was called to order at 6:30 p.m. via Zoom by Village Trustee and Chair Dan Kolk. Roll call: Kolk, Clair Utter, John Feldner, Chuck Rolfsmeyer, Sarah Kuba, David Wilson, Darrell Waldera, Katharine Pease, Andy Jakubowski. Absent: Rick Ruecking,

Staff present: Matt Schuenke, Village Administrator; Andrew Bremer, Community & Economic Development Director; Jim Hessling, Public Works Director; Sayer Larson, Parks Superintendent; Lee Igl, Streets & Utilities Superintendent; Phil McDade, Public Works staff, and Aimee Irwin, Assistant to the Director of Public Works.

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes from the meeting held on February 20, 2020.

Rolfsmeyer motioned, Feldner seconded, to approve the minutes of the February 20, 2020 meeting. Motion passed on a voice vote.

4. BUSINESS

a. Discussion and action to make a recommendation to the Village Board regarding the Preliminary Plat proposed as Rosewood Fields Subdivision by Veridian Homes located on Parcel #028/0610-024-8070-0 and #028/0610-024-9501-0 (Town of Dunn, County Highway AB).

The committee reviewed plans for a 3.2-acre neighborhood park to be included as part of a 36.29-acre subdivision being developed by Veridian Homes and called Rosewood Fields that adjoins County Highway AB and the Wisconsin & Southern Railroad line. Discussion among committee members centered on the location and size of the park, as well as the lack of restroom facilities at the park. Kolk motioned, Waldera seconded, to make a recommendation to the Village Board to accept the proposed site of the Rosewood Fields subdivision park pending additional discussions on park improvements. Motion passed 6-0-1 with Utter abstaining.

b. Discussion and action to accept the design for the construction of a park shelter including bathrooms, dog washing stations, and parking lot located at the Dog Park, and authorize the project for bidding. The committee reviewed design plans from Bray Architects for construction of a shelter including bathrooms and a dog-washing station at the entrance of the Dog Park near the intersection of Elvehjem Road and Perrot Place. The estimated cost of the project would be \$265,000, with money coming equally from the village Capital Projects Fund and Parks Fund. Rolfsmeyer motioned, Feldner seconded, to recommend to the Village Board the design of the Dog Park Shelter and authorize the project for bidding. Motion passed 7-0-0.

c. Discussion and action to accept the design for the addition to and renovation of the bathroom facility at McDaniel Park, and authorize the project for bidding.

The committee discussed plans to renovate the park bathrooms to make them compliant with federal disability accessibility laws. The project also includes a small expansion of the facility. Rolfsmeyer moved, Jakubowski seconded, to

recommend to the Village Board to accept the design proposal and authorize the project for bidding. Motion passed 7-0-0.

d. Discussion and action to accept the design for the construction of an open air shelter at McDaniel Park, and authorize the project for bidding. The committee discussed plans for an open-air shelter at McDaniel Park, with the project cost of \$35,000 to be split equally between the Capital Projects Fund and the Parks Fund. Kolk motioned, Kuba seconded, to recommend to the Village Board to accept the design concept and authorize the project for bidding. Motion passed 6-1-0 with Utter opposed.

e. Presentation and discussion regarding planning for outdoor aquatic improvement project. The committee discussed the size and scope of the aquatics project with consultant Blake Thiesen. The estimated cost of the pool would be between \$3.75 million and \$5.6 million, depending on size and amenities, while a splash pad is estimated to cost between \$660,000 and \$1.55 million.

f. Presentation and discussion regarding planning for pickleball court improvement project. The committee discussed plans for the pickleball court including a discussion on its potential location at either Lewis Park or the green space at the southwestern intersection of Valley Drive and Siggelkow Road.

g. Presentation and discussion regarding planning for Larson Park hardscape improvement project. The committee discussed potential improvements at Larson Park, focused on the western half of the park, to better accommodate popular uses in the park in recent years. Improvements could potentially include: a stage; hard turf area; bathrooms; a fire pit; electronic signage; bermed seating; a bike kiosk; and trail improvements.

h. Discussion and action to make a recommendation to the Village Board regarding the creation of a Weed Spraying Policy as Chapter 3 of the Park System Policy Manual. The committee reviewed with Parks Superintendent Sayer Larson a proposed Weed Spraying Policy. The village currently does not have a weed spraying policy. It is intended to guide the use of pesticides and fertilizers in village parks and properties. Kolk motioned, Utter seconded, to recommend adoption of the policy by the Village Board. Motion passed 9-0-0.

i. Discussion and action to make a recommendation to the Village Board regarding Ordinance #2020-14: an ordinance amending the municipal code regarding property maintenance and weed abatement. The committee discussed the municipal code amendments. Kolk motioned, Utter seconded, to recommend to the Village Board amending Ordinance #2020-14 of the municipal code regarding property maintenance and weed abatement. Motion passed 9-0-0.

j. Presentation of the Parks Superintendent monthly report Larson presented information regarding volunteer park restoration activities, village tree trimming and removal, and Orchard Park woodland clearing efforts.

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, May 28, 2020 at 6:30 p.m.

6. ADJOURNMENT. Utter motioned, Pease seconded, to adjourn the meeting. Motion approved 9-0-0. Meeting adjourned at 10:25 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, May 28, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Sayer Larson, Parks Superintendent, Jim Hessling, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion regarding adding a bird spotting scope to the observation deck within Lewis Park.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Members of the Bird Festival Planning Committee have proposed adding a bird spotting scope to the observation deck at Lewis Park. This scope would be permanently affixed to the observation deck in some manner and provide anyone the ability to enhance their bird watching experience. We will also talk about the observation deck itself and potential improvements it may need to support this addition.

FINANCIAL/BUDGET IMPACT:

They have proposed funding the scope addition over time but are asking the Village to cover the up front costs. Parks Fund money could be used for this purpose.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only and no action at this time. If there is support for the project, Staff will work with the Bird Festival to put together what the project entails including all costs for necessary improvements to complete installation. This can be considered then for action at your next meeting.

ATTACHMENTS:

1. viewerquote
2. boardwalkview1
3. boardwalkview2



4. spotting scope

SeeCoast



Manufacturing Company, Inc.

744 Middle St., Fairhope, Alabama 36532

Phone: (251) 928-8882 or (800) 343-8882

Fax: (251) 928-8909

www.seecoast.com

QUOTE #20-078

Date: 3/9/2020

Sold To: Village of McFarland Parks
5115 Terminal Dr
McFarland, WI 53558

Ship To: Village of McFarland Parks
5115 Terminal Dr
McFarland, WI 53558

Phone: (608) 838-2382
Attn: Sayer larson
Email: Slarson@mcfarland.wi.us

Phone: (608) 838-2382
Attn: Sayer larson
Email: Slarson@mcfarland.wi.us

Ship Date:		Payment Terms:		Ship Via:	
TBA		Payment Prior to Shipping		UPS Ground	
QTY	DESCRIPTION	PRICE	AMOUNT		
2	4100 Mark I Non Coin Operated Telescope Viewer Head	\$ 3,900.00	\$ 7,800.00		
*	Government Discount - 10%		\$ (780.00)		
1	4700-0 Dual Base for Mark I Telescopes	\$ 300.00	\$ 300.00		
	Standard Color Choices: Hammer Brown, Capri Blue, Hammer Grey				
		Subtotal:	\$ 7,320.00		
		Shipping & Handling:	\$ 416.00		
		Total:	\$ 7,736.00		
Payment Terms: We accept all major credit cards, checks and wire transfers (\$50.00 fee for wire transfers). 50% Deposit required to begin order, balance due before shipping. Net 30 available for State & Federal Agencies					
Quote Expires: April 9, 2020					
Production Lead Time: 8-10 weeks from receipt of order & payment					
Please call if you have any questions.					
Thank you!					
Sarah Jones, Sales & Marketing					





Meeting date: Thursday, May 28, 2020

Section: Business

Department: Public Works

Contact: Sayer Larson, Parks Superintendent, Shawn Miller, Citizen

Agenda Item: Presentation, discussion and action to purchase and install a bird spotting scope on the observation deck at Lewis Park.

Previous Action: none

Issue Summary: The local birding group that runs the McFarland Bird Festival has approached the Village with a proposal to have a viewer (spotting scope) installed at Lewis Park. The purposed scope would be permanently installed for year round use.

The proposed location would be to install it on the existing observation deck. This would present the best viewing opportunity as it is in close proximity to the water, elevated and has limited viewing restrictions. The deck base will require modification to mount the viewer as well as the railings to permit viewing. The viewer would have two scopes at different heights. The first viewer would be a scope for an adult standing. The second viewer will be for a child standing or for wheel chair accessibility.

