

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

Thursday, April 22, 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/82044467014>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 820 4446 7014

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 March 25, 2021
4. BUSINESS.
 - a. Discussion and action regarding revisions to the job description and request to fill the vacancy for the Parks Crewperson position within the Public Works Department.
 - b. Discussion regarding master plan development at Community Park.
 - c. Presentation of the Parks Superintendent's monthly report.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, May 27, 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)
March 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, Katharine Pease, Chuck Rolfsmeyer, Clair Utter, Darrell Waldera, 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.

2. PUBLIC APPEARANCES. Gina Newell, 6027 Overlook Dr., raised concerns about the muddy conditions of the McFarland Dog Park and urged the village to consider making improvements to the park to make it available year-round to residents.

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. Clow motioned, Feldner seconded, to approve the minutes of the Parks, Recreation, and Natural Resources Committee meeting held on February 25, 2021. Motion approved 10-0-0.

4. BUSINESS.

a. Discussion regarding master plan development at McFarland Park. Theisen of Parkitecture + Planning detailed plans for reconfiguring William McFarland Park. Under his plans, youth soccer programs would move from the park entirely to another park in in the village. Both the Madison Curling Club and the McFarland Community Ice Arena plan to add ice surfaces to their existing buildings in the park. Other items Theisen said could be located in the park: a six-lane outdoor pool with a bathhouse; a youth baseball field with infield, and two smaller baseball fields with backstops that could also be used for T-ball; an eight-court pickleball facility; a playground; a refurbished and expanded skate park; an expanded bocce ball court; an outdoor ice sheet; recreational walking trails; and increased parking. Committee members discussed the proximity of some amenities to others, suggesting moving the baseball field and playground further apart, and making sure recreational paths don't come into conflict with foul balls from the baseball field. Committee members also discussed possible lighting of the ice sheet on the southernmost portion of the park, and shielding light from the park from adjacent residential streets. The committee took no action on the agenda item.

b. Discussion and action to make a recommendation regarding the pilot program with BCycle for 2021. Larson discussed a proposal from BCycle, a bike-sharing company based in Waterloo, WI, to install a bike sharing station at McDaniel Park near the Lower Yahara River Trail. Riders would use a credit card to access the bicycles and purchase time on the electrical bicycles for riding. The pilot project would run for 2021 at no cost to the village; if the village continues with the program after that, BCycle would require a one-time set-up fee of \$1,635 per bike-docking station installed, and would also require the village to pay \$5,000 annually for the program. Committee discussion focused on whether the village should continue with the pilot program once it is required to pay for it in 2022. The committee also requested that BCycle provide data to the village on use of the program in 2021. Kolk motioned, Rolfsmeyer

seconded, that the committee recommend to the village board to accept the pilot program with BCycle for the period of 2021, to be re-evaluated after a single season, for continuation of the contract, with village staff to determine the location of the docking station in McDaniel Park. Motion passed 10-0-0.

c. Discussion and action regarding the tree planting process for 2021. Larson presented information on the village's tree-planting program, which in 2020 cost \$23,230 and resulted in 87 trees planted throughout the village. The village spent \$39,000 for both tree-planting and tree-trimming efforts in 2020, easily meeting the financial requirements for eligibility in the Tree City USA program run by the Arbor Day Foundation. Assessment of areas of the village needing tree plantings would begin in June, with planting done in the fall months. Clow motioned, Utter seconded, to approve the village's tree planting process for 2021. Motion approved 10-0-0.

d. Discussion regarding small project planning within the park system. Larson discussed potential small project improvements in the village's parks. Items identified by village staff included: picnic tables and larger grills at McDaniel Park, and installation of standardized park signs through the village. Lewis Park may also need new grills, Larson said. The committee took no action on the agenda item.

d. Presentation of the Parks Superintendent's monthly report. Larson said the dog park shelter would be opening up sometime in the spring, but is dependent on contractors' schedules. Prescribed burns throughout the village would be taking place in late March or early April, he said.

