

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

Thursday, March 25, 2021

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/81069162991>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 810 6916 2991

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 aimee.irwin@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the Parks, Recreation, and Natural Resources committee meeting held on February 25, 2021.
4. BUSINESS.
 - a. Discussion regarding master plan development at McFarland Park.
 - b. Discussion and action to make a recommendation regarding the pilot program with BCycle for 2021.
 - c. Discussion and action regarding the tree planting process for 2021.
 - d. Discussion regarding small project planning within the park system.

e. Presentation of the Parks Superintendent's monthly report

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, April 22, 2021 at 6:30 p.m.

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) February 25, 2021

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

Staff present: Matt Schuenke, village administrator; Sayer Larson, Parks Superintendent; Jim Hessling, Public Works Director; and Phil McDade, public works staff. Also, Blake Theisen of Parkitecture + Planning consultants; Brian Conger of BCycle bike share.

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes from the Parks, Recreation, and Natural Resources meeting held on January 28, 2021. Clow motioned, Feldner seconded, to approve the minutes of the Parks, Recreation, and Natural Resources meeting held on January 28, 2021. Motion approved 7-0-1 with Utter abstaining.

4. BUSINESS.

a. Presentation and discussion on bike sharing platform BCycle locating within park system. Brian Conger of BCycle, a bike-sharing company based in Waterloo, WI, provided information on a potential bike-sharing station in McFarland. Riders use a credit card to access bicycles at stations, and purchase time on the bicycle for rides. Conger said McDaniel Park would make for an ideal location for a BCycle station due to its proximity to the Lower Yahara River Trail. BCycle would incur all the set-up costs but would need a small parcel of land to put up docking stations for the bicycles. The company would also supply the McFarland bike station with electric-motorized bicycles, and initially provide 10 bicycles at the station. The committee discussed the potential bike station but took no action on the agenda item.

b. Discussion regarding master plan development at McFarland Park. Theisen of Parkitecture + Planning led a planning session on how William McFarland Park adjacent to Marsh Road could be re-developed. The village is considering several park and recreational improvements, and William McFarland Park is a potential location for some of them. Theisen said committee members should assume that youth soccer programs will move from the park to another area of the village. Both the Madison Curling Club and the McFarland Community Ice Arena want to add ice surfaces to their existing buildings in the park. Other items the committee discussed adding to the park included: an aquatics center or feature; a pickle-ball court complex; an outdoor ice sheet; a refurbished skateboard park; a bocce ball court expansion; recreational walking trails; and increased parking. The committee took no action on the agenda item.

c. Discussion regarding small project planning within the park system. Larson discussed potential small project improvements in the village's parks, noting the recent addition of bird-sighting scopes at Lewis Park. Items could include refurbishing or replacing gazebos at Larson and Cedar Ridge parks, adding or replacing playground equipment at Cedar Ridge Park, adding outdoor grills to McDaniel Park, resealing basketball courts at Egner, Autumn Grove, and Woodland Estates parks, and replacing or rebuilding

canoe and kayak racks at McDaniel Park. Work also continues on park signage improvements throughout the village.

d. Presentation of the Parks Superintendent's monthly report. Larson reported that forestry operations, outdoor ice rink maintenance, and snow removal at parks were department priorities. Due to recent warming, hockey rink boards were taken down Feb. 25 at one of the outdoor ice rinks. The department is also working on Tree City and Bird City applications.

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, March 25, 2021 at 6:30 p.m.

b. Thursday, November 18, 2021 at 6:30 p.m.

c. Thursday, December 16, 2021 at 6:30 p.m.

6. ADJOURNMENT. Utter motioned, Rolfsmeyer seconded, to adjourn the meeting. Meeting adjourned by unanimous consent at 8:40 p.m.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, March 25, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding master plan development at McFarland Park.

PREVIOUS ACTION:

March 23, 2020 - Village Board approved the proposal for Master Planning services.

June 18, 2020 - Update provided by Consultant to Committee.

August 27, 2020 - Update provided by Consultant and scheduled Public Information Meeting by Committee.

September 17, 2020 - Public Information Meeting.