A second possible location is on the cement patio to the south of the shelter. This area would permit ease of use for both user and installation. Viewing becomes limited and is further from the river.

Financial/Budget Impact:

A quote with selected options was provided by SeeCoast Manufacturing Company, Inc. The quote includes a government discount and shipping. The cost delivered is \$7736.00 for the viewer. The birding group is seeking assistance from the Village for the cost of the viewer.

Additional expenses for boardwalk modification and rehabilitation will incur. An estimate for materials will be \$800 - \$1000. Other modifications to consider would be installing hand rails to further ADA accessibility. This cost is estimated at \$40 per linear foot. Linear feet of both sides of the boardwalk is 167ft.

Village Plan Reference:

Outdoor Recreation and open Space Plan 2019-2023

Ordinance Reference: None

Board, Commission or Committee Recommendation:

Presented to PRNR committee for consideration.

Attachments: Pics of existing boardwalk, 2nd option, view that it could enhance, placement of education material, quote for equipment, estimate to fix boardwalk.

ADA Viewer from SeeCoast Manufacturing Company, Inc.



Shown in
Instrument Tan

Mark I
Dual ADA compliant base

SeeCoast Manufacturing Co., Inc.
744 Middle St.
Fairhope, AL 36532

Boardwalk



Boardwalk install location



Views from boardwalk install location.

Second location on cement patio near shelter.



Viewer quote

PDF...add to agenda.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, May 28, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion regarding planning for pickleball court improvement project.

PREVIOUS ACTION:

The Parks Committee met on January 23, 2020 to review the planning proposal and accepted it as a recommendation to the Village Board.

The Parks Committee met on April 16, 2020 to review options and desired to pursue this improvement within Lewis Park.

ISSUE SUMMARY:

Earlier this year we recommended approval of proposals to further plan, design, and bid the construction of pickleball courts within an existing park. Siggelkow Road Park and Lewis Park were studied for this amenity. This improvement is recommended for Siggelkow Road Park within our Parks and Open Space Plan that was completed in 2019; however, at our last meeting the majority of the Committee favored placing this improvement at Lewis Park. The thought process being that we already have the bathroom and parking lot support structures in place whereby at other locations this would be more costly to recreate.

Based on the comments, Staff worked with the Consultant to come up with an alternative concept at Lewis Park that might be more conducive to its inclusion at this location. This involves essentially placing the same 6 court amenity we were considering where the hockey has been previously in the winter. This moves it away from the lake and protects the view shed from the trail. We are also showing future options for parking expansion and ice rink reconfiguration.

The loss of hockey at this location is not ideal; however, this was not functional in 2019/20 Winter and barely functional in 2018/2019 winter. We are likely going to need to rethink how and where this is provided as the current model has not proven successful in recent years.

It should be noted also that Staff is not recommending construction of this amenity in 2020. We would desire to finish the plan, proceed to design, and bid over the winter for construction in the Spring of 2021. We are getting late in the construction season which would allow this project to



be completed late this Summer or early this Fall yielding little use for the current year. Additionally, we wanted to fund the project through the Parks Fund which the current cost estimate is twice what was originally allocated. More time here allows us to finish the plan and adjust budget parameters accordingly in the next cycle.

Lastly, a new graphic is included within the packet showing the comparison between the swimming pool and pickleball to provide perspective on the massing and scale for these amenities if they were to be constructed together within the same park.

FINANCIAL/BUDGET IMPACT:

The costs for either improvement are pretty significant in comparison to the budget for the project but include more development now that the planning process has commenced. They could be scaled back or things phased in if desired. The cost for the project in Lewis Park is around \$300,000 compared to the 2020 Budget using Parks Fund monies at \$150,000.

VILLAGE PLAN REFERENCE:

[Outdoor Recreation and Open Space Plan 2019-2023](#) - Pickleball is included within this plan trying to place an "emphasis on the provision of areas and facilities for those of varying physical abilities that can support lifetime recreational exercise activities" (Page 28). There are many different examples of this, this is not the only item that fits this definition. There were four locations identified within this plan for this improvement: 1) future Eastside (Community) Park; 2) William McFarland Park; 3) Highland Oaks Park; and 4) Siggelkow Road Park. The latter is the only park most suitable for this improvement at the present while the other three proposed present certain challenges. This doesn't rule out Lewis Park but simply provides background on what this plan would suggest.

[McFarland 2020-2030 Strategic Plan](#) - This plan established a goal to "support the development of active and passive recreational amenities that appeal to all age groups and abilities" (Page 10). One of the strategies to achieve this goal as outlined within the plan is to "develop new and diverse park system amenities for indoor and outdoor use that are not currently offered in our Community" (Page 10). While not something that has a league behind it or established programs through the Recreation Department, this amenity certainly fits the objective that was created here based on the interest we have seen from the public previously on the matter. As the Committee has discussed previously, it is more inclined to create the space and allow for those things to develop overtime.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion and to provide input to the Consultant.

ATTACHMENTS:



1. 20_0318 LEWIS PARK 04092020
2. 20_0514 LEWIS PICKLE 05212020
3. 20_0520 Lewis exhibit
4. 20_0318 McFarland Pickleball_COST EST 05212020



Project Name: **MCFARLAND PICKLEBALL FACILITY
CONCEPT PLAN
MCFARLAND, WI**

Project Name:

Sheet Title:

LEWIS PARK

Project #:	20.011
Issued For:	Review
Date:	3/05/2020

Sheet Number

C101

File: P:\20.010 McFarland Pickleball\CAD\w rev 1.dwg Layout: LEWIS 2 User: baghd Plotted: May 14, 2020 - 4:30pm



PARKITECTURE

+

PLANNING

901 Deming Way, Suite 102

Madison, WI 53717

608.886.6808

Parkitecture

Project Name:

MCFARLAND PICKLEBALL FACILITY
CONCEPT PLAN
MCFARLAND, WI

Sheet Title:

LEWIS PARK CONCEPT

Revisions:

Project #:

20.011

Issued For:

Review

Date:

5/14/2020

Sheet Number

C100

Page 20 of 56

File: P:\20.010 McFarland Pickleball\CAD\w combo.dwg Layout: Layout1 (3) User: baohd Plotted: May 20, 2020 - 11:56am



PARKITECTURE + PLANNING 901 Deming Way, Suite 102 Madison, WI 53717 608.886.6808	
MCFARLAND PICKLEBALL FACILITY CONCEPT PLAN MCFARLAND, WI	
Project Name:	FULL SITE
Revisions:	
Project #:	20.011
Issued For:	Review
Date:	5/14/2020
Sheet Number	
EXHIBIT	
Page 21 of 56	

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: McFarland Pickleball – Lewis Park
Date: 20_0318

Parkitecture

GENERAL

Item	Qty.	Unit	Unit cost	Item Total	Comments
MOBILIZATION	1	LS	\$8,000.00	\$8,000.00	
EROSION CONTROL	1	LS	\$3,000.00	\$3,000.00	
DEMOLITION	1	LS	\$2,000.00	\$2,000.00	
EARTHWORK	1	LS	\$6,000.00	\$6,000.00	
			SUBTOTAL	\$19,000.00	

PAVEMENT

DENSE GRADED BASECOURSE	1189	TN	\$16.00	\$19,021.89	
CONCRETE	262	TN			12"
COURTS	926	TN			12"
ASPHALT PAVEMENT	238	TN	\$85.00	\$20,214.70	
COURTS	238	TN			3
CONCRETE PAVEMENT 5-INCH	3546	SF	\$6.00	\$21,276.00	
SIDEWALK	3546	SF			
COURT SURFACING	12408	SF	\$1.25	\$15,510.00	
			SUBTOTAL	\$76,022.59	

STORM SEWER

UNDERDRAIN - 4"	400	LF	\$20.00	\$8,000.00	
STORM SEWER – 6"	160	LF	\$35.00	\$5,600.00	
			SUBTOTAL	\$13,600.00	

SITE AMENITIES

BLEACHERS	6	EA	\$1,600.00	\$9,600.00	
SHADE STRUCTURES	6	EA	\$12,000.00	\$72,000.00	
COURT FENCING EXTERIOR	500	LF	\$50.00	\$25,000.00	8' HEIGHT
COURT GATES	6	EA	\$900.00	\$5,400.00	
COURT EQUIPMENT	8	EA	\$1,200.00	\$9,600.00	PER COURT
COURT LIGHTS	4	EA	\$5,000.00	\$20,000.00	
			SUBTOTAL	\$141,600.00	

LANDSCAPING

SHRUB BEDS	1	LS	\$3,000.00	\$3,000.00	
TREES	16	EA	\$425.00	\$6,800.00	
LAWN RESTORATION	1	LS	\$6,000.00	\$6,000.00	
STORMWATER MANAGEMENT AREA	1	LS	\$8,000.00	\$8,000.00	
			SUBTOTAL	\$23,800.00	

Total	\$274,022.59
10% Contingency	\$27,402.26
	\$301,424.85



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, May 28, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the creation of a Vegetation Management Use Policy as Chapter 3 of the Park System Policy Manual.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee considered this proposal at its meeting on April 16, 2020 and recommended approval to the Village Board following their review.

