

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

**Thursday, June 24, 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/88307464633>

Or by Telephone: +1 (312) 626-6799  
Webinar ID: 883 0746 4633

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](mailto: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 May 27, 2021.
4. BUSINESS.
  - a. Discussion regarding master plan development at Community Park.
  - b. Discussion regarding park sponsorships
  - c. Presentation of the Parks Superintendent's monthly report
5. SCHEDULE NEXT MEETING DATE.

a. Thursday, July 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](mailto:cassandra.suettinger@mcfarland.wi.us).

**Parks, Recreation, and Natural Resources Committee  
Meeting Minutes (DRAFT)  
May 27, 2021**

**1. CALL TO ORDER, ROLL CALL.** Meeting was called to order at 6:30 p.m. via Zoom by Village Trustee and Chair Carrie Nelson. Roll call: Nelson, John Feldner, Sarah Kuba, Darrell Waldera, David Wilson.

Staff present: Matt Schuenke, Village Administrator; Sayer Larson, Parks Superintendent; Jim Hessling, Public Works Director; Heidi Cox, E.D. Locke Public Library Director, and Phil McDade, Public Works staff. Also, Blake Theisen of Parkitecture + Planning consultants.

**2. PUBLIC APPEARANCES.** None.

**3. APPROVAL OF MINUTES.**

**a. Discussion and action regarding the minutes from the Parks, Recreation, and Natural Resources Committee meeting held on April 22, 2021.** Nelson motioned, Kuba seconded, to approve the minutes of the Parks, Recreation, and Natural Resources Committee meeting held on April 22, 2021. Motion approved 5-0-0.

**4. BUSINESS.**

**a. Discussion and action on a request from the McFarland Public Library to have amplified sound pursuant to 44-20 of the Village Code of Ordinances for various events proposed over the summer.** Cox said the library would like to have amplified music for some of its outdoor programming this summer, primarily at Lewis Park. Nelson motioned, Waldera seconded, to recommend approval of the library's use of amplified sound for summer 2021 programs. Motion approved 5-0-0.

**b. Discussion regarding master plan development at Community Park.** Theisen of Parkitecture + Planning reviewed plans for the development of Community Park, a 26-acre parcel adjacent to County Highway AB, south of Siggelkow Road. The committee discussed with Theisen the alignment of major features in the park, such as soccer fields, an indoor athletic building, and other recreational areas. Several committee members expressed support for an option that included a service road running along the southern border of the property, with soccer fields concentrated in the northwest section of the property. The committee took no action on the agenda item.

**c. Presentation of the Parks Superintendent's monthly report.** Larson reported the Ridgeview Tot Lot has had sand added to it for surfacing, and that BCycle is seeking quotes for a concrete pad to build at McDaniel Park as part of its electric bicycle rental program.

**5. SCHEDULE NEXT MEETING DATE.**

**a. Thursday, June 24, 2021 at 6:30 p.m.**

**6. ADJOURNMENT.** Feldner motioned, Waldera seconded, to adjourn the meeting. Meeting adjourned by unanimous consent at 7:28 p.m.



  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Thursday, June 24, 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

April 22, 2021 - Conceptual Planning at Community Park

May 27, 2021 - Conceptual Planning at Community 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 more recent focus has shifted to the new Community Park 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 than 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 received feedback from the Committee at our last two meetings and is working



to build the potential site plan for the property. The last meeting especially provided some direction on general layout of the intended uses on the site which for the next meeting will provide a more detailed site plan on the parks future development potential. He will lead this discussion 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:**

None

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Thursday, June 24, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Sayer Larson, Parks Superintendent

**AGENDA ITEM:** Discussion regarding park sponsorships

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Staff are seeking direction from the committee for their suggestions of possible park sponsorship and/or advertising. If the committee would wish to proceed with sponsorship, staff would like guidance on creating a policy and process. If the committee does not wish to proceed, we will review at a later date if applicable.

Staff would like guidance related to the guidelines that would be established and the application process.

This item is for discussion only at this time.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

None.

**ATTACHMENTS:**

None

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Thursday, June 24, 2021

**SECTION:** Staff Reports

**DEPARTMENT:** Public Works

**CONTACT:**

**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 JUN2021

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

**June 24, 2021**

### **Parks Superintendent Report - June 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.

#### **Ridgeview Tot Lot**

Playground installation complete.

#### **Parks Master Signs**

Prepping finalized locations of second round of sign replacements/additional master signs including natural areas. Contractor almost finished creating signs, installation to follow.

#### **Volunteering Parks**

Katie Gletty-Syoen created a sign up for volunteer opportunities to assist with playground maintenance. Volunteers assisting with vegetation control and trash pick-up.

Working with local boy scout in creating an eagle scout project at McDaniel park.

#### **Bcycle**

Update. Bcycle received quote for pad install. Currently seeking additional quotes.

#### **Dog Park Expansion / Disc Golf Update**

Dog park expansion update – grass slowly growing, fence Install will take place early July.

Disc golf update, lining up date for concrete pads. Received ordered for baskets.

#### **Facility Update**

All facilities are open and running including drinking fountains.

#### **Construction Update**

Facilities are up and running. Working through final punch lists the week of June 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.