

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

**Thursday, September 23,  
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/85668366802>

Or by Telephone: +1 (312) 626-6799  
Webinar ID: 856 6836 6802

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 August 26, 2021.
4. BUSINESS.
  - a. Discussion and action on allowing amplified sound in accordance with Village Ordinance 44-20 of the Village Code of Ordinances for the following events:
    - 1) Discovery Garden--McFarland Library--October 1, 2021 from 5:30 to 6:30 p.m.
    - 2) Brandt Park--Erik Greenfield--October 2, 2021 from 5:30 to 7:30 p.m.
    - 3) Arnold Larson Park--Joe Shorette--October 3, 2021 between 9:30 a.m. and 1:00 p.m.

- b. Discussion regarding draft master plans for William McFarland Park and Community Park.
  - c. Discussion regarding the development of a Park System Capital Improvement Plan.
  - d. Discussion and recommendation to the Village Board regarding street tree planting proposals for 2021.
  - e. Discussion and action to make a recommendation to the Village Board regarding a grant application with the Wisconsin Department of Natural Resources for an urban forestry grant.
  - f. Discussion and recommendation regarding a plan for goose abatement.
  - g. Presentation of the Parks Superintendent's monthly report
5. SCHEDULE NEXT MEETING DATE.
- a. Thursday, October 28, 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) August 26, 2021**

**1. CALL TO ORDER, ROLL CALL.** Meeting was called to order at 6:44 p.m. via Zoom by Village Trustee and Chair Carrie Nelson. Roll call: Nelson, trustee Justin Rupert, Dan Kolk, Sarah Kuba, TJ Jerke, Tanya Lancaster, Katharine Pease, Darrell Waldera, David Wilson. Members absent: John Feldner.

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

**2. PUBLIC APPEARANCES.** Gina Newell, 6027 Overlook Dr., requested that brush at the Urso Dog Park be cut back to avoid potential lost dogs and help with mosquito abatement.

### **3. APPROVAL OF MINUTES.**

**a. Discussion and action regarding the minutes from the Parks, Recreation and Natural Resources Committee meeting held on July 22, 2021.** Motion by Nelson, seconded by Rupert, to approve the minutes. Motion approved 6-0-3 with Jerke, Lancaster and Waldera abstaining.

### **4. BUSINESS.**

**a. Discussion and follow-up from the Public Information Meeting held regarding the draft master plans for William McFarland and Community Parks.** Committee members discussed with Theisen and Schuenke the draft master plans for each park, and reviewed the comments made at the public hearing on the plans held prior to the meeting. Committee members discussed spacing around various elements planned for William McFarland Park, improvements to the skate park as well as its location and size, and linking the bike path to other bike paths in the village and county.

**b. Discussion regarding the draft and development of a Park System Capital Improvement Plan.** Schuenke said the village's available money for park projects has notably increased due to the collection of park impact fees from new housing and business development in recent years. He said potential projects that could be finished in 2021 include the disc golf course at Urso-Schuetz Park and the aquatics facility feasibility study. Schuenke also said that two projects that could be done in 2022 include: mass grading at the Community Park to prepare for soccer field development; and construction of an eight-court pickleball facility at William McFarland Park.

**c. Discussion regarding a plan for goose abatement.** Larson said the goose population this spring and summer had noticeably increased at both Jaeger and McDaniel Park, with upwards of 140 geese at McDaniel at some points. The committee discussed options such as: oiling eggs to prevent live births; disruptive lights and noise; and physically removing the geese and then killing them. Waldera said the last option would likely result in community opposition. Kolk said the increase geese population negates improvements the village has made in recent years to McDaniel Park, as their presence inhibits full use of the park.

**d. Presentation of the Parks Superintendent's monthly report.** Larson discussed brush management at the dog park and the use of native plants in village parks and open spaces through the Sustain Dane program.

**5. SCHEDULE NEXT MEETING DATE.**

**a. Thursday, September 23, 2021 at 6:30 p.m.**

**6. ADJOURNMENT.** Rupert motioned, Pease seconded, to adjourn the meeting. Motion passed 9-0 and the meeting was adjourned at 8:25 p.m.

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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:**

**AGENDA ITEM:** Discussion and action on allowing amplified sound in accordance with Village Ordinance 44-20 of the Village Code of Ordinances for the following events:

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Several events are scheduled within the park system during the month of October for which they propose utilizing amplified sound. Pursuant to the Village Code of Ordinance Sec. 44-20(b), the requestors require approval from the Parks, Recreation and Natural Resources Committee.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

[Section 44-20 \(b\)](#)

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation of approval for amplified sound use at events for the McFarland Library, Erik Greenfield and Joe Shorette.

**ATTACHMENTS:**

None

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:**

**AGENDA ITEM:** Discovery Garden--McFarland Library--October 1, 2021 from 5:30 to 6:30 p.m.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The McFarland Library would like to request the use of amplified sound at their event scheduled for October 1, 2021. The use of amplified sound would occur between 5:30 to 6:30 p.m. Pursuant to Village Ordinance 44-20, the Parks, Recreation and Natural Resources' approval is required for the use of amplified sound. Staff are in support of this event with amplified sound.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

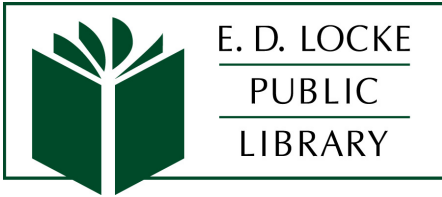
[Village Ordinance Section 44-20](#)

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommend approval of the use of amplified sound for the McFarland Library at their event on October 1, 2021.

**ATTACHMENTS:**

1. McFarland Library amplified sound request for October 1



5920 Milwaukee St. ♦ McFarland, WI 53558  
(608)838-9030 ♦ [mcflib@mcfarlandlibrary.org](mailto:mcflib@mcfarlandlibrary.org)

September 2, 2021

Dear Park Committee;

Pursuant to Village Ordinance 44-20(b) the McFarland Library is requesting to be able to use an amplified system in Discovery Park for the following event:

A family celebration for participants in the 1000 Books before Kindergarten program. October 1, 2021 from 5:30-6:30. We anticipate about 25 people attending. There will be live, amplified music.

Amplified sound proposed would be within the stationary noise limits outlined in Section 20 of the Village Code of Ordinances.

Sincerely,

*Heidi L Cox*

Heidi Cox

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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:**

**AGENDA ITEM:** Brandt Park--Erik Greenfield--October 2, 2021 from 5:30 to 7:30 p.m.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

Erik Greenfield would like to request the use of amplified sound at his event scheduled for October 2, 2021 at Brandt Park. The use of amplified sound would occur between 5:30 and 7:30 p.m. Pursuant to Village Ordinance 44-20, the Parks, Recreation and Natural Resources' approval is required for the use of amplified sound. Staff are in support of this event with amplified sound.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

[Village Ordinance Section 44-20](#)

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommend approval of the use of amplified sound for Erik Greenfield's event on October 2, 2021.

**ATTACHMENTS:**

1. Erik Greenfield-Parks Committee letter

Members of the Parks, Recreation and Natural Resources Committee,

I am writing you today to request approval for amplified music to be played at Brandt Park in the early evening of Saturday, October 2.

Pending committee approval, our plan is to reserve the shelter at Brandt Park for the standard 10 a.m. to 10 p.m. time frame. Our event is a four-piece rock band – two guitars, bass and drums – performing cover songs (amplified) from 5:30 p.m. until about 7:30 p.m. We plan to set up and perform in the shelter itself, with invited friends and family (a group of roughly 50 adults and kids) setting up and watching from the grass and pavement outside the shelter.