September 18th - October 9th, 2020 - Public Survey Period.

January 28, 2021 - Review survey results, update on project, and discussed challenges.

February 25, 2021 - Began process to brainstorm ideas and thinking about placement of different amenities.

ISSUE SUMMARY:

At our last meeting we started to discuss how different recreational and park amenities would fit within this park to help start to form a high level vision for the site. The input gathered by the Consultant at the last meeting was used to prepare a few options for site plan development for the Committee to discuss. The Consultant will lead this discussion and present these options for further consideration by the Committee. Again, some of these ideas and assumptions continue to need refinement so we do not need to come to an absolute decision as this is a planning process which results in a lot of conceptual, sometimes hypothetical review.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

2019-2023 Outdoor Recreation and Open Space Plan

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. Please reference packet materials from January meeting for the stakeholder summary an survey information. Consultant will be presenting materials in the meeting as part of his efforts to lead the discussion.

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, March 25, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action to make a recommendation regarding the pilot program with BCycle for 2021.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

At our last meeting a pilot program presentation was given from Madison Bicycle. The presentation expressed the need for the pilot to be at McDaniel Park to succeed. Although the location presents itself well for this program, the park has undergone recent changes that will have an unknown impact on the functionality of the park as a whole.

The pilot program will have no cost to the Village. This includes all materials and installation costs required for the station. The pilot program is set to run from May to October of this year. The program will be assessed by Bcycle and information shared with the Village.

If Bcycle determines the program to be successful they have monetary requirements from the Village. They will be asking the Village to cover the capital cost of each docking station located at McDaniel Park. This is a one-time fee of \$1635 for each docking station. They also charge an annual \$5000 operating fee to the Village to operate the station at McDaniel Park.

FINANCIAL/BUDGET IMPACT:

There are no costs for the 2021 pilot program.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation to approve the pilot program with BCycle for 2021.

ATTACHMENTS:

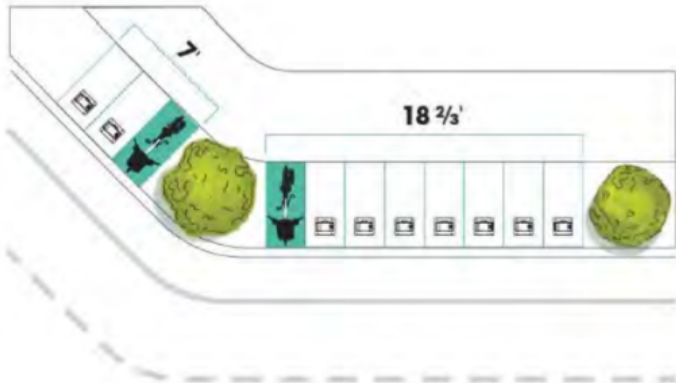
1. bcyclemcDanielimages



3.0 single docking technology

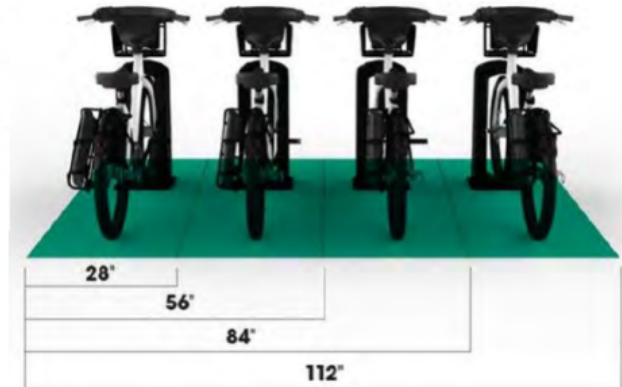


3.0 Station planning

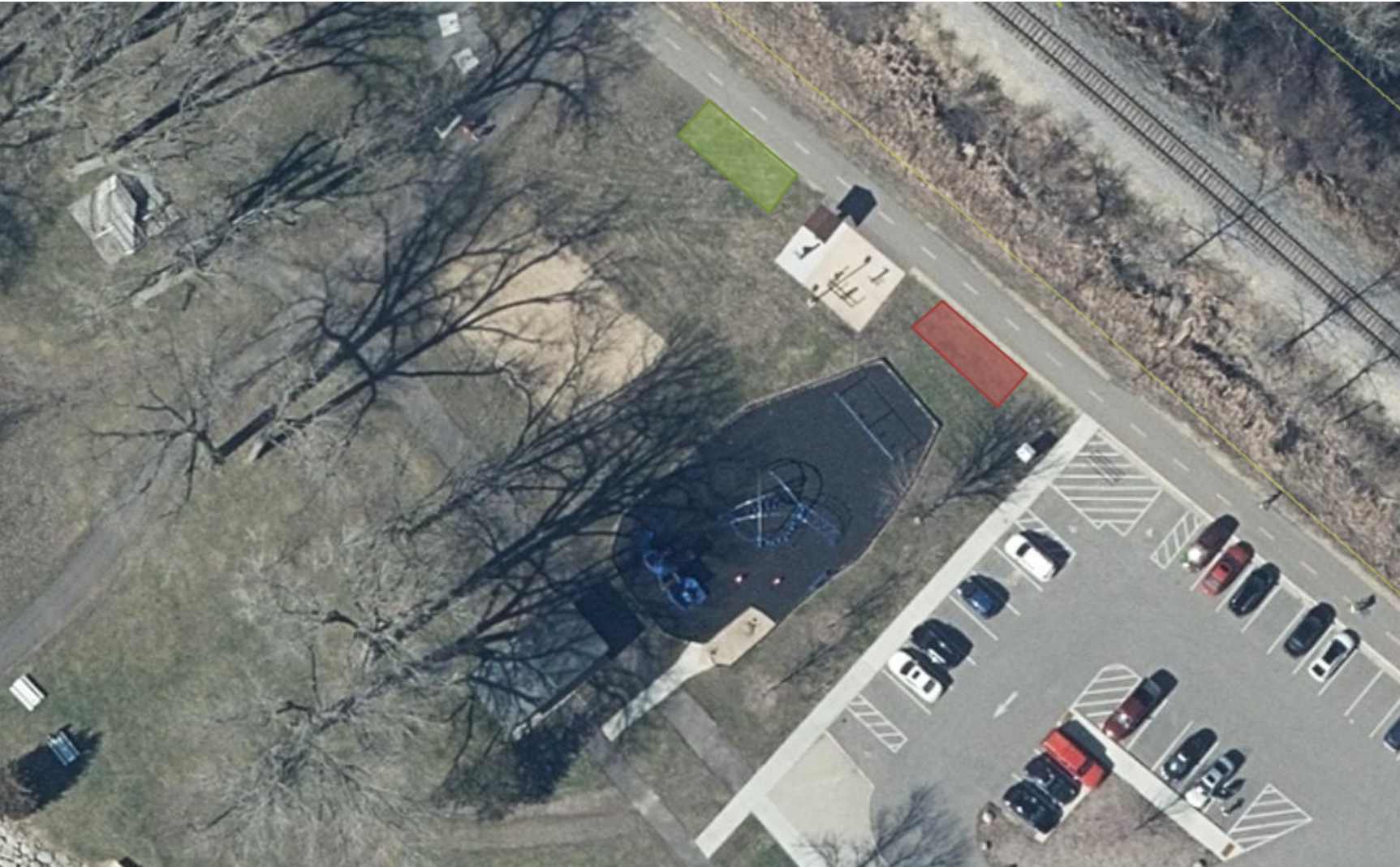


QUICK KEY:

# OF DOCKS	MIN. WIDTH
5	140" (11 2/3')
6	168" (14')
7	196" (16 1/3')
8	224" (18 2/3')
9	252" (21')
10	280" (23 1/3')
11	308" (25 2/3')
12	336" (28')



Proposed locations at McDaniel Park





**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Thursday, March 25, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding the tree planting process for 2021.