The Village Board voted at its meeting on April 27, 2020 to send the policy back to Committee for additional discussion and consideration.

ISSUE SUMMARY:

Enclosed again is a policy that provides for guidance on Vegetation Management within the public lands that we manage including the park system. We had considered this previously at our last meeting but upon review by the Village Board, they took action to send it back to Committee for further review. Also enclosed are sample policies that were originally used to create this policy when we first reviewed it. Our intention at this next meeting is to review the policy again in order to address remaining issues as they may exist within the policy. The creation of this policy is meant to serve as a guide for all involved on how the Village manages its public lands trying to find a balance between the use and/or non-use of pesticides within different location as well as the improved management of these actions.

FINANCIAL/BUDGET IMPACT:

The Parks Superintendent will serve as the Integrated Pest Management (IPM) Coordinator within the Public Works Department. This is part of his role and position in order to manage the parks system. No additional contracted service or expense beyond what we already have allocated is anticipated at this time. If there are additional expenses anticipated, they will be addressed through the annual budget process as is consistent for such things.

VILLAGE PLAN REFERENCE:

The "Park System Policy Manual" continues to develop as we add to and formalize more aspects of parks operations. Chapter 1 address naming rights and Chapter 2 addressed utilization. This Chapter will help provide guidance on vegetation management and how take care of these



areas. The Village Board identified through its 2019/2020 Goals Objective 4 within Goal B to "Prioritize and update Village policies as may be applicable and necessary." The creation of this item was felt necessary by the Committee following the public comments received the preceding year on this topic. We can continue to add to this manual as new topics develop or are suggested.

The McFarland Strategic Plan established a Strategy to "Promote the concept of a healthy community in an integrated way; from policy to planning and development" (Strategic Plan, page 8). The idea behind creating the policy in this light helps to provide better organization, notification, and guidance to all involved on the use of various chemicals in vegetation management. It also invokes the idea of using alternative methods and in some areas says some weeds are OK whereas before the standard was no weeds are OK. This overtime and through new practices help to address this strategy.

Chapter 2 of the Comprehensive Plan addresses Natural, Agricultural, and Cultural Resources within the Village. The creation of this policy is tied to objectives and initiatives presented within this plan to aid the natural resources of our Community. Specific policies suggested within this chapter encourage the Village to "Use environmental Best Management Practices in the management of Village-owned properties" and "preserve and enhance other natural areas, like wetlands and woodlands" (Comprehensive Plan Volume 2, pages 11 and 12). This policy follows several best practices employed both regionally and nationally as well as sets aside areas to exist in their natural state to which this list could be expanded in the future. The Outdoor Recreation and Open Space Plan adopted in 2019 adopts the same standards.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion and action (if desired) as a recommendation to the Village Board.

ATTACHMENTS:

1. Chapter 3 - Vegetation Management Policy 04232020 mgs
2. Madison
3. Stoughton
4. UW-Madison

CHAPTER 3 Vegetation Management Use Policy

SECTION 3.01 Purpose

It is the purpose of this policy to guide the vegetation management procedures and use of pesticides and fertilizers in Village parks and other properties maintained by the Department of Public Works (“Public Works”).

SECTION 3.02 Policy

It is the policy of Public Works to responsibly manage the vegetation for all Village properties. Village Staff shall use Integrated Pest Management (“IPM”) techniques to manage vegetation on all properties maintained by Public Works. Utilizing IPM techniques will minimize or eliminate the use of pesticides and fertilizers whenever feasible to promote good environmental stewardship.

SECTION 3.03 Definitions and Terms

- (a) **Applicator.** A person using pesticides on properties maintained by Public Works. An applicator can be Public Works Staff, hired contractor, or a volunteer. Hired contractors shall be certified and licensed to apply pesticides in Wisconsin by the Department of Agriculture, Trade and Consumer Protection (WDATCP). All Public Works Staff and volunteers shall be State certified or working under the direct supervision of a State certified applicator.
- (b) **Categories.**
 - (1) **Category “A” Areas.** Parks, recreation facilities and other Village properties that will have a 15% or less tolerance for weeds. These areas include athletic fields due to player safety and parks and facilities that receive high public use or visibility. These areas are maintained with a finish mower.
 - (2) **Category “B” Areas.** Parks, recreation facilities and other Village properties that will have a 16 - 30% tolerance for weeds. These are general use areas where turf quality and appearance is important but not critical. These areas are maintained with a finish mower.
 - (3) **Category “C” Areas.** Natural or native areas that will have a higher tolerance for weeds. These areas include natural areas such as ditch lines and roadsides. These areas also include native habitats such as prairies, woodlands and wetlands. These areas are maintained with rough cut mowers, prescribed burning, pesticide application and ecological restoration.

- (4) **Category “D” Areas.** Pesticide free areas within parks or whole parks. In an effort to minimize pesticide exposure, the Village will prohibit the use of pesticides within play structure borders and designated parks entirely as pesticide free. Although these areas are pesticide free, Public Works Staff will utilize pesticide alternative IPM techniques to alleviate weed issues.
- (c) **Fertilizer.** A chemical or natural substance added to soil or land to increase fertility.
- (d) **Hard Surface Areas.** Sidewalks/walkways, parking lots, trails, basketball courts, etc. in parks, recreation facilities and other Village properties.
- (e) **Integrated Pest Management (IPM).** This program is a sustainable, science-based, decision-making process that combines biological, cultural, physical and chemical tools to identify, manage and reduce risk from pests and pest management tools and strategies in a way that minimizes overall economic, health and environmental risks. IPM provides effective, all-encompassing strategies for managing pests in all arenas, including all forms of agricultural production, military landscapes, public health settings, schools, public buildings, wildlife management, residential facilities and communities, as well as public lands including natural, wilderness and aquatic areas. (National Road Map for IPM – 2018)
- (f) **IPM Coordinator.** Public Works Staff member responsible for developing and implementing the Village’s IPM program. The IPM coordinator shall be State certified under the Department of Agricultural, Trade and Consumer Protection’s (“WDATCP”) Pesticide Applicator Certification Program.
- (g) **Pest.** Any organism (microbes, plants or animals) that poses economic, health, aesthetic or environmental risk. Pests are context-specific, so an organism that is a pest in one environment may be benign or beneficial in others. (National Road Map for IPM – 2018)
- (h) **Pesticide.** Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest (epa.gov). The term pesticide includes, but is not limited to the following: herbicide, insecticide, fungicide, rodenticide and animal repellent.
- (i) **Rinsate.** A diluted mixture of pesticide or pesticides with water, solvents, oils or other substances produced from cleaning application equipment and container rinsing.

SECTION 3.04 Integrated Pest Management (“IPM”) Practices

- (a) Pest management strategies may include education, maintenance, biological and mechanical controls, and pre-approved, site-appropriate pesticides.

- (b) An IPM decision at a park, recreation facility or other Village property shall consist of the following steps:
 - (1) Identify pest species.
 - (2) Estimate pest populations and compare to established action thresholds.
 - (3) Select the appropriate management tactics based on current on-site information.
 - (4) Assess effectiveness of pest management.
 - (5) Keep appropriate records.

SECTION 3.05 Category Classification

- (a) **Category A (15% of less weed pressure).** This includes the following parks and other Village properties:
 - (1) Arnold Larson Park
 - (2) Brandt Park
 - (3) Municipal Center
 - (4) Public Works Center
 - (5) William McFarland Park
- (b) **Category B (16 – 30% weed pressure).** This includes the following parks and other Village properties:
 - (1) Autumn Grove Park
 - (2) Cedar Ridge Park
 - (3) Egner Park
 - (4) Highland Oaks Park
 - (5) Lewis Park
 - (6) Legion Memorial Park
 - (7) McDaniel Park
 - (8) Orchard Hill Park

(9) Road Rights of Way and Road Median Strips

(10) Siggelkow Road Park

(11) Woodland Estates Park

(c) **Category C (31 – 50% weed pressure).** This includes the following parks and other Village properties:

(1) Conservancy Areas – Grandview, Taylor Road, Thurn Marsh, and Yahara River.