We will not be charging admission or gating the event in any way, nor will we be selling food and alcohol, though some adults may bring alcohol in non-glass containers. This is simply an informal opportunity to play music for loved ones, and we believe Brandt Park is the best venue in McFarland for us to be able to do that.

If you have any questions or comments, please don't hesitate to contact me at 608-669-7884 or [egreenfield0527@yahoo.com](mailto:egreenfield0527@yahoo.com). Thank you for your consideration of this request.

Sincerely,

Erik Greenfield

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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:**

**AGENDA ITEM:** Arnold Larson Park--Joe Shorette--October 3, 2021 between 9:30 a.m. and 1:00 p.m.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Joe Shorette would like to request the use of amplified sound at their event scheduled for October 3, 2021. The use of amplified sound would occur between 9:30 a.m. and 1:00 p.m. Pursuant to Village Ordinance 44-20, the Parks, Recreation and Natural Resources' approval is required for the use of amplified sound. Staff are in support of this event with amplified sound.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

[Village Ordinance Section 44-20](#)

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommend approval of the use of amplified sound for Joe Shorette's event on October 3, 2021.

**ATTACHMENTS:**

1. Joe Shorette amplified sound request for October 3



9/3/2021

To: Parks, Recreation and Natural Resources Committee

We are writing to request permission to have amplified sound at our event on Sunday, October 3, 2021. (Park reservation application is included as well).

We will be holding a free community workout at Arnold Larson, no earlier than 9:30pm and no later than 1pm. We plan to use one speaker with a microphone and light music playing in the background.

Thank you for your consideration.

Joe Shorette

Total Body Training  
5206 Farwell St.  
McFarland, WI 53558  
608-513-5967  
joe@tbtmcfarland.com



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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding draft master plans for William McFarland Park and 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

June 24, 2021 - Site Plan Discussion at Community Park

July 22, 2021 - Site Plan Review for McFarland and Community Park, schedule Public Information Meeting #2.

August 26, 2021 - Public Information Meeting #2, Committee Review

**ISSUE SUMMARY:**

Enclosed within your packet are the site plans prepared thus far by the Committee for McFarland Park and the new Community Park. These site plans for first presented in July and then again in August at a Public Information Meeting. Following our last meeting, Staff with the Consultant has been working to review comments and feedback received. As a result there are some minor revisions to these plans we wish to go over as we present the plans in their totality including phasing, costs, and other information as part of the plan. As of the time of packet distribution, the complete draft plans are not complete as of yet. We will be emailing you these draft plans no later than Wednesday, September 22nd for the meeting the next day. We will also upload them onto the packet as well.

Our intention is simply to present and introduce the draft plan at our meeting. We would schedule them for recommendation of acceptance in October to allow the Committee time to review what has been prepared. In addition to completing this effort, we will build this information into Capital Improvement Planning for the parks system within the next agenda item.



**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion. No action required for this item.

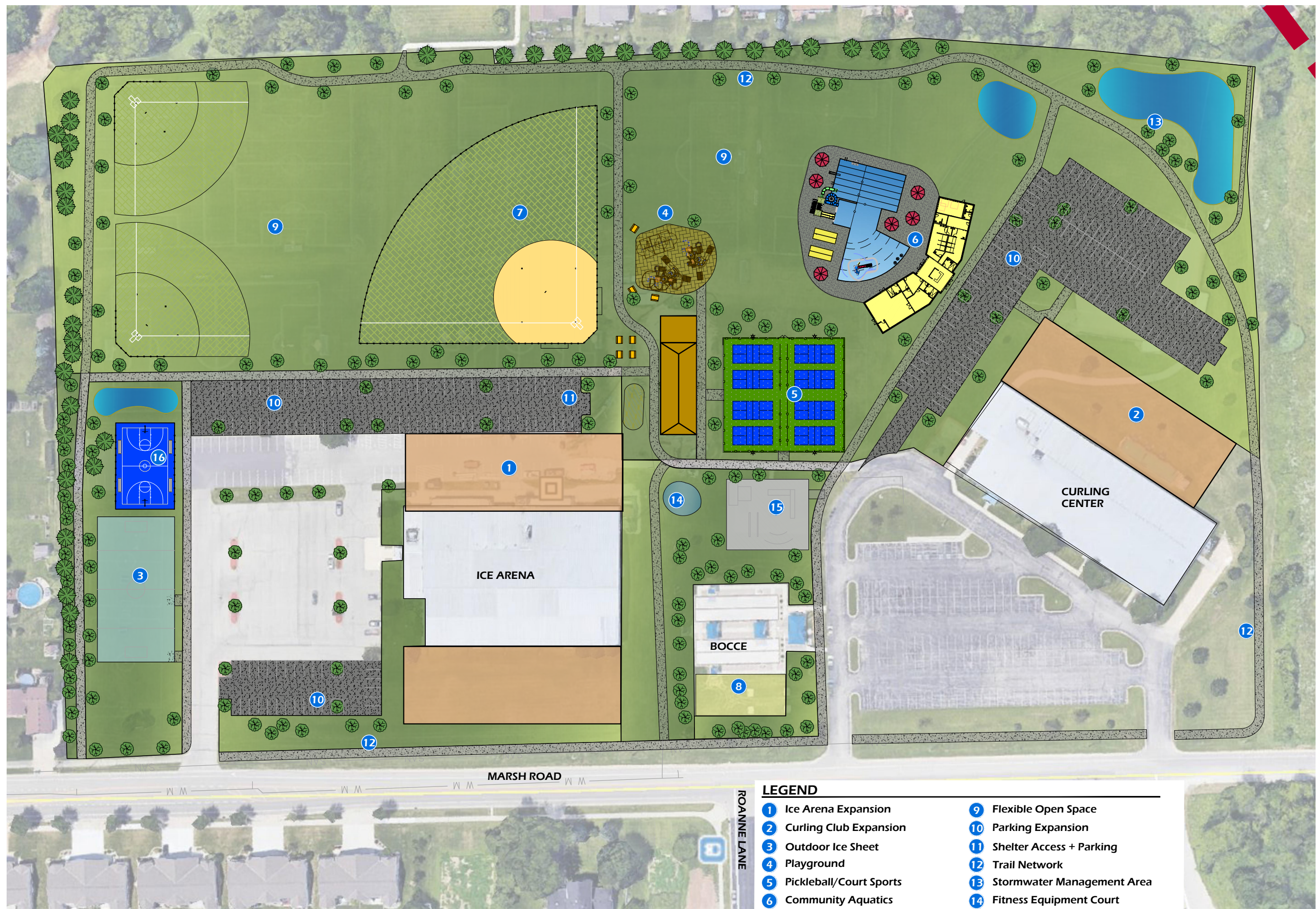
**ATTACHMENTS:**

1. 21\_0624 Com Park
2. 21\_0325 WMCF-MASTER
3. 21\_0923 McF MP Report LR

File: P:\20.022 McFarland Park MP\CAD\Com Park\LW preferred.dwg Layout: Layout1 User: Blake Theisen Plotted: Jun 23, 2021 - 11:06pm



- LEGEND**
- 1 4 Season Dome Rec. Complex
  - 2 Day Use Picnic Area
  - 3 Trail Network
  - 4 Stormwater Management Area
  - 5 New Village Street/Public ROW
  - 6 Community Shelter Building
  - 7 Playground
  - 8 Parking Area
  - 9 Prairie Restoration
  - 10 Soccer Field Area
  - 11 Bike Pump Track
  - 12 Sledding Hill
  - 13 Flexible Recreation Space

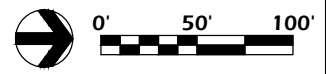


**WILLIAM MCFARLAND PARK  
 MASTER PLAN  
 MCFARLAND, WI**

Project Name:  
 Sheet Title:

**LEGEND**

- |                           |                               |
|---------------------------|-------------------------------|
| 1 Ice Arena Expansion     | 9 Flexible Open Space         |
| 2 Curling Club Expansion  | 10 Parking Expansion          |
| 3 Outdoor Ice Sheet       | 11 Shelter Access + Parking   |
| 4 Playground              | 12 Trail Network              |
| 5 Pickleball/Court Sports | 13 Stormwater Management Area |
| 6 Community Aquatics      | 14 Fitness Equipment Court    |
| 7 Baseball - 225'         | 15 Skate Park                 |
| 8 Bocce Expansion         | 16 Basketball                 |



Revisions:

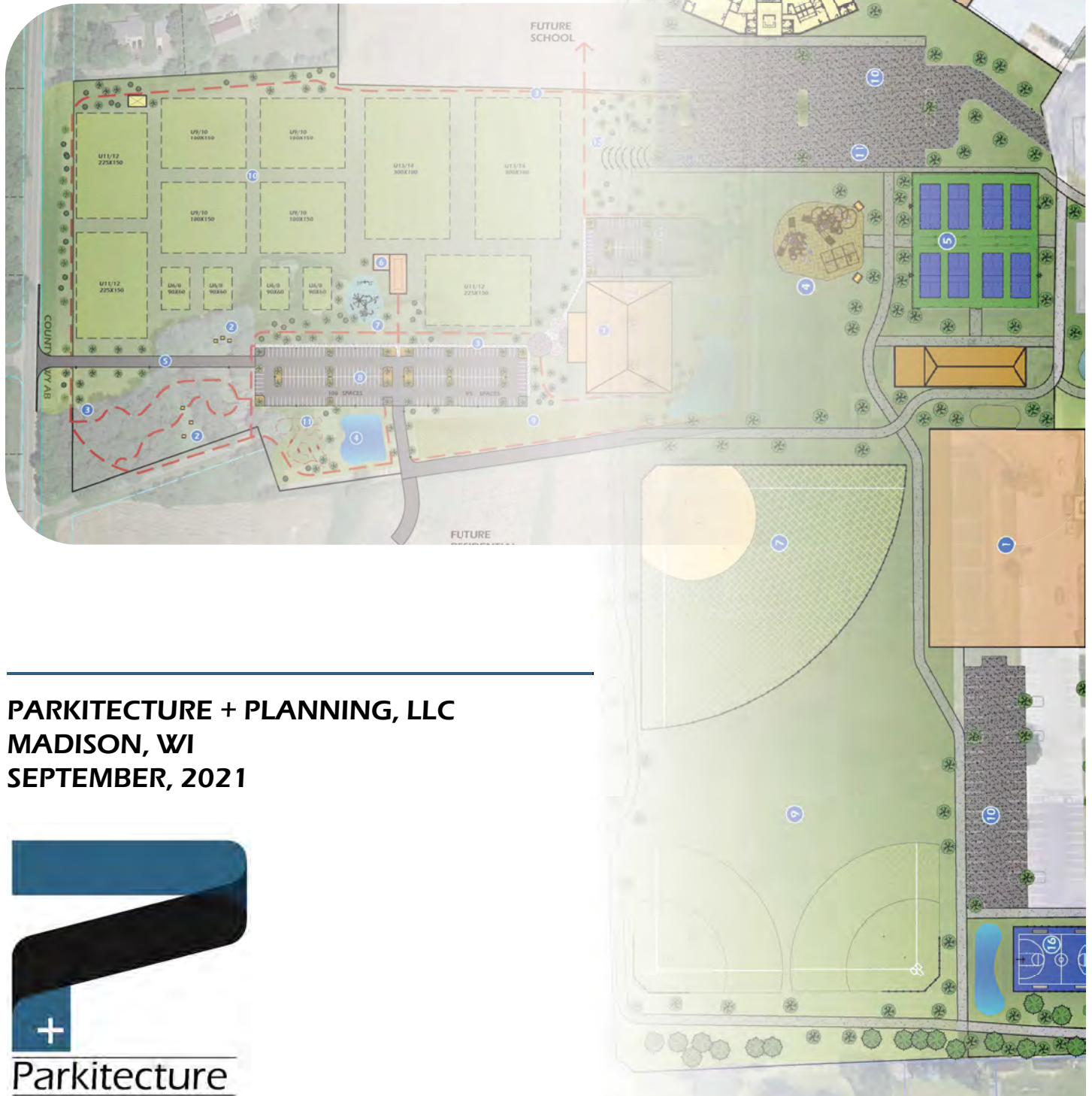
Rev	Description

Project #: 20.022  
 Issued For: Review  
 Date: 3/25/2021



# WILLIAM McFARLAND PARK & NEW COMMUNITY PARK MASTER PLAN

MCFARLAND, WI



**PARKITECTURE + PLANNING, LLC**  
MADISON, WI  
SEPTEMBER, 2021





# INTRODUCTION

The Village of McFarland is a rapidly growing progressive community located on the south side of the City of Madison. The Village is comprised of approximately 5 square miles with a population of 9,031 as of 2019 estimates. Community residents enjoy a diverse outdoor recreation system with activities including outdoor hockey, soccer, bocce, softball and baseball, natural conservancy lands, cultural mounds, and access to the large waterway system of the Madison area lakes.

As the Village continues to expand in population, the need for parkland and recreation programming grows. In early 2020, Parkitecture + Planning was retained to assist the Village with development of a vision plan for accommodating the current and future open space demands for McFarland residents. The master planning effort was primarily focused on two main sites but also accounted for the ripple effect through the Village-wide parkland system. William McFarland Park (20.3 acres) is currently the largest developed Community Park in the Village. The need for a new Community Park to be located on the eastern edges of the Village was identified as a top goal in the 2019 Outdoor Recreation & Open Space Plan (OROSP), and land was purchased in late 2019 for this purpose. The new park site is approximately 26 acres and is situated directly adjacent to School District owned lands allocated for a future Elementary School. This property is currently used for agricultural purposes and contains an old farmstead, several out buildings, and a small woodlot. Both park locations are depicted on the map below.

The goals of this planning process were to establish the highest and best recreational use for these two sites and outline a roadmap for implementing the steps necessary for maintaining the long term viability of outdoor recreation and programmed events in McFarland.



Exhibit from OROSP - 2019

# PROCESS

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The study officially began in April of 2020, but due to the COVID-19 pandemic slowly picked up steam during the summer and fall months. A Master Plan process would typically take between 8-12 months to fully complete. However due to the ongoing concerns with in person interaction and the complexity of these two sites, the Village and design team elected to extend the timeframe for analysis and development of final plans. A thorough effort was made to obtain all perspectives and potential impacts of park updates to the community members and individual user groups. The following table outlines the key milestones of the planning process.

Existing Site Review	May/June 2020
Stakeholder Interviews	June/August 2020
Public Information Meeting #1	September 17, 2020
Public Survey	September/October 2020
Park and Recreation Board Meetings	June 2020/October 2021
Public Information Meeting #2	August 26, 2021
Stakeholder Feedback and Confirmation	September 2021
Final Plan Recommendations	August/September 2021
Approval and Adoption	October 2021

## Stakeholders

A list of stakeholders was derived from the primary groups currently utilizing William McFarland Park to determine current usership, potential plans for growth, and membership needs. With no prescribed uses for the new Community Park, understanding the spatial requirements and desires of these groups was critical to development of conceptual alternatives for both sites. A set of framing questions was sent to each stakeholder prior to discussion to help stimulate ideas and opportunities (see below). The full summary of individual interviews is included in Appendix E. The input garnered from these discussions helped to guide the final recommendations and proposed phasing of development.