PREVIOUS ACTION:

None

ISSUE SUMMARY:

The Village of McFarland annually plants street and park trees to provide a diverse and healthy urban forest. Trees should be considered as Village infrastructure as they benefit our local environment. A few examples include: Fight climate change, clean the air, prevent soil erosion and rainwater runoff, provide wildlife habitat, good for mental and physical health.

Additionally, as part of the Village Outdoor Recreation and Open Space Plan, continue efforts to maintain Tree City USA status. The Village attained Tree City USA status in 2009. A standard is a community forestry program with an annual budget of at least \$2 per capita. With an estimated Village population of 9000 residents, annual spending requirements needs to exceed \$18000.

Proposal

Outline of process

Timeline

- | | |
|--|------|
| • Identify a zone(s) to plant. | June |
| • Generate a list of tree locations. | June |
| • Select the zone(s) to plant. | June |
| • Send a letter to those homeowners affected by the tree planting. | July |
| • Permit ample response time for concerns/questions. | July |
| • Address all concerns/questions. | |
| August | |
| • Finalize plant list and request bids. | |
| August | |
| • Plant in the fall. | |
| Sept/Oct | |

FINANCIAL/BUDGET IMPACT:

None.



VILLAGE PLAN REFERENCE:

2019-2024 Outdoor Recreation and Open Space Plan

ORDINANCE REFERENCE:

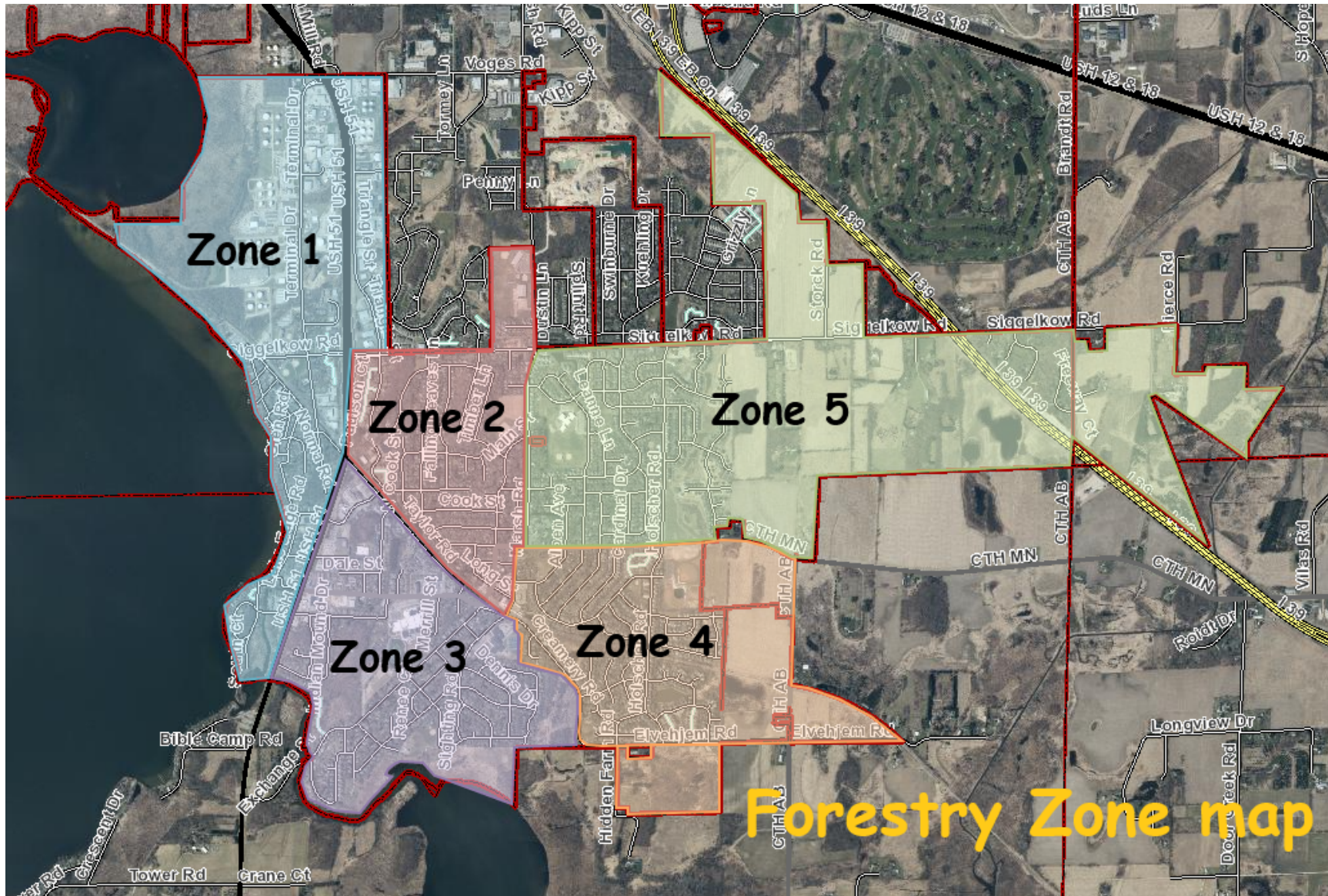
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation to approve the process for tree planting for 2021.