5. SCHEDULE NEXT MEETING DATE.

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

6. ADJOURNMENT. Rolfsmeyer motioned, Utter seconded, to adjourn the meeting. Meeting adjourned by unanimous consent at 8:41 p.m.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, April 22, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding revisions to the job description and request to fill the vacancy for the Parks Crewperson position within the Public Works Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

Spencer Warrenburg will be leaving the Village to pursue a job closer to his home. We thank Spencer for his service to the Community and wish him well in his new job. The Public Works Department is requesting authorization from the Village Board to fill the vacancy as is required by policy. Included within your packets is the Job Description from the position which does include additions for knowledge of cultural competency as has been adopted with other recent position descriptions. The action sought for this meeting will be to approve these changes for the position description as well as authorize the vacancy to be filled. Upon receiving authorization, Village staff will move forward with filling to position as is allowed by the Personnel Policy Manual

FINANCIAL/BUDGET IMPACT:

The position classification is not presented for changes. The position remains at Grade 11 and will be advertised as such.

VILLAGE PLAN REFERENCE:

McFarland Compensation and Benefits Manual
McFarland Personnel Policy Manual.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 04.07.2021 Job Description - Parks Crewperson mgs

Parks/~~Public Works~~ Crewperson

POSITION DESCRIPTION

Position Title: Parks/~~Public Works~~ Crewperson **FLSA:** Non-exempt
Department: Public Works/~~Parks~~ **Represented:** No
Reports to: ~~Public Works Director~~ Parks Superintendent, ~~Public Works Director~~
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a wide variety of unskilled and semi-skilled work associated with the operation and maintenance of parks, conservancies, playgrounds, Park/Village facilities, tree trimming, facility grounds maintenance, streets, and storm sewers. The work includes construction, operation, repair, maintenance, and involves the operation of a variety of different vehicles, machinery and equipment.

Supervision Received

Performs under the general direction and/or supervision of the ~~Public Works Director~~, ~~Assistant Public Works Director~~ Parks Superintendent, and designated officers based on assignment, but is expected to exercise some independent judgment in setting work priorities and determining work procedures.

Supervision Exercised

May occasionally exercise responsibilities related to the coordination, training, and communication of work responsibilities and work schedules for Seasonal Employees under the close direction of Supervisor.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Maintains Village owned/leased properties turf and landscapes areas including Mows mowing and trims-trimming grass/weeds; rakes and collects leaves; and trims trees/shrubs.
- Applies herbicides, fertilizers and other turf maintenance products.
- Maintains and cleans parks, and recreational facilities, playgrounds/equipment, natural areas, drainage ways, and other related areas- utilizing proper cleaning methods.
- Maintain Village street and park trees as directed by the Village Forestry Program including trimming, planting and removal clippings and stumps.
- Maintains Village conservancies, natural areas, drainage ways and other related areas by means of ecological restoration including prescribed burning.
- Maintains Village owned/leased buildings, grounds, and parking lots including plumbing, lighting, painting, staining and HVAC systems.

- Insures the proper maintenance of equipment/tools by cleaning & checking after use.
- Operates a variety of machinery and equipment, including tractors, loaders, bucket truck~~rollers~~, commercial mowers, trimmers, pumps, ~~compressors, generators~~, and related small engine equipment.
- Drives trucks, light utility vehicles of various sizes in the loading, hauling, trailer~~ing~~, and unloading of various equipment and materials including snow and ice removal ~~and ice control~~ operations.
- From time to time, may be assigned essential duties and responsibilities of the Public Works Crewperson position ~~as assigned by their Supervisor Public Works Director or Assistant Director Public Works Streets/Utilities Superintendent~~ including but not limited to pothole patching, street sign installation, holiday decoration install/take down, utility maintenance, and other related duties.
- Performs other related duties as required.