### William McFarland Park

- What is your connection to the park?
- How often do you or your organization use the facility? What seasons?
- Is the existing programming and layout of the park working for your needs? Would you consider an alternate location if not?
- Are there any unmet needs or insufficient facility types in McFarland for park users?
- Are there any trends or activities you would like to see incorporated into this park?
- If budget is an issue, what would the top priority improvement be?
- Is there anything else that you want to share about this park?

### New Community Park

- What do you know about the park location or physical properties?
- Are there any assets or features on this site that you wish to preserve or enhance?
- What recreational uses do you envision for the new community scale park?
- Would you consider using this new community park for your organization?
- Are there any unmet needs or insufficient facility types in McFarland for park users?
- Are there any trends or activities you would like to see incorporated into this park?
- If budget is an issue, what would the top priority improvement be?

### General Questions

- What makes a great park?
  - What in your mind makes a park sustainable?
  - Can you provide examples of other great parks you have visited?
-

# PROCESS

William McFarland Park has several primary user groups which occupy a majority of the site with their specific facility types. This scenario renders this park more consistent with the qualities of a Special Use Park instead of the true nature of a Community Park. Some of these groups also operate their own facilities via long term lease arrangements or in the case of the Ice Arena (yellow), own a portion of the site. The Curling Club (blue), Soccer Association (green), and Bocce Association (pink) have constructed facilities within the park utilizing a long term loan from the Village. All three of these groups expressed interest in growing their membership in the near term future and potentially expanding the physical footprint of their organizations and recreational amenities.

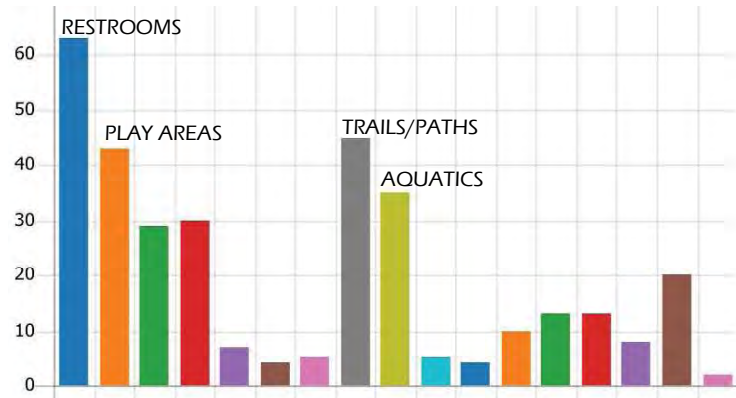


Existing User Group Footprints in William McFarland Park

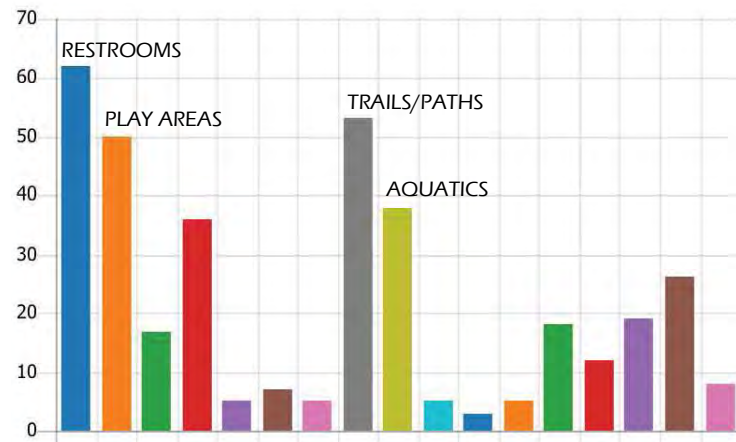
## Public Input

Following the initial discussions with the user groups, the public input process began. During the fall of 2020, an online public informational meeting was held via Zoom to provide an overview of the project and collect ideas and concerns from members of the community. A good turnout helped to generate a list of suggestions for both of the parks. The top requested amenity was an aquatic attraction (pool/splashpad). An online survey was conducted yielding more than 230 responses. The top requested amenities in the ranked questions included restrooms, playgrounds, trails, and an aquatic facility. Respondents also were given the opportunity for free form comments regarding the most important improvement needed within the McFarland Park System. The most frequent answer pertained to a pool or splashpad, followed by a need to consolidate the athletic fields, and more walking paths/trails. A large percentage of responses also cited the need for renovation of the skate park.

A second Public Information Meeting was held in August, 2021 to unveil the concepts and take feedback prior to development of the final Master Plan. These plans were also vetted with the stakeholder groups and minor adjustments incorporated into the final plans.



Survey Results:  
Top Requested Amenities - William McFarland Park



Survey Results:  
Top Requested Amenities - Community Park

# ANALYSIS

The Village staff realized the importance of studying these two sites together given the potential for shifting of facilities and consolidating/coordinating programming between the two largest active recreation properties within the Village. The design team visited both sites on several occasions to assess current condition, potential opportunities, constraints, and to test preliminary ideas.

## William McFarland Park

The site is largely flat with several benched elevations between use areas. Slopes are east to west with a large stormwater area occupying the parcel southwest of the park. Site access is granted via Marsh Road on the east side of the park. A bicycle path ends at the south end of the park. The park boundary is broken by the parcel owned by the Ice Arena shown in pink. An access easement exists to allow the Village utilization of the existing driveway from Marsh Road to the parking lot adjacent to the soccer fields.

This park while classified as a Community Park, truly functions as a Special Use Park due to the specialized nature of the existing facilities. It would be rare that a community member would visit this park for something other than an organized sport. There are no opportunities for general recreation, flexible open space, or even a place to picnic. Almost 100% of the site is allocated to individual user groups activity.

The conceptual alternatives present options to remedy this and transform William McFarland Park into a more well-rounded and diverse open space deserving of the classification as a Community Park.



## New Community Park

The 26 acre parcel to be home of the new Community Park is located near the intersection of CTH AB and Sigglekow Road. The site is currently in agricultural use and has significant topographic change from west to east. The existing farmstead is in very poor condition and the buildings will need to be completely removed prior to public access. A small stand of mature trees in the southwest corner of the site provide an interesting remnant of Oak, Hickory, and Pine forest likely a combination of natural occurrence and cultivated plantings. Given the wide open nature of the site, it is conducive to large scale athletic facility development and potentially a large recreational building footprint. The site is not currently served by municipal utilities but does have a well that appears to be serviceable. A new high capacity well is likely needed to provide adequate service for new facilities. This location is visible from Interstate 39/90 but does not have a direct exit.