(2) Indian Mound Conservation Park

(3) Jaeger Park

(4) Lift Stations – All

(5) Marsh Woods Park

(6) Street End Lake Access – Beckler Street, Bellevue Court, Field Avenue, Lakeview Avenue, Larson Street, South Court Street, and Wisconsin Avenue.

(7) Wells #2 and #3

(8) Woodland Commons Conservancy Park

(d) **Category Z (herbicide free).** This includes the following parks and other Village properties:

(1) All playground and sandbox structures

(2) Discovery Garden Park

(3) E.D. Locke Public Library

(4) John Urso Park (Dog Park)

(5) Lot(s) – Glenway Street, Long Street, and Terminal Drive.

(6) Ridgeview Totlot Park

(7) Valley Totlot Park

(8) Well #1

SECTION 3.06 Guidelines for Pesticide Use

- (a) Pesticides may be considered if non-toxic methods of pest control have shown to be ineffective; and the pest will cause unacceptable health or safety hazards, or an unacceptable decrease in the intended use of the property. When a pesticide must be used in order to meet the pest management objectives, the least-hazardous material, adequate for the application, will be chosen.
- (b) The IPM Coordinator and Applicators should stay informed of current best practices and consult with pesticide experts. A regular review and evaluation of current and alternative pest control methods shall occur annually.
- (c) Any use of a pesticide under EPA Special Review is prohibited.

SECTION 3.07 Practices and Procedures

- (a) Pesticide Use Notification.
 - (1) A standard notification plan that provides, at a minimum, readily visible posting for a period of 24 hours prior to a pesticide application (when possible) and a minimum of 48 hours following the application. These time intervals may be decreased or extended based on health or safety concerns and product label requirements.
 - (2) It shall be the responsibility of the IPM Coordinator, or their designee, to inform the public of all pesticide treatment dates utilizing the Village website, Village run social media and an email sent to effected user groups a minimum of 24 hours prior to application. If a treatment is forced to be rescheduled, an updated notification must be posted and resent.
 - (3) On-site pesticide use notification must include information consistent with the WDATCP requirements for commercial applications with:
 - (i) Pesticide common chemical or brand name.
 - (ii) Date and time of application.
 - (iii) Post-application or reentry precautions.
 - (iv) Date and time of reentry.
 - (v) Contact information.
 - (vi) Application site.

(b) Pesticide Application.

- (1) The controlled use of pesticides shall be applied using the following practices and procedures:
 - (i) The Applicator will follow application rates, methods of application, application guidelines and wear all personal protective equipment required by the product label and Safety Data Sheet (“SDS”).
 - (ii) Spot application will be utilized as opposed to broadcast application whenever feasible.
 - (iii) Caution will be used when applying pesticides along waterways, playgrounds, close proximity to storm, etc. and applied according to the product label or manufactures recommended setback or buffer zones.

(c) Fertilizer Application.

- (1) The controlled use of fertilizers to improve the growth of plants shall be applied using the following practices:
 - (i) The Applicator will follow application rates, methods of application, application guidelines and wear all personal protective equipment required by the product label and SDS.
 - (ii) Fertilizers may be used when establishing or re-establishing new turf areas.
 - (iii) The amount of fertilizer applied to Village properties will be determined by soil testing results, technical standards provided by Wisconsin DNR Turf Nutrient Management (1100) and the product label.
 - (iv) Fertilizers will be swept off or removed from hard surfaces.
 - (v) Fertilizers will not be applied within the required setback or buffer zone of any waterway or water conveyance system as indicated by product label.
 - (vi) If a fertilizer has restricted re-entry interval per label instructions, utilize the posting requirements for pesticide applications.

(d) Record Keeping and Reporting.

- (1) The IPM Coordinator will maintain records of all pest control applications for at least seven (7) years. Information regarding pest management activities will be made available to the public at the Public Works Center. Requests to be notified of pesticide applications may also be made to this office, requests must be renewed annually. The Village is not responsible for undeliverable notifications.
- (2) The IPM Coordinator will create a yearend summary of pest management activities. The summary will be provided to the Parks, Recreation, and Natural Resources Committee.

(e) Pesticide Disposal and Minimization.

- (1) Applicators should create an application plan to determine the immediate needs of pesticide required. Only the amounts of the immediate plans should be purchased, stored, and prepared.
- (2) Rinsate should be reduced by using water-efficient measures to clean equipment and pesticide containers and utilize rinsate in future pesticide applications following the pesticide label.
- (3) Pesticides and rinsate that cannot be used must be disposed of according to local, state, and federal regulations.

(f) Spill Prevention and Response.

- (1) Precautions must be taken to prevent spills and be prepared for spill cleanup. Mixing, loading, emptying and rinsing must be done on an impervious surface. Spill absorbents shall be readily available in sufficient supply.
- (2) Applicators are responsible for immediate cleanup of any pesticide spills. All spills must be reported to the IPM Coordinator once the spill has been reasonably contained. In the case of large spills that may have an adverse impact on human health and/or the environmental, the spill must be reported to the Wisconsin Department of Natural Resources 24-hour Spill Emergency Helpline (1-800-943-0003).

(g) **Contractors.**

- (1) If Public Works finds it best to utilize a private contractor for a pesticide application, the contracts for these services will require the contractor to comply with this policy. All contracted Applicators will be provided a copy of this policy and a pre-spray meeting will be conducted to review the policies and procedures of this document.
- (2) The contractor will supply the IPM Coordinator with the following for each pesticide applied:
 - (i) Advanced notification of pesticide application to provide advanced notification.
 - (ii) Date, purpose, location, amount of pesticide solution used, and amount of active ingredient for each application.
 - (iii) Copies of product labeling and material safety data sheets for each pesticide applied.
 - (iv) Documentation of applicator certification and licensing for type of application.
- (3) The IPM Coordinator will monitor the application and assess effectiveness of application.
- (4) If a contractor is found to be out of compliance with this policy, this non-compliance will be considered grounds for terminating any existing contract the Village has with the contractor and the contractor will not be allowed to enter into a contract with the Village for one (1) year after the date the non-compliance was determined.
 - (i) A list of non-compliant contractors will be kept by the IPM Coordinator.
 - (ii) If the non-compliance is also in violation of product labeling, State or Federal laws, or any other reportable violation, the DPW staff member will be required to report the violation to the Wisconsin Department of Agricultural, Trade and Consumer Protection.

Adopted: April 27, 2020

Revised: None.

POLICY REGARDING PEST MANAGEMENT ON CITY PROPERTY
Policy Adopted 5/18/2004

1. The purpose of this policy is to eliminate or reduce pesticide use to the greatest possible extent. The City of Madison agrees with the US EPA that “all pesticides are toxic to some degree, and the commonplace, widespread use of pesticides is both a major environmental problem and a public health issue.” For this reason, all departments will evaluate and give preference to non-pesticide management practices and use reasonably available alternative pest control methods, will minimize their pesticide use through Integrated Pest Management, and will use least risk pesticides as a last resort.
2. Definitions of terms used in this policy.
 - a. Integrated Pest Management (IPM) is a decision making process. The essential parts of IPM are monitoring, setting threshold levels for pests, identifying the causes of the pest problem, addressing the cause of the problem, and using the most effective, least harmful, methods to control the problem, before using chemical controls. IPM develops ways to change the conditions that cause the pest problem, so that pests will be prevented in the future or minimized. Preventive maintenance using pesticides for pest problems does not adhere to IPM. Prevention of pests should be managed with non-toxic methods.
 - b. Biological Controls – support or introduction of natural predators or parasites of the pests to be controlled.
 - c. Cultural Controls - practices that can reduce pests by making the environment less favorable, such as improved sanitation or horticultural practices.
 - d. IPM Coordinator – Department staff person who is responsible for developing and implementing the pest management plan for the Department.
 - e. Mechanical Controls - direct measures that either kill the pest or make the environment unsuitable for their entry, dispersal, or survival, such as tilling the soil to expose insects or hand pulling weeds.
 - f. Physical Controls - practices that physically keep pests from places where they're not wanted, such as window screens and sealing cracks and crevices.
 - g. Pesticides – substances that destroy or repel pests. For the purpose of this document, they include herbicides, insecticides, fungicides, and rodenticides.
3. Chemical pesticide may be considered if:
 - a. The non-toxic methods of pest control, such as Cultural Controls, Physical Controls, Mechanical Controls, and Biological Controls have been shown to be ineffective; and,
 - b. Monitoring has indicated that the pest will cause unacceptable health or safety hazards, or an unacceptable reduction in the intended use of the property.