Equipment Used

A variety of motorized vehicles and equipment, including dump trucks, utility vehicles, and construction equipment, trailers, commercial mowers and trimmers; forestry equipment and chain saws; pumps, compressors, and generators; snow plows and snow blowers; compactor; common hand and power tools; telephone, computer, mobile and portable radio.

Work Environment and Working Conditions

Work is primarily performed Monday through Friday from 7:00 am to 3:30 pm unless otherwise specified by their ~~Supervisor-Director or Assistant Director Parks Superintendent~~; subject to 24-hour emergency call-in. The unpredictable and essential nature of this position may require work at any time of the day or night, on any day of the week, sometimes with little advance notice. Work is typically performed in a normal shop setting and under uncontrolled field conditions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat or cold, wet and/or humid conditions, or snow and/or ice conditions. The employee is occasionally exposed to fumes and toxic/caustic chemicals. The employee is frequently required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. While performing the duties of this job, the employee is frequently required to talk, hear, use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.

As a CDL holder, the employee is subject to pre-employment reasonable suspicion, post-accident, and random drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991.

TECHNICAL REQUIREMENTS

Knowledge of

- * Methods, materials, tools, and equipment used in the construction, operation and maintenance of ~~public works and~~ park facilities.
- * Ability to read and follow drawings including building drawings, maintenance manuals, safety and training materials.
- * Methods used in the general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- * The operation of commercial turf, forestry and construction equipment and power tools.
- * Occupational hazards and standard safety precautions common to this field of work.
- * The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.

Ability to

- † Operate and care for a variety of vehicles, equipment, hand, and power tools.
- † Perform heavy manual tasks for extended periods of time.
- † Interpret and work from charts, technical manuals, diagrams, and construction plans.
- † Maintain accurate records and complete required reports.
- † Establish and maintain effective working relationships with those contacted in the course of work.
- † Provide good customer service to the general public.
- † Maintain a valid Wisconsin driver's license with applicable CDL endorsements.

GENERAL COMPETENCIES

The employee must use power and hand tools, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.

- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins and construction plans.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Graduation from high school; five (5) years of related experience in the maintenance of parks and public works or continued education and training in turf maintenance or urban forestry, operation of vehicles and equipment commonly used in this type of work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin drivers' license with applicable Commercial Driver's License endorsements. Ability to obtain Wisconsin Pesticide Applicator License.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20 ____ .

Employee

Supervisor

Created: December 6, 2016

Amended: April 12, 2021


McFarland
SUMMARY SHEET

MEETING DATE: Thursday, April 22, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding master plan development at Community 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 18-October 9, 2020 - Public Survey Period

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

February 25, 2021 - Conceptual Planning at McFarland Park

March 25, 2021 - Site Plan Discussion at McFarland Park

ISSUE SUMMARY:

Back in January we reviewed the survey results from last Fall and discussed some of the high level vision for both McFarland Park and the new Community Park while noting potential challenges with each site. In February and March we worked on preparing a more detailed site plan for McFarland Park in order to generally layout the amenities that would be desirable for implementation at some point in the future. Now that we've done that, our focus for this first meeting on the Community Park will be to think about the new uses we want to develop on this site to complement the existing uses we have elsewhere within the system. Remember, this site is mainly a farm field at the present which is a different planning exercise that McFarland Park which is already developed. The Parks and Open Space Plan provides some guidance on this, and included within the packet is the page referencing the development of a Community Park.

The Consultant will lead this process to aid in plan development as well as providing visual depiction on the effect of the inclusion of certain ideas.

FINANCIAL/BUDGET IMPACT:

None



VILLAGE PLAN REFERENCE:

[2019-2023 Outdoor Recreation and Open Space Plan](#)

Community Park reference page 13.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. Please reference packet materials from the January meeting for the stakeholder summary and survey information. [Please click on this link](#) to access those materials. Consultant will be presenting materials in the meeting as part of his efforts to lead the discussion.

ATTACHMENTS:

1. McFarland, WI Code of Ordinances

Sec. 8-464. - Park impact fees.