ATTACHMENTS:

1. forestryzonemap




McFarland
SUMMARY SHEET

MEETING DATE: Thursday, March 25, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion regarding small project planning within the park system.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This item has been presented for discussion at the two previous meetings. The goal is to formulate a guide for small park equipment acquisitions. Generating a list and timeline for small park equipment will provide direction to staff.

This is supported by Parks Fund #405 811-101. This fund has an annual allocation for itemized playground equipment, benches, picnic tables, signage, and other related amenities within the park system. The 2021 budgeted amount is \$15,000.

The following is a list of items of ideas Staff has prepared.

Current needs of the park system include:

- Picnic tables for McDaniel park new open-air shelter (6)
- Larger grills for McDaniel park open-air shelters (2)
- Replace current picnic tables at existing McDaniel park open-air shelter (6)
- Create and install standardized park rule signs

Future needs of the park system:

- Drinking fountains
- Benches
- Informational kiosks
- Landscaping/plantings
- Planter boxes
- Canoe/kayak racks
- Increase accessibility

Please provide feedback on the lists for priority and other amenities you would like to see in the park system to better serve our users.



FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

2019-2024 Outdoor Recreation and Open Space Plan

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

None.

ATTACHMENTS:

None


McFarland
SUMMARY SHEET

MEETING DATE: Thursday, March 25, 2021

SECTION: Staff Reports

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Presentation of the Parks Superintendent's monthly report

PREVIOUS ACTION:

None

ISSUE SUMMARY:

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

March 25, 2021

Parks Superintendent Report - March 2021

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.

Maintenance Operations

Forestry operations, ice rink deconstruction, storage and shutdown, and snow removal are primary.

Tree City and Bird City

We have now received confirmation for both Tree City and Bird City continued recognition. Attended virtual Tree City USA conference and SCRUFs meeting.

Parks Master Signs

Finalizing second round of sign replacements/additional master signs.

Community Groups/ Association Contributions

A \$500 contribution was made to the WI Bike Federation. Currently looking into joining the Lake Waubesa Conservation association. If the

Volunteering Parks

McFarland Highschool Eco-Club reached out about volunteering in conservation parks. Working on creating a project for the group.

Working with Katie Gletty-Syoen on parks needs for Community Service Day.

Dog Park Expansion / Disc Golf Update

Dog park expansion update – We have secured a contractor for install. Install will take place May or June.



Disc golf update, contractor for concrete pads secured for spring install. Placed ordered for baskets.

Facility Update

Only facility open is Lewis exterior restroom. Enclosed shelters remain closed and open-air shelters posted with mask requirement signage. Restrooms will begin opening

Construction Update

Dog park shelter, many finishing aspects completed. Restrooms, dog wash and drinking fountain to open shortly. Landscaping to follow.

McDaniel open-air almost complete, small finishing aspects. McDaniel restroom facility, major work complete. Finishing ceilings then moving onto finishing aspects.

Facility construction completion date: 04/30/21

Please note epoxy flooring will be completed in spring.

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. In process of gaining certified playground safety inspector certification.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None