4. All departments will maintain appropriate records on pest monitoring data collected, pest

control actions attempted (both non-chemical and chemical), and results of pest control activity. All departments will submit by February 1st an annual report to the Public Health Commission. This report will contain the following information:

- a. Completed Pesticide Application Summary for all pesticide applications made in the previous year. Application data must include: purpose, location, and amount of each pesticide product applied, including the amount of active ingredient.
- b. Annual summary of non-chemical pest control activities.
- c. Estimated size of the total area managed for each pest problem in a given year. The area managed will likely exceed the area treated.
- d. A summary of any complaints received regarding use or the perceived need for use of pesticides, including the date complaint(s) was (were) received and the nature of the complaint(s).
- e. A pest management plan for the coming year. The plan will contain the following information for each type of pest problem:
 1. Definition of Roles. Identify who will: serve as the IPM Coordinator, perform pest monitoring, evaluate pest control alternatives, decide which pest control alternative to use, and implement pest control measures.
 2. Pest Management Objectives. Identify the action thresholds (i.e., pest population levels) to be used to decide when some type of action should be taken to control the pest problem.
 3. Monitoring Plan. Describe the methods to be used to monitor the pests and the frequency of monitoring.
 4. Control Method Selection. Describe the types of pest control methods to be evaluated and the criteria used to choose the appropriate control method. IPM control methods may include:
 - i. Modifying the environment to increase the effectiveness of biological, mechanical, cultural, or physical controls such as blocking mouse holes, keeping areas clean where insects may be attracted, improving soil health, etc.
 - ii. Destroying pests breeding, feeding, or shelter habitat.
 - iii. Using pest resistant varieties of seeds, ornamentals, trees, etc.
 - iv. Using chemical control strategies as a last resort only after a mix of other strategies is shown to be ineffective.
 - v. Using mechanical methods and biological methods (parasites, predators, disease).
 - vi. Spot-treating pest problems when chemical methods are used.

- f. Parks Division Pesticide Report A standard notification plan that provides, at a minimum, readily visible posting for a period of 24 hours prior to a pesticide application (when possible) and a minimum of 48 hours following the application. These time intervals may be extended based on health or safety concerns. For areas that receive pesticide applications on a regular basis, permanent signs will be posted
5. Annual evaluation of pest management activities on City property will be performed in the following manner:
 - a. Public Health Department staff will summarize pest management activities. This summary and individual Department reports and plans will be provided to the Pest Management Advisory Subcommittee of the Public Health Commission and the oversight commission of each department applying pesticides.
 - b. The Pest Management Advisory Committee, a commission of experts to be recommended by the Public Health Department and appointed by the Mayor's office, shall review the annual report and make recommendations to the Public Health Commission, will:
 1. Review the available data and make recommendations concerning compliance with this Policy to the Public Health Commission.
 - i. Following review of the available data a list of pesticides acceptable for use on city property will be generated.
 2. Report any contractors that are not complying with this policy to the Public Health Commission.
 - c. The Public Health Commission will submit recommendations and concerns to each commission charged with oversight of a department that applies pesticide on City property. The public Health Commission will also forward to the Purchasing Supervisor of the Comptroller's office the names of any contractor that does not comply with the City's pesticide policy.
 - d. The oversight commission of each Department with a need to manage pests on City property will have the following responsibilities:
 1. Review the Department's pest management activities and plans,
 2. Consider recommendations and concerns from the Public Health Commission, the Common Council, and the public.
 3. Take appropriate action to ensure that the Department's pest management activities and plans are in compliance with this Policy
6. All Departments with a need to manage pests on City property will assign a staff person to serve as IPM coordinator. This person will be responsible for developing and implementing the Department's plan.

- a. IPM Coordinators from all Departments will be required to meet annually to discuss past experiences and recent advances in pest management practices. The group may choose to meet more frequently as needed.
 - b. IPM Coordinators will receive IPM training.
7. All Departments will report any complaints regarding health effects possibly related to pesticide applications to the Public Health Department at the earliest opportunity.
8. Any unusual amount of pesticide use due to unusual circumstances will be reported to the Director of Public Health or his/her designee at the earliest opportunity.
9. The IPM Coordinator and all supervisors having responsibility for the handling, application, disposal or storage of pesticides shall be State certified under the Department of Agriculture, Trade and Consumer Protection's Pesticide Applicator Certification Program for the appropriate type of pesticide application engaged in. All employees and volunteers applying pesticides shall be State certified or working under the direct supervision of a certified applicator. All employees having any involvement with pesticide handling, application, disposal or storage shall receive basic training in pesticide safety.
10. All Departments storing, using and disposing of pesticides and pesticide containers will do so safely, according to label directions and any State and Federal regulations where applicable.
11. If the pest control program is performed through a private contractor, the contracts for these services will require the contractor to comply with this policy. The contractor must furnish the IPM Coordinator for the Department served with the following for each pesticide applied:
 - a. Date, purpose, location, amount of product, and amount of active ingredient for each application.
 - b. Product labeling and material safety data sheets for each product applied,
 - c. Documentation of applicator certification and conformance with other Federal and State laws.

Monitoring should not be solely performed by the contractor hired to treat the pest problem. The IPM Coordinator should oversee the monitoring.
12. If a private contractor is found to be out of compliance with this policy by the Pest Management Advisory Subcommittee, this non-compliance will be considered grounds for terminating an existing City contract with the contractor and the contractor will not be allowed enter

into a contract with any City department for 1 year after the date that non-compliance was determined.

- a. A list of non-compliant contractors will be kept by the Purchasing Supervisor. The Purchasing Supervisor shall notify all IPM coordinators of non-compliant contractors.

13. This policy does not apply to disinfectants used in the routine maintenance of city facilities.

14. The City shall NOT USE pesticides to control dandelions and other broadleaf weeds on general parklands, median strips, street terraces, roadsides, general lawn areas, and athletic fields that are not reserved, nor are fees paid for their use.

a. Guidelines for Pesticide Use

1. Cosmetic use of lawn and garden areas (including medians) will be managed using non-toxic methods. These methods can be sought out and used on all city properties.
2. Because of concern over the health of children with repeated exposure to pesticides when playing sports, lower priority athletic fields in particular should have a much higher tolerance for weeds and should use non-toxic weed management methods if desired.
3. Golf courses have the opportunity for pesticide reduction by incorporating more cultural method and increasing weed tolerance of golfers through educational efforts, following guidelines set forth by the Audubon Golf Sanctuary Program.
4. Olbrich Gardens and other city property managing large garden areas ought to continually seek out resources for non-toxic garden management.
5. An Integrated Pest Management professional ought to be used as a resource by the city to help coordinate and integrate non-toxic pest management methods.
6. All use of pesticides for conservation purposes for the control of invasive species, must be managed by the conservation supervisor and comply with all other aspects of the pest management policy including reporting and posting requirements. No pesticide will be used for conservation management in areas dedicated for use by children.

15. Any use of a pesticide under EPA Special Review is prohibited.

City of Stoughton		TITLE: Turf Management Policy
POLICY SOURCE: Department of Public Works	DATE APPROVED BY COMMON COUNCIL: July 23, 2013	REVISION DATE: July 24, 2018

I. Purpose

It is the purpose of this policy to define turf management procedures and processes for the cultivation of turf in City parks and other City of Stoughton properties maintained by the Department of Public Works (DPW).

II. Policy

It is the policy of the City of Stoughton DPW to responsibly manage the turf for all City properties based on their type of use, environmental factors and most importantly the health and safety of our users. City staff shall utilize Integrated Pest Management (IPM) techniques to manage the turf in all parks and properties maintained by the City.

III. Terms and Definitions

Integrated Pest Management (IPM) is a science-based decision-making process that identifies and reduces risks from pests and pest management related strategies. IPM coordinates the use of pest biology, environmental information, and available technology to prevent unacceptable levels of pest damage by the most economical means, while minimizing risk to people, property, resources, and the environment. IPM provides an effective strategy for managing pests in all arenas from developed agricultural, residential, and public lands to natural and wilderness areas. IPM provides an effective, all encompassing, low-risk approach to protect resources and people from pests. (*National IPM Roadmap – 2013*)

Weeds – a plant species that is determined to be undesirable for a variety of reasons, including but not limited to: safety, human health hazards, ecological integrity, invasive species and aesthetic value.

Pesticides - chemicals used to control pests, including weeds (epa.gov). The term pesticides includes, but is not limited to, the following: herbicide, insecticide, animal repellent, fungicide, and sanitizer.

Herbicides - chemicals used to eradicate plants such as weeds and grasses.

Selective Herbicides - chemicals designed to eradicate specific plants, such as broad leaf weeds, while not harming the other plant species that share common turf areas.

Non-selective herbicides -chemicals designed to eradicate all “green” plant life.

Slow-release fertilizer – fertilizer formulated to release its nutrients over a 2-3 month period of time.

Fast-release fertilizer - formulated to release its nutrients quickly. This quick release of nutrients provides immediate nutrients to the turf.

Category “A” Areas- parks, recreation facilities and other City properties that will have a 15% or less tolerance for weeds. These areas include athletic fields where quality turf is critical to player safety or turf areas around facilities that receive high public use or visibility. These areas are maintained with a finish mower.

Category “B” Areas - parks, recreation facilities and other City properties that will have a 16-30% tolerance for weeds. Included in this category are areas where turf quality and appearance is important, but not critical. These areas are maintained with a wide area mower and/or finish mower.

Category “C” Areas – natural or native areas that will have a tolerance for weeds not greater than 50%. Included in this category are prairies, woodlands, wetlands and other native areas. Exceptions to the 50% tolerance may be used when performing a restoration project or if managing invasive species.

Hard Surface Areas - sidewalks/walkways, trails, parking lots, tennis courts, basketball courts, etc. in parks or on other property owned and maintained by the city.

Properly Trained Staff - employee(s) or contractor(s) who have obtained the proper application certification or license where applicable, and has been trained on the proper use of the products being used according to the manufacturer and the product Safety Data Sheet (SDS).

Pesticide Free Park(s) - In an effort to provide pesticide-free areas to the public, the city will make ongoing efforts to designate and maintain at least one or more parks free of pesticides. Even though the designated park is deemed pesticide free, city staff will still make every effort to keep the park within the designated weed tolerance within the category for which the park is placed by using alternative methods other than the use of pesticides.

IV. Integrated Pest Management (IPM) Practices

It shall be the practice of the City of Stoughton to utilize IPM to manage turf property owned by the city. Under this policy, the most natural and environmentally sensitive actions will be taken to control weeds and other pests on an ongoing basis wherever economically feasible. When the percentage of the overall turf in a designated area has exceeded or is likely to exceed acceptable limits, pesticides may be introduced in the most sparing, economic and safest way possible. Any mitigative action taken to reduce weed pressure will be designed to target the specific troublesome pest and aim to limit the impact to human health and the environment.

Tenants of the IPM Program:

1. Pest identification
2. Monitoring and assessing pest numbers and damage
3. Establishing guidelines for when management action is needed
4. Preventing pest problems
5. Using a combination of biological, cultural, physical/mechanical and chemical management tools
6. After action is taken, staff will assess the effectiveness of pest management.

V. Practices and Procedures

1. Data Acquisition - City staff shall perform weed assessments before and after applying any turf treatments to determine the proper turf application and the efficacy of the prescribed treatment. The assessment should identify the location of the weed assessment, the types of weeds that were identified, the percentage of weeds that were identified within the assessment grid, and indicate the type of treatment needed.
2. Record Keeping - The City shall document all weed assessment results, pesticide application data, non-pesticide treatment data, any complaints received and make this information available to the public.
3. Turf Management Categories - City staff shall provide IPM turf management practices to each individual city green space based on the level of service required to meet the weed pressure threshold indicated in Appendix A. Alternative methods to turf treatment, other than the use of pesticides, will be given preference in all categories. For example, aeration and over seeding or mowing techniques would be used in lieu of pesticide treatment.

4. Pesticide Application - The controlled use of selective and non-selective pesticides shall be applied using the following practices and procedures:
- A. Whenever the use of pesticides is necessary, City staff shall make every effort to select a pesticide that provides the least amount of risk to human health, local ecosystems and the environment, while factoring in cost and effectiveness.
 - B. It shall be the responsibility of the Director of Public Works or their designee, in collaboration with the Recreation Director, to inform the public of all pesticide treatment dates utilizing the City of Stoughton web site, city run social media platforms and an email shall be sent to the recreation league user groups a minimum of 14 day prior to application. If a treatment is forced to be reschedule due to inclement weather, city staff will repost the new dates on the city website, social media and notify direct user groups of rescheduled treatment dates. City staff shall make every effort possible to accommodate user groups practice and game schedules.
 - C. The application of pesticides will only be considered when the quality of turf for an area does not meet the established standards and all other methods to improve the turf quality are ineffective or cost prohibitive.
 - D. Employee(s) or contractor(s) shall be properly trained and shall poses the proper application certification or licenses where applicable, and must be trained on the proper use of the products according to the manufacturer and the product Safety Data Sheet (SDS) before application onto turf within the City.
 - E. The applicator shall follow all application rates and wear all personal protective equipment required by the product label and Safety Data Sheet.
 - F. Spray patterns for non-selective herbicides will not exceed 6" around any object or on either side of a fence line except for softball/baseball field warning tracks.
 - G. Herbicide applications for broadleaf control will be applied in early spring and/or early fall with a systemic herbicide which shall be absorbed into the plant within 24 hours.
 - H. No athletic field use will be permitted or scheduled for a minimum of 48 hours, unless otherwise stated by the product manufacturer, post turf treatment with any pesticide.
 - I. Pesticides will not be used on hard surfaces in close proximity to storm sewers systems.
 - J. Spot application as opposed to broadcast application will be used whenever feasible based on weed assessment data.
 - K. Caution shall be used when applying pesticides along waterways, playgrounds, sports courts, etc and applied according to the product label or manufacturers recommended setback or buffer zone requirements.

5. Fertilizer Application - The controlled use of selected fertilizers shall be applied using the following practices and procedures.
 - A. Fertilizers will be used when establishing or re-establishing new turf areas (sodding may be suggested more frequently).
 - B. Fertilizers shall not be applied within the required setback or buffer zone of any waterway or water conveyance system as indicated on the product label.
 - C. The amount of fertilizer applied to parks, athletic fields or other City properties will be determined by soil testing results, standards identified in Wisconsin DNR Technical Standard #1100 and the product label.
 - D. Fertilizers will be swept off or removed from paved areas.
 - E. Fertilizers will be applied in the spring and/or fall depending on turf conditions unless additional fertilizer treatments are required when rehabbing an existing turf area or initiating a grow-in program for new turf.
6. Other - General Turf Management Practices and Procedures:
 - A. Preference will be given to non-chemical means of controlling turf growth around all city trees, posts, fences, or structures by utilizing mulch or other landscape bedding material.
 - B. All mowing equipment shall be calibrated to not cut the grass below 3". The Parks Maintenance Supervisor may exceed this threshold on athletic fields as determined by the type of use.
 - C. It shall be the goal of the city to aerate twice yearly as time permits with preference given to athletic fields due to player safety
 - D. Over seeding green spaces as needed in the spring or early fall.
 - E. Collaboration with other local turf managers, utilizing IPM practices, should be sought to provide a more cohesive community wide approach to turf management and to look at ways to share resources.
 - F. The Contractor will post the area every 75'. In addition to the 4"x5" Contractor required notification signs, The City of Stoughton Public Works Department will also post 9"x12" application warning signs in strategic locations throughout the park that are visible to potential users. Signs shall be placed behind the sidewalk so they are visible to pedestrians. (See attachment for example)
 - G. All contracted applicators shall be provided a copy of this policy and a pre spray meeting shall be scheduled to review the policies and procedures of this document.

7. All hard surface areas will have a Category A classification if the following conditions exist:
 - A. Undesirable weeds that grow in cracks can create an unsafe surface for users.
 - B. Untreated weeds in hard surface cracks can lead to surface damage and follow-up repair.
 - C. Public exposure to spot herbicide treatment is typically very minimal, usually limited to footwear.

Appendix A

City of Stoughton Public Works Department

Classifications of Parks and Other City Properties

Category A (15% or Less Weed Pressure)

- Athletic Fields In City Parks
- Business Park Entrance
- City Hall/Fire Department/Public Safety
- Rotary Park
- Senior Center

Category B (16-30% Weed Pressure)

- Amundson Park (Disc Golf Course)
- Bjoin Park
- Chamber of Commerce
- Circle Hair Lot
- Criddle Park
- Dunkirk Park
- Division St Park
- East Park
- Fourth St Dam
- Fourth/Main St Parking Lot
- Library Parking lot
- Lowell Park
- Mandt Park
- Nordic Ridge Park
- Norse Park
- North Parking Lot
- Nottingham Lot
- Page St/Williams Drive Lot
- Public Works Facility
- Racetrack Park
- Riverside Cemetery
- Riverside Park
- Schefelker Park
- Sixth St Parking Lot
- South Parking Lot
- Troll Beach

- Veterans Park (Pesticide Free)
- Virgin Lake Park
- Virgin Lake Trail
- West St Lot
- Westview Ridge Park
- Wheeler Prairie Cemetery
- Yahara River Trail
- Youth Center

Category C (Weed Pressure Not Greater Than 50%)

- Academy St Rail Bank
- Amundson Park Prairie
- Dunkirk Ave Rail Bank
- Fourth/Chicago St Lot
- Greenways and Storm Water Passages
- Lowell Park Community Garden
- Ridge St
- Schefelker Prairie
- Viaduct Park Row

PESTICIDE APPLICATION



**KEEP
OFF**

University of Wisconsin-Madison Pesticide Use Policy

Department of Environment, Health & Safety
Office of Chemical Safety /
Environmental Compliance Program



1.0 OBJECTIVES

The University of Wisconsin-Madison (UW-Madison) is committed to protecting employees and the environment from hazards associated with pesticide use on University lands and controlled properties. Accordingly, the UW-Madison Environment, Health & Safety Department (EH&S) has developed the UW-Madison *Pesticide Use Policy* to reflect community standards, outline “best practices” and comply with state and federal regulations concerning pesticide use at UW-Madison facilities. Through this policy, UW-Madison endeavors to minimize pesticide exposure risk to all potentially affected individuals and the environment. Thus, the policy major objectives are:

- Ensure that UW-Madison students, faculty, staff and visitors are informed of University pesticide use practices through correct notification procedures.
- Define responsibilities of UW-Madison departments, facilities, agricultural workers, pesticide users and their supervisors.
- Minimize pesticide-contaminated runoff from UW-Madison lands into lakes, ponds and streams.

2.0 REGULATORY COMPLIANCE RESPONSIBILITIES

All UW-Madison departments, facilities, agricultural workers, pesticide users and their supervisors shall comply with this policy and all federal and state laws that apply to indoor and outdoor pesticide use. Private contractors providing pest control programs for UW-Madison are also responsible for following this policy. Regulations pertaining to pesticide use and their respective applicability are included in the following table (Table 1).

Table 1. UW-Madison Pesticide Use Regulatory Compliance Responsibilities.

Regulation	Scope	Applicability
<i>OSHA Hazard Communication Standard (29 CFR 1910.1200; WI Stats. 101.055)</i>	Requires implementation of a Hazard Communication Program for work with or use of hazardous chemicals. Employees have the need and right to know the identity of chemicals they are exposed to in the workplace, specific hazards of those chemicals and protective methods and measures.	UW-Madison departments, facilities, agricultural workers, pesticide users and their supervisors are responsible for adhering to the UW-Madison Hazard Communication Program standard .
<i>EPA Worker Protection Standard (WPS; 40 CFR 170)</i>	Protects employees on farms, forests, nurseries and greenhouses from occupational exposure to agricultural products, covering both pesticide handlers and agricultural workers.	UW-Madison Agricultural Research Stations are required to comply with EPA WPS requirements – see the Chemical Safety WPS guidance document .
<i>Wisconsin Pollutant Discharge Elimination System (WPDES) Stormwater Permit</i>	Requires UW-Madison to adopt and carryout comprehensive pollution prevention plans, and promote the proper use of lawn and garden fertilizers and pesticides on UW-Madison lands and controlled properties.	UW-Madison EH&S oversees the implementation of campus stormwater permit requirements.

<i>Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) Pesticide Use & Control (ATCP29)</i>	Regulates the distribution and use of pesticides, the licensing and certification of pesticide applicators, and the registration of pesticide products.	As a state government entity, UW-Madison is generally exempt from the commercial and individual commercial applicator license requirements of ATCP 29. Contractors and pesticides used on a for-hire basis remain subject to ATCP 29 pesticide applicator requirements.
<i>Wisconsin's School Pesticide Use Law (s. 94.715, Wis. Stats.)</i>	Guides the use of pesticides on public school property, ensuring that pesticides are applied by a properly certified applicator and treated areas are properly posted.	UW-Madison is not subject to this law, which applies specifically to Wisconsin public schools grades K-12.
<i>UW-Madison Pesticide Use Policy</i>	Ensures that pesticide application on UW-Madison lands and controlled properties maximizes effectiveness and safety, and minimizes environmental impact through the use of best practices. As part of pesticide use best practices, requires compliance with ATCP 29 notification procedures and outlines university requirements for pesticide application, training, recordkeeping and reporting, spill prevention and response, and disposal and minimization.	UW-Madison departments, facilities, agricultural workers, pesticide users and their supervisors, as well as private contractors providing pest control programs for UW-Madison.

3.0 BEST PRACTICES

Pesticide Application

Pesticide applicators at UW-Madison facilities are expected to use the most advanced practices (i.e., "best practices") that maximize effectiveness and safety, and minimize environmental impact. In addition, applications are to be made according to product label directions.

Important best practice considerations for pesticide application include:

- *Continuously Improving Practices* – Applicators are to minimize pesticide risks by following current best practices and Integrated Pest Management (IPM), and by using lower-risk pesticides. Applicators should stay informed of current best practices and are encouraged to consult with pesticide experts. Applicators need to regularly review and evaluate alternative pest control methods.

- *Deciding with Care* – The following factors should be considered when deciding to use pesticides: risks of pesticides to health and the environment; pest population; pest risks to health and safety; and potential for economic or aesthetic damage. It is understood that these factors are difficult to assess and balance in practice, and that turf and playing fields require special care to maintain their quality. Routine and preventive uses should be minimized. Preventive use is acceptable when the need is highly probable (e.g., prevention of Dutch Elm Disease).
- *Minimizing Risks* – Application of pesticides should be conducted during hours of non-occupancy to reduce exposure risks. Following pesticide application, the area should be secured according to label directions to allow for drying, settling or absorption.

Pesticide Use Training

Pesticides are considered hazardous chemicals. Therefore, UW-Madison departments and facilities must provide information and training on such hazardous chemicals according to the [UW-Madison Hazard Communication Program standard](#) for non-agricultural pesticide users and the EPA Worker Protection Standard (see the [Chemical Safety WPS guidance document](#)) for agricultural workers and pesticide handlers. Pesticide users should consult with their respective UW-Madison department or facility, which may require additional, specific training and/or licensing.

Pesticide Use Notification

Pesticide applicators at UW-Madison facilities are to comply with the information and notification requirements of the Wisconsin DATCP (ATCP 29 Subchapter IX – Pesticide Use and Subchapter X – Agricultural Worker Protection), informing faculty, staff, students and visitors of campus pesticide use by reasonable and effective means, such as:

- Posting signs where pesticides have been applied (e.g., lawn signs for areas frequented by visitors and students).
- Distributing posters, flyers and electronic mail to people who may frequent the application area.
- Publishing notices in campus newspapers, newsletters, on WisInfo or on the EH&S website by request (www.safety.wisc.edu).

In addition, campus pesticide applicators are to inform the campus community through the Central Answering and Response Service (CARS; 263-3333) of their pesticide use according to following notification procedures. Advance notification must be standard practice for planned routine applications and is a requirement to those individuals who have requested notice as part of a reasonable accommodation under the Americans with Disabilities Act (ADA).

Table 2. Central Answering and Response Service Notification Procedures.

<i>Notification Type</i>	<i>Time Point</i>	<i>Objective</i>
Advance Notification	Notify CARS a minimum of 24-hr prior to any planned or routine application (most	For ADA purposes, to allow CARS to provide advance e-mail notification to

	preferable notification type).	those individuals who require it.
Uncertain-Date Notification	Notify CARS of potential application dates in infrequent instances when standard advance notification of planned or actual application date is not possible (e.g., weather dependent spraying). When the application date is finalized, the applicator is to confirm with CARS that spraying will or has occurred.	For ADA purposes, to allow CARS to provide an e-mail notice of potential dates, along with their intention of providing an actual notice on the day of application. Individuals who should avoid any pesticide exposure can call CARS to ascertain whether spraying occurred before coming to campus.
Immediate Notification	Notify CARS on the day that application is or will be occurring, if determined that a 24-hr delay is not possible to allow for standard advance notice in infrequent instances where an infestation requires immediate attention and application.	For ADA purposes, CARS will provide notice as appropriate.
Onetime Seasonal Notification	A onetime seasonal notice to CARS will suffice for spot treatments of minute quantities of pesticides (e.g., use of glyphosate for weeds or pyrethrums for flies).	For ADA purposes, CARS will provide notice as appropriate.

Pesticide notification should include information that is consistent with the Wisconsin DATCP requirements for commercial applications to residential structures with:

- Pesticide common chemical or brand name
- Date and time of application
- Post-application or reentry precautions
- Date and time of reentry
- Contact or UW-Madison unit who will (or has) applied the pesticide
- Application site (when information is distributed via fliers, email, web or newspaper notices).

General information on pesticide safety and campus use is available on the UW-Madison EH&S website (www.safety.wisc.edu). EH&S will respond to pesticide inquiries by providing label information, answering questions about hazards and exposures, and directing people to other sources of information.

Recordkeeping and Reporting

UW-Madison departments and facilities are to record and report outdoor pesticide use that may lead to runoff to the storm sewer system, and to annually report the total amount of pesticides used, reason for use and special precautions taken to EH&S. These reports will be used for public information and internal review. Private pest control contractors must also provide this information to EH&S.

Because of the small quantities used and decentralization of purchasing records, internal reporting is not required for pesticides used in research and teaching. However, when such data is available, researchers are encouraged to report annual usage to EH&S.

Spill Prevention and Response

Precautions must be taken to prevent spills and prepare for spill cleanup. Mixing, loading, emptying and rinsing must be done on an impervious surface with secondary containment (e.g., a small plastic swimming pool works well for this purpose). A sufficient amount of spill absorbents (e.g., oil dry) must be available nearby.

Pesticide users are responsible for cleanup of any pesticide spills. The Madison Fire Department's Hazardous Incident Team (HIT) is available to clean large spills and when hazardous atmospheres may be present. All spills must be reported to the UW-Madison Environment, Health & Safety Department.

Pesticide Disposal and Minimization

Pesticide users should carefully plan their needs so that they purchase, store and prepare amounts equal to their immediate need. Researchers should minimize waste by accepting samples only in quantities for which they have immediate plans.

Rinsate should be disposed of by applying the material at or less than the prescribed application rates. Surplus pesticides and spill residues may also be disposed of by appropriate application at application rates. Spill debris and larger quantities of surplus pesticides generated by UW-Madison activities may be disposed of via UW-Madison EH&S. Users should regularly (at least every two years) review their storage areas and contact EH&S for disposal of surplus pesticides. Contract applicators are responsible for proper disposal or removal of their rinsate, surplus and waste.

4.0 POLICY HISTORY AND REVIEW

This policy was originally adopted by the UW-Madison Chemical Safety Committee on 23 April 1996. The University may modify this Policy at any time. At a minimum, the UW-Madison Chemical Safety Committee (and other UW committees as applicable) will review this policy biennially.

Table 3. UW-Madison Pesticide Use Policy Review History.

<i>Reviewer</i>	<i>Action</i>	<i>Date</i>
UW-Madison Chemical Safety Committee	Approved revision	04 April 2012
	Approved	15 February 2000
	Interim final version approved	18 March 1997
	Approved revision	16 July 1996
	Approved	23 April 1996
UW-Madison ADA Staff	Review	February 2012
UW-Madison Arboretum Committee	Review	March 2012
UW-Madison Physical Plant (Extermination and	Review	February 2012

Environmental Services)		
UW-Madison Recreational Sports	Review	February 2012
UW-Madison Housing	Review	February 2012
UW-Madison Athletics Department	Review	February 2012

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

May 22, 2020

Parks Superintendent Report - April/May Report

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

Trimming operations have ceased until we get back to full staff. Parks maintenance has taken priority.

Tree Removals

Hazardous tree removed on South Court. A large diameter dead Catalpa was removed by a contractor along the east side of South Court.

Parks Master Signs

All vegetation within parks master signs were removed. The grass species chosen grew too large and blocked the master sign. New species will be chosen and planted along with renewing mulch.

Volunteering Parks

We have had a couple individuals doing invasive species management at Marsh Woods Park. Currently have individuals reaching out to do some garlic mustard pulling at various natural areas.

Dog Park Expansion Project

We continue to follow up with cleaning up the transition zone from our parkland to the County property and the dog park expansion area. I received approval from Dane County Parks to access their land for the dog park expansion project. Due to wet conditions this project is on hold.

Memorial Bench

We received a request for a memorial bench at Arnold Larson Park from a resident. We removed a coated wire bench, poured a new pad and will install the memorial bench for Dr. Michael Lewis "The Dentist". We have also poured the pad for the replacement bench at Brandt Park. We will install this bench shortly.

Facility Update

Enclosed shelters and restrooms were closed on Wed March 18, 2020 due to coronavirus. Playgrounds were posted closed on Wednesday March 25, 2020. Picnic tables and basketball hoops were removed from the parks April 8, 2020. These facilities remain closed as of 05/21/20. We will continue to review and expand access to facilities within the parks system that are closed in accordance with the Forward Dane Plan. Many things are tied to Phase 2 of that plan which is not expected to be reached for several weeks yet.

Bird City/Tree City

We received our letter of recognition for continued flight for Bird City, it is posted at DPW. We are still awaiting materials from Tree City.

Meetings/Trainings/Seminars

Attending virtual WPRA and other local parks meetings to stay updated on the COVID-19 pandemic as it relates to parks and facilities.

General Update on Other Parks Projects Ongoing

The following projects are ongoing as they relate to the Parks System:

- *Flower Corner Parking Lot* – The turf was not restored to good condition after the parking lot was completed. The soil is poor with a lot of rocks and the seed did not take in some areas. Staff will be removing top 3 to 4 inches of material in areas that need to be reseeded and filled. Area will need to be filled with topsoil, graded and seeded. Likely to be completed in June.
- *Disc Golf Course Project* – Installing concrete tee pads with run off. These areas will need top soil and seeding once complete. Working on purchasing and installing baskets. Sleeves will have to be cemented into the ground to maintain basket stability. Tree trimming of entire course. Although trees act as an obstacle in disc golf, there are some areas that will need a fair amount of trimming to permit a playable hole. Fairway delineation for each hole. The entirety of a disc golf course is not mowed and “rough” areas are created. These areas could be non-mowed long grass or woods. These areas will also create habitat. Seeding fairways, determining wooded fairways that need seeding. Assessing tree canopy to determine if grass will germinate and succeed. Purchase and install informational kiosk. Create signage for rules of the game, applicable permits, park rules and map of course. Design and purchase signs at tee pads for hole information. This includes a rough layout of hole and distances. Purchase trash bins and benches for each hole. Trash is a common thing on disc golf courses along with waiting at peak times. Staff is evaluating timeline for completion of the project. Current Staffing levels have slowed progress to complete in current year but remains in progress.
- *Facility Projects* – The new facility at the Dog Park, addition/renovation to the McDaniel Park facility, and new open air shelter to McDaniel Park are all in their final design stages. These projects were authorized for bidding at the April 16th meeting and will have their bid opening on June 16th. The Committee will review these bids at their meeting on June 18th in order to make a recommendation to the Village Board.
- *Aquatics Planning* – At our last meeting the Committee reviewed two concepts for Lewis Park. Next steps would be to collect public input on the amenities that are planned and work to finalize the plan including further discussion on the location, operations, etc. This is a planning project and thus far on hold to pursue next steps as a result of the virus. Likely something that will begin again later in the Summer.
- *Larson Park Improvements* – We reviewed the concept plan at our last meeting to discuss the proposed improvements within this park. These items requires additional targeted input from park users that host events at these locations. We had targeted this for completion in 2020 but will likely need to defer to 2021 given the scope of the project has increased and the virus has delayed our ability to get public input. Our objective would be to complete the plan in 2020, and then schedule for implementation sometime in the future as desired.

- *Park Master Planning* – We are working with Parkitecture to develop new Master Plans for McFarland Park and the Community Park. The initial kick off meeting was held in May with the consultant and they are in the process of collecting information, conducting research of our system, and reviewing current plans. We will also at some point this summer dive into public input on these areas as well as meeting with various user groups when appropriate.
- *Special Needs Park Planning* – We are working with Learning Landscapes Design on the preparation of a new plan to develop a park for individuals with special needs. We held the initial kick off meeting with the Consultant in May and they are working on information gathering, reviewing our park system, and also other parks in the area created for this purpose. We are also working with the School District to recruit teachers in special education and/or parents who have kids that have special needs to help provide feedback in the process. This will require some public input at some point this summer as well and we will work on options for this as might be allowed and appropriate.

A lot of activity in many different areas right now but working collaboratively with the Village Administrator, Public Works Director, and other Village Staff on these projects so they are shared responsibility.

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