- (a) No building permit for a residential development shall be issued unless the impact fees provided in this Section have been paid.
- (b) *Park improvement impact fee.* A park improvement impact fee shall be collected at the time a building permit is issued for construction of all new single-family and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot.
- (c) *Park-land impact fee.* A park-land impact fee shall be collected for construction of all new single-family and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot. If the Village accepts dedication of parkland from the developer, the fee required under this paragraph shall apply only with respect to the number and type of dwelling units in excess for which the land dedication was made.

The park-land impact fee shall be payable upon execution of a development agreement required by ordinance by the developer, unless otherwise provided in such agreement, or as otherwise provided by law. In developments in which the improvements will be constructed, or sales will occur in phases, the Plan Commission may establish an alternate time schedule for payment of the park-land impact fee. In cases where no development agreement is required by ordinance, the fee shall be tendered with a building permit application. The fee may be paid at other times as may be required by the Village and permitted by law.

- (d) The following shall be exempt from any park impact fee:
 - (1) Additions that do not increase the number of dwelling units;
 - (2) Tear-downs and replacement of dwelling units with the same number of dwelling units, for which the park impact fee has already been paid.
 - (3) Developments for which the park impact fee has already been paid, and in the case of the park-land impact fee, a sufficient land dedication has been made by the developer acceptable to the Village.
 - (4) Those developments determined by the Village Board to warrant a waiver or partial waiver of a park impact fee for the purpose of developing affordable housing.
- (e) The park improvement impact fee and the park-land impact fee shall be as established by the Village Board from time to time and provided in Appendix A to this Code. Unless modified further by the Village Board, the fee shall be adjusted annually on January 1st by the Community Development Director utilizing the Consumer Price Index—All Urban Consumers-Midwest Region prepared by the United States Department of Labor.

(Ord. No. 2020-08, § 2, 2-24-2020)

Editor's note— Ord. No. 2020-08, § 2, adopted Feb. 24, 2020, amended § 8-464 in its entirety to read as herein set out. Former § 8-464, pertained to park improvement impact fee, and derived from Ord. No. 2004-07, § 4(15-1-23), adopted April 26, 2004; and Ord. No. 2014-02, §§ 2, 3, adopted March 31, 2014.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, April 22, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. PARKS REPORT APR2021 (002)

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

April 22, 2021

Parks Superintendent Report - April 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

Mowing operations, facility opening and maintenance, and staff training are primary.

Prescribed Burning

Staff has completed three days of burning. Areas include: Marsh Woods/Lewis Park, Waubesa Int. School prairie, High School, Brandt Park, William McFarland Park raingarden, and DPW.

Tree City and Bird City

Local birding group creating virtual events to meet Bird City requirements. Using social media material provided by WI DNR for Tree City/Arbor Day celebration.

Parks Master Signs

Finalizing locations of second round of sign replacements/additional master signs including natural areas.

Volunteering Parks

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

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

Dog Park – Trail Conditions

Inspected trail system after meeting last PRNR meeting. Installed mulch on trail in areas with little to no vegetation due to pending forecast on 4/5.

Amtelco Trail – Woodland Commons Conservancy

Amtelco reached out to the Village inquiring about the possibility of creating a trail for their staff to walk. Meet with staff of Amtelco and created a plan to make a small loop into the conservancy.

Bcycle

Met with Bcycle on 4/7 at McDaniel. Awaiting final layout from Bcycle. Station will be run on solar power.

Hole Sponsorship

We have had a few contacts about hole sponsor at the disc golf course. Would like the thoughts of the committee on this.

Dog Park Expansion / Disc Golf Update

Dog park expansion update – grass slowly growing, fence Install will take place May or June.

Disc golf update, contractor for concrete pads secured for spring install. Placed order 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. Epoxy floors installed. Landscaping to follow.

McDaniel open-air complete. McDaniel restroom facility, major work complete. Epoxy floors installed, working on finishing aspects.

Facility construction completion date: 04/30/21

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.