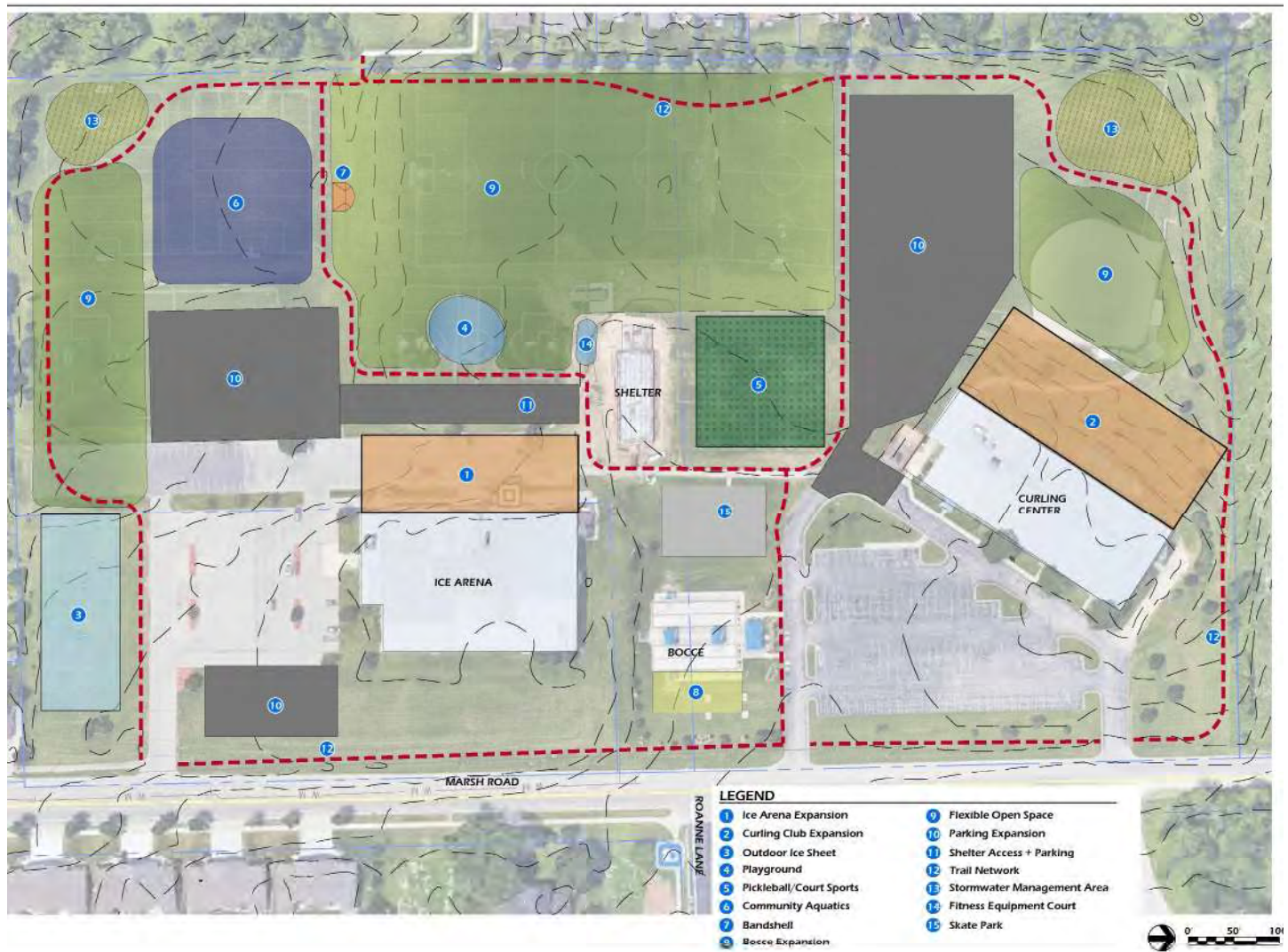


# CONCEPTUAL ALTERNATIVES

Development of concept plans is an iterative process and requires a long and repetitive feedback loop to build consensus. The following section outlines the steps taken to arrive at the final Master Plan for William McFarland Park and the new Community Park.

## Concepts (William McFarland)

During the initial conversations with the Ice Arena, Curling Club, and Bocce Association, all three groups expressed interest in expanding their footprint within the park. The Soccer Association expressed interest in potentially relocating all programming to the new Community Park when presented with the discussion topic. This would allow the group room to expand in the future and consolidate all fields into one location. Pickleball had been proposed in several other park locations within the Village and met with some resistance by neighbors. The existing restroom and concession building currently used by the Soccer Association provides an excellent support amenity for court sports and is located centrally in the park. This structure became a hub of activity driving the design of the proposed surrounding facilities. The first step in identifying future opportunities for this site utilized a bubble diagram strategy to ascertain the impact of these potential expansions and is shown below.



Bubble Diagram - January 2021

# CONCEPTUAL ALTERNATIVES

Two alternative site layout options (shown below) were further developed from the initial diagram and suggested the full relocation of soccer to the new park site and establishment of amenities including an aquatic facility (pool and/or splashpad), pickle ball, new playground, adult fitness node, loop trail system, expanded parking, stormwater management areas, basketball, outdoor ice sheet, and two baseball/softball diamonds. Both plans accounted for the potential expansion of the existing Ice, Curling and Bocce users.

Concept 1 - March 2021  
William McFarland Park



Concept 2 - March 2021  
William McFarland Park



# CONCEPTUAL ALTERNATIVES

## Concepts (Community Park)

The establishment of the soccer club relocating to the new Community Park shaped much of the direction for the 26 acres. However, in an effort to avoid the perception and reality of establishing another park allocated to a small number of special uses, the conceptual plans included a variety of recreational types covering a broad spectrum of amenities. These include a large network of walking/skiing trails, playground, sledding hill and winter recreation area, bmx pump track, passive use picnic and social gathering area, large prairie restoration area, and potential 4-season dome or enclosed sports arena. Three alternative layouts (shown below) were developed depicting these opportunities.

Concept 1 - May 2021  
Community Park



Concept 2 - May 2021  
Community Park



Concept 3 - May 2021  
Community Park



# FINAL RECOMMENDATIONS

## William McFarland Park (Exhibit F)

The transformation of William McFarland Park into a versatile family friendly open space is reliant on the relocation of the current soccer user group. With this programming element in a new home at the new Community Park site, a new variety of uses are possible.

A renewed focus on the existing shelter/restroom building as a center of the park allows for greater flexibility and usage of the facility. The existing location is not convenient to access and feels disconnected. A new parking lot situated north of the shelter allows for improved access for patrons, emergency vehicles, and further centralizes parking for the new amenities. The parking lot will serve the skatepark, a new playground, pickleball, and the aquatic facility. The playground scaled appropriately for a Community Park, will be located adjacent to the shelter/restroom building, parking lot, and youth baseball diamond. An aquatic facility (pool/splashpad) has long been discussed by members of the community with no success in finding a home. The northwest corner of the park is a perfect location for this new amenity and can share parking with other year-round uses. Pickleball courts (8) will offer a new recreational amenity for the Village and could share a fence line and potentially lighting with the aquatic center. The skatepark is in need of renovation/replacement and is proposed to be reconstructed in the same location.

A new multi-modal trail system looping the park will provide enhanced connectivity to facilities, as well as an opportunity for safe walking and bicycling. The southwest section of the park will host a youth baseball diamond, and two additional backstops for t-ball, whiffle ball, and pick up games. These fields should be constructed without permanent outfield fencing to allow for flexible use of the open greenspace. This is a large area and can function for special events, flag football, ultimate frisbee, lacrosse, etc.. The south parking lot will be reconfigured with the proposed Ice Arena addition, and serve the new basketball court and youth baseball fields. Prior to any development of this area, a land exchange between the Village and the Ice Arena should be evaluated to remove access easements, clean up the property ownership conflicts, and allow both parties to expand facilities as desired.

The new Village sponsored improvements have been carefully sited to allow for potential facility expansion by the private user groups in the future.



# FINAL RECOMMENDATIONS



## Community Park (Exhibit G)

The new Community Park will become the home of youth soccer, and provide a variety of new recreational amenities not currently found in other Village parks. Due to the location of the park, site access will be primarily via motor vehicle until such time that an off road multi-modal trail can be established connecting to the existing Village-wide system. This should be a priority for the Village to plan and implement as the early phases of park development occur.

Due to the significant elevation changes across the site, a large portion of the site will be graded in flat plateaus for the varied soccer field sizes. Access and parking for the fields will be provided by the main park roadway off of County Road AB. It will be important to provide secondary site access to help with traffic dispersion and roadway connections to the east and south are proposed. A secondary parking lot is provided on the east side of the park to serve the soccer fields, 4-season dome and winter recreation area. A trail network throughout the site will link amenities and activity nodes, and provide year round use.

A large shelter/restroom/concessions building will be located in the center of the park and provide support for the athletic fields, day use area, and playground. The construction and maintenance of the facility could be organized similar to the existing agreement between the Village and Soccer Association in William McFarland Park. This facility will need to be serviced by a new well and septic system. The well should be sized to provide water service for the field irrigation. A new playground and day use area will provide interest for families attending soccer events and community members looking for a unique setting to gather.

Non-traditional park uses such as mountain bike trails and BMX pump tracks are becoming popular in many communities. This site is an excellent location for this type of amenity and should the property to the east become available in the future, could be a potential acquisition for additional parkland gaining access to an existing trail network and ecologically sensitive conservancy lands.

The Village and stakeholder groups have a desire for an indoor year-round athletic facility to house sport courts and an indoor field. A footprint for this potential facility is located between the two parking lots.



# IMPLEMENTATION

Implementing major changes in a park takes time, especially when the process involves relocation of a major use such as soccer. Phasing plans have been assembled illustrating the inter-related steps for development of these two parks.

## Phase 1A/B

Accomplishing the mass grading and site preparation for the new Community Park is the first step in this process. Establishing the turf in the large flat soccer field areas with enough time to allow a substantial growth is critical to the long term success and viability of sports turf. Ideally, the new fields will be given 9-12 months of growth and management prior to heavy programmed use. The sledding hill and winter recreation area can be constructed utilizing the excess material from the earth moving required to establish the large flat areas for the soccer fields and parking. The main parking area should also be roughed in and stoned to settle for a winter season. Infrastructure for potable water service (well), septic systems, and stormwater management facilities must be included in this early stage of site development. This includes accommodations for watering the newly planted soccer fields. Concurrent with this effort, the new pickleball courts and skatepark renovation at William McFarland Park should begin. These projects can be accomplished with minor disruption to the existing uses of the park.

## Phase 2A/B

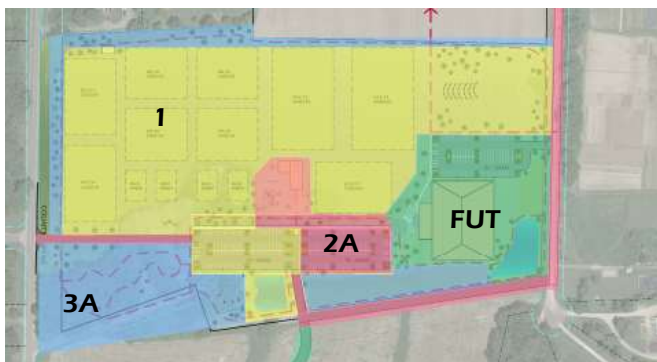
Before programmed public use at the new Community Park commences, the parking lot, restrooms/shelter, and playground should be constructed. With the relocation of soccer, The new ball diamonds, basketball court, and parking access can be constructed at William McFarland Park. This phase should also include construction of the internal trail/path network.

## Phase 3 A/B

Efforts to complete the remaining amenities at the new Community Park will include development of the trail network, prairie restoration areas, BMX pump track, and continued landscaping/reforestation. Construction of the new aquatic facility and north parking lot area at William McFarland Park will complete the public infrastructure recommendations at the park. It is yet to be determined if this facility will be a pool, splashpad, or a hybrid of the two aquatic facility types. This has been the top requested amenity by Village residents during public input for many years and the plans continue to develop as part of a separate design process. Stormwater management facilities will be required in conjunction with the additional impervious surfaces associated with this phase.

## Future Phases

The addition of the Community Park 4-season dome and associated parking lot can be implemented at any time given the available municipal budget, or potential private/public partnership. This facility will likely require additional staffing and management, and a business plan should be completed prior to development. Ongoing discussions with the private facility users in William McFarland Park have influenced the layout and phasing of the Village investment, but the timing of these private projects is not fully known. The pandemic in 2020 had a significant impact of organizational budgets both public and private. The full recovery of the private facility memberships and financial well being is to hard to forecast, but accommodations are in place to allow for these facilities to expand when the time is appropriate.



# IMPLEMENTATION

## Budgeting and Cost Impacts

A high level budget analysis for potential construction costs was assembled from recent project bid tabulations and input from local contractors. Identifying precise estimates at this level of planning can be difficult and should only be used as a guideline for future budgeting and grant application purposes. As more detailed design and engineering plans are developed, these estimates should be revisited and updated with more accurate material quantities and reflect current climate pricing structures. In 2021, the construction market experienced massive swings in raw costs and availability of materials and labor, making accurate estimates extremely difficult to assemble. The budget ranges below would reflect design, construction, and contingency. The future and By Others phases are not included below.

### Opinion of Construction Costs (2021) William McFarland Park

PHASE 1	\$325k - 375k Pickleball	2022 Design, 2022 Construct
	\$150 -180k Skatepark	2022 Design, 2022/23 Construct
PHASE 2	\$850k - 950k	2023 Design, 2024 Construct
PHASE 3	\$5.3 Million - 6.0 Million	2024 Design, 2025/26 Construct

### Opinion of Construction Costs (2021) Community Park

PHASE 1	\$1.1 - 1.3 Million	2021/22 Design, 2022 Construct
PHASE 2	\$2.5 Million - 2.8 Million	2022 Design, 2023 Construct
PHASE 3	\$530K - 600K	2023 Design, 2024 Construct



## APPENDICES

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**EXHIBIT A: EXISTING CONDITIONS - WILLIAM MCFARLAND PARK**

**EXHIBIT B: EXISTING CONDITIONS - COMMUNITY PARK**

**EXHIBIT C: SITE PHOTOS - WILLIAM MCFARLAND PARK**

**EXHIBIT D: SITE PHOTOS - COMMUNITY PARK**

**EXHIBIT E: STAKEHOLDER INTERVIEW SUMMARY**

**EXHIBIT F: MASTER PLAN - WILLIAM MCFARLAND PARK**

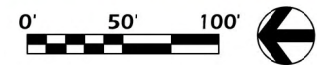
**EXHIBIT G: MASTER PLAN - COMMUNITY PARK**

**EXHIBIT H: PHASING PLAN - WILLIAM MCFARLAND PARK**

**EXHIBIT I: PHASING PLAN - COMMUNITY PARK**



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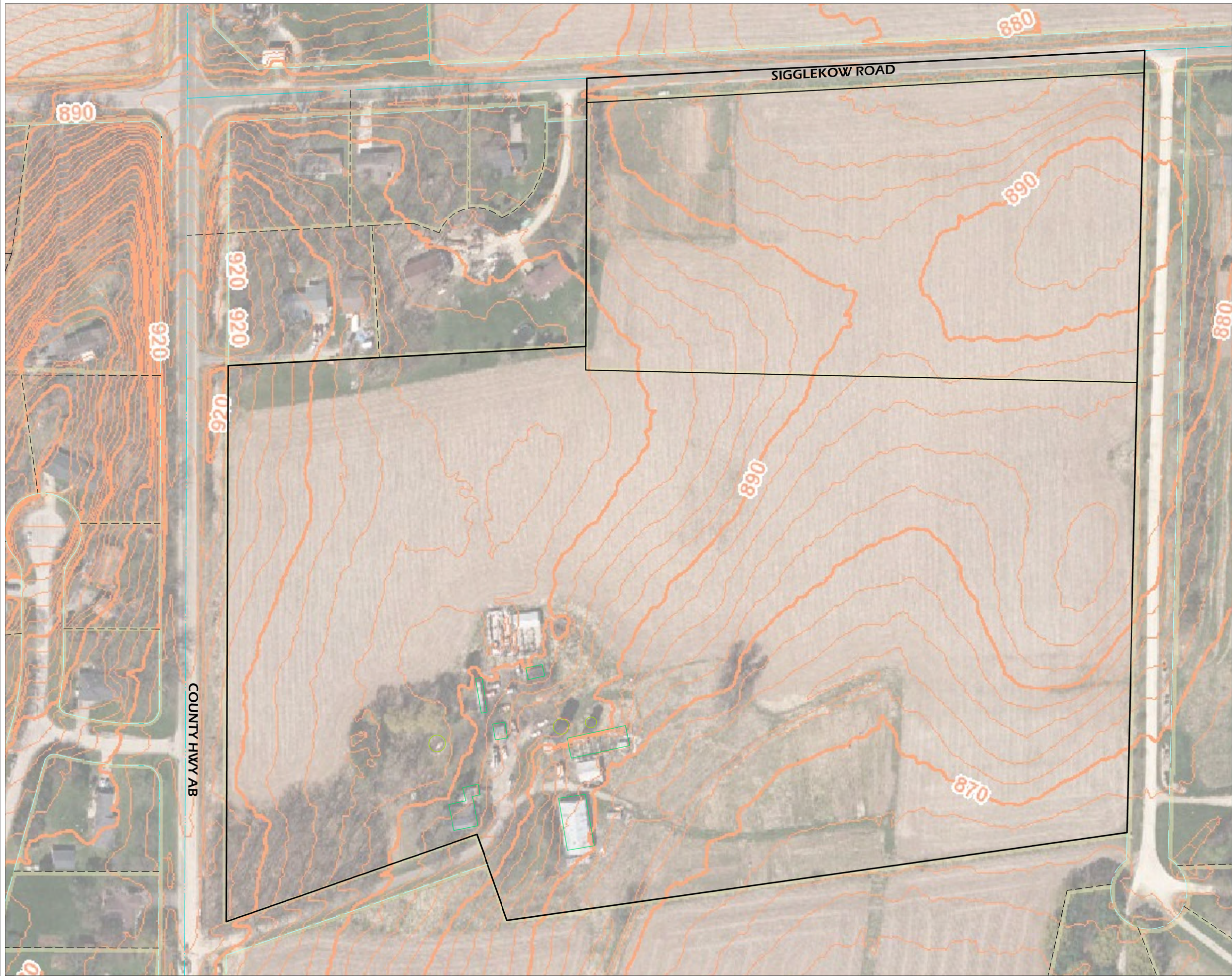
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Date:	6/18/2020
Sheet Number	<b>EX-2</b>

## McFarland Park Master Plan Study Stakeholder Interview Summary

September, 2020



### William McFarland Park

The consultant performed stakeholder interviews with the major users of William McFarland Park during August and September. The questions were assembled to determine how the existing park facilities serve their needs and what improvements would be beneficial to long term organization use and potential growth. The following summarizes these discussions.

#### Curling Club

Joel Dietz and Mandy Hampton

- The existing Curling facility has been in this location since the 90s. Prior locations included Demetral Field and Camp Randall.
- The club has finished the payments on the loan to the Village (99 year lease)
- the recent Olympics helped spur a growth in membership requests and overall interest in curling.
- General rule of thumb for facility membership is ~100/sheet.
- The current curling season is October – March
- There is desire to offer a 12 month facility, which will allow for more memberships and ice time.
- Memberships are the largest source of revenue.
- Club has done a study on where members are located and McFarland is central. They would prefer not to relocate to another site. This is due to the investment they have spent already and the geographic location is good.
- Current facility has 6 ice sheets, desire to 4-6 more. 6 additional was estimated to be \$7 million, 4 estimated at \$5.5 million. This would include improvements to the club house.
- The ice mechanical systems are located along the north face of the building, forcing any expansion to the west.
- 8 people to a sheet at one time (6x8=48), There are often an additional 48 in the club house waiting for their turn. This is compounded when groups come and go forcing the parking allocation to be higher.
- Additional parking will be needed, but could be shared with the Ice Arena if the layout works.

#### Hockey

Shaun O'Hearn

- The ice arena is operational all year and is at capacity
- There is desire for a second sheet of ice if possible
- Possible/probably location is on the west side of ex building and would replace the linear parking lot used for soccer (std size is 180x80)
- This park would be a good home for an outdoor ice sheet as many of the active skaters and people who maintain ice are onsite

- More active use fields for lacrosse, ultimate Frisbee and youth baseball diamonds are needed in the Village. Having one diamond here and one at Lewis is not enough to program. The diamond at this location is an odd size and should be relocated
- As a local business owner, he often hears comments regarding an aquatic facility of some type. McFarland Park is a possible location for this type of facility
- General comment regarding the Village and user groups reaching a written agreement for facility maintenance and upkeep. McFarland Park is an example of various groups using the same space with a lack of coordination efforts
- The new Community park could have restrooms, baseball, soccer/general use field, gathering spaces for families, trails, play areas, and shelters. The location will not be "remote" forever

#### McFarland Soccer Club

Ryan Amundson

- Approximately 700 families served by the soccer organization
- Season is April -June and Aug -early November
- Teams are run through MAYSA for tournaments
- Sat/Sun games (8 Am 5 PM), Mon-Thur practice (4-8pm)
- Ages range from Kindergarden through High School
- The largest population served are the older kids (12-16) which require the largest field size (100/120x60/80 yards)
- Currently the youngest players use the small lot owned by the Ice Arena (south end of park)
- Numbers how that soccer is growing in all age groups
- Would like to add 1-2 more large fields that can be subdivided for youth play
- The group currently rents space from Madison Parks for some games and practices
- The organization is in year 2 of a 20 year lease/loan on the shelter/restroom building.
- Possible additional fields if the parcel north of the park was acquired?
- They are very open and interested in moving soccer out of McFarland Park to the new Community Park. An arrangement would be needed to exit the current building lease etc and get a new facility built at the new site. This existing building is flexible and could be used for other community based use and rentals if not used for soccer.
- A support building would need to have restrooms, concessions, a meeting room, and gathering/open air space
- Parking is a source of frustration for the club. There have been conflicts with the Ice Arena in the past. The current parking is adequate when they can use the curling club parking lot. These seasons do not currently overlap.
- Would love lights and one turf field if possible

#### 4 Lakes Bocce Association

Don Peterson

- Don provided background information not only on Bocce, but on past park improvements from his time as administrator
- Curling Club built in 1997
- Baseball and skate park followed shortly after

- There has been no active management of passive open spaces in the Village until recent discussions
- McFarland Park has been filled with facilities without a full plan for the future
- Acquisition of the land to the north should be evaluated for park expansion
- The parcel has a nice woodlot that could serve as passive family recreation uses. This is not currently available in the park
- There is a buried limestone ridge underneath the curling club location
- The McFarland Family Festival has been on this site in previous years. There has been parking problems in some years.
- In one year, there was a conflict with the soccer club tournament
- The festival has also been held downtown, this location seemed to work well
- Bocce has been in the park for 10 years
- The complex is the only regulation court in the state
- Development of the complex has been member driven and the organization would prefer not to be relocated
- Leagues are held Monday -Thursday nights and weekday mornings
- The courts are open to the public other times
- The club would like to increase participation
- The skate park usage does not seem to conflict with the Bocce complex, but it is getting old and needs updating or relocation
- Possible future location should be more accessible for young users who don't need to rely on parents to drive them
- Given the current north Village location, it is possible/probable that more Madison residents use it than McFarland.
- The baseball diamond was shoehorned in and should be relocated to another site. It is not a conventional dimension

### McFarland School District Community Recreation

Alisha Fix

- Alisha has been involved in the recreation and aquatics for the School District for 18 years
- A special needs park is a much needed asset in the Village open space system
- To better accommodate youth recreation activity programming and general facility availability to community members, she suggested the following items have high priority for development or consideration:
  - Pickleball Courts (cited as the number 1 requested facility by residents)
  - Concrete outdoor ping pong tables
  - Sand Volleyball courts
  - Gaga ball pits
  - Smaller ball diamonds to be used for whiffleball and kickball
  - Shelters with restrooms, rental space, drinking water, and equipment storage
  - Adequate parking for program users
  - Addition youth baseball fields
- Alisha expressed concern about potentially losing the diamond at William McFarland Park (due to Curling Club expansion plans). This field is used for youth baseball. If this field is removed for other park uses, they would need an alternate location and ideally would have two fields instead of one available. They currently also use Lewis, Brandt, and district fields for programming

- Baseball is the most popular sport MRAP (McFarland Recreation Activities & Play) offers with over 380 participants (across grade levels 4k-12th grade)
- The future community park would be an ideal place for a consolidated diamond complex

#### Community Park Neighboring Property Owner

Liza Lightfoot

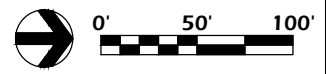
- Liza owns the large property east of the Community Park site, her driveway is the common parcel boundary
- Her property is currently used as a nursery and landscaping company. A large portion of the property is forest and prairie landscape
- She feels that in general, Village parks should have more shelters and opportunities for informal gatherings
- There is a lack of “wild spaces” in the park system currently. A comprehensive community park should have activities and facilities for all ages and abilities
- Sustainable parks should be low maintenance, programmed with community group partnerships, and designed in harmony with adjacent properties
- She would like to see community gardening and landscape restoration projects involving the community members
- The new community park does not have many existing assets that should be preserved or protected as it is mainly agriculture land. There is an abandoned well on the east side of the property by her driveway
- She would like the new park to have trails for hiking, snowshoeing, etc
- Use of chemicals for large lawn areas should be minimized if possible

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**LEGEND**

- |                           |                               |
|---------------------------|-------------------------------|
| 1 Ice Arena Expansion     | 9 Flexible Open Space         |
| 2 Curling Club Expansion  | 10 Parking Expansion          |
| 3 Outdoor Ice Sheet       | 11 Shelter Access + Parking   |
| 4 Playground              | 12 Trail Network              |
| 5 Pickleball/Court Sports | 13 Stormwater Management Area |
| 6 Community Aquatics      | 14 Fitness Equipment Court    |
| 7 Baseball - 225'         | 15 Skate Park                 |
| 8 Bocce Expansion         | 16 Basketball                 |



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 Date: 9/19/2021

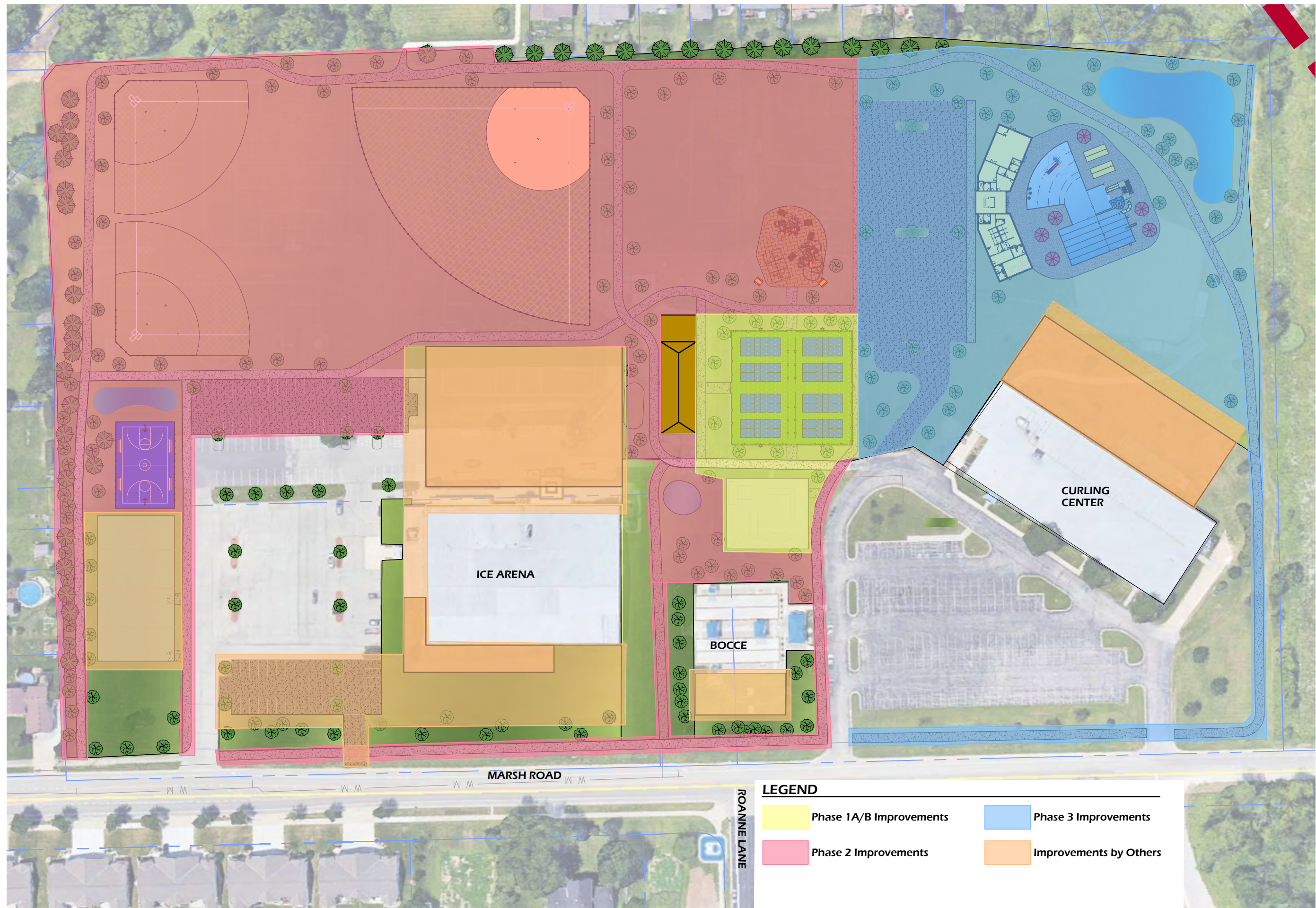
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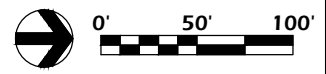
- LEGEND**
- 1 4 Season Dome Rec. Complex
  - 10 Soccer Field Area
  - 2 Day Use Picnic Area
  - 11 Bike Pump Track
  - 3 Trail Network
  - 12 Sledding Hill
  - 4 Stormwater Management Area
  - 13 Flexible Recreation Space
  - 5 New Village Street/Public ROW
  - 6 Community Shelter Building
  - 7 Playground
  - 8 Parking Area
  - 9 Prairie Restoration

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**LEGEND**

- Phase 1A/B Improvements
- Phase 2 Improvements
- Phase 3 Improvements
- Improvements by Others



**WILLIAM MCFARLAND PARK  
 MASTER PLAN  
 MCFARLAND, WI**

Project Name: WILLIAM MCFARLAND PARK MASTER PLAN MCFARLAND, WI  
 Sheet Title: PHASING PLAN

Revisions:

No.	Description

Project #: 20.022  
 Issued For: Review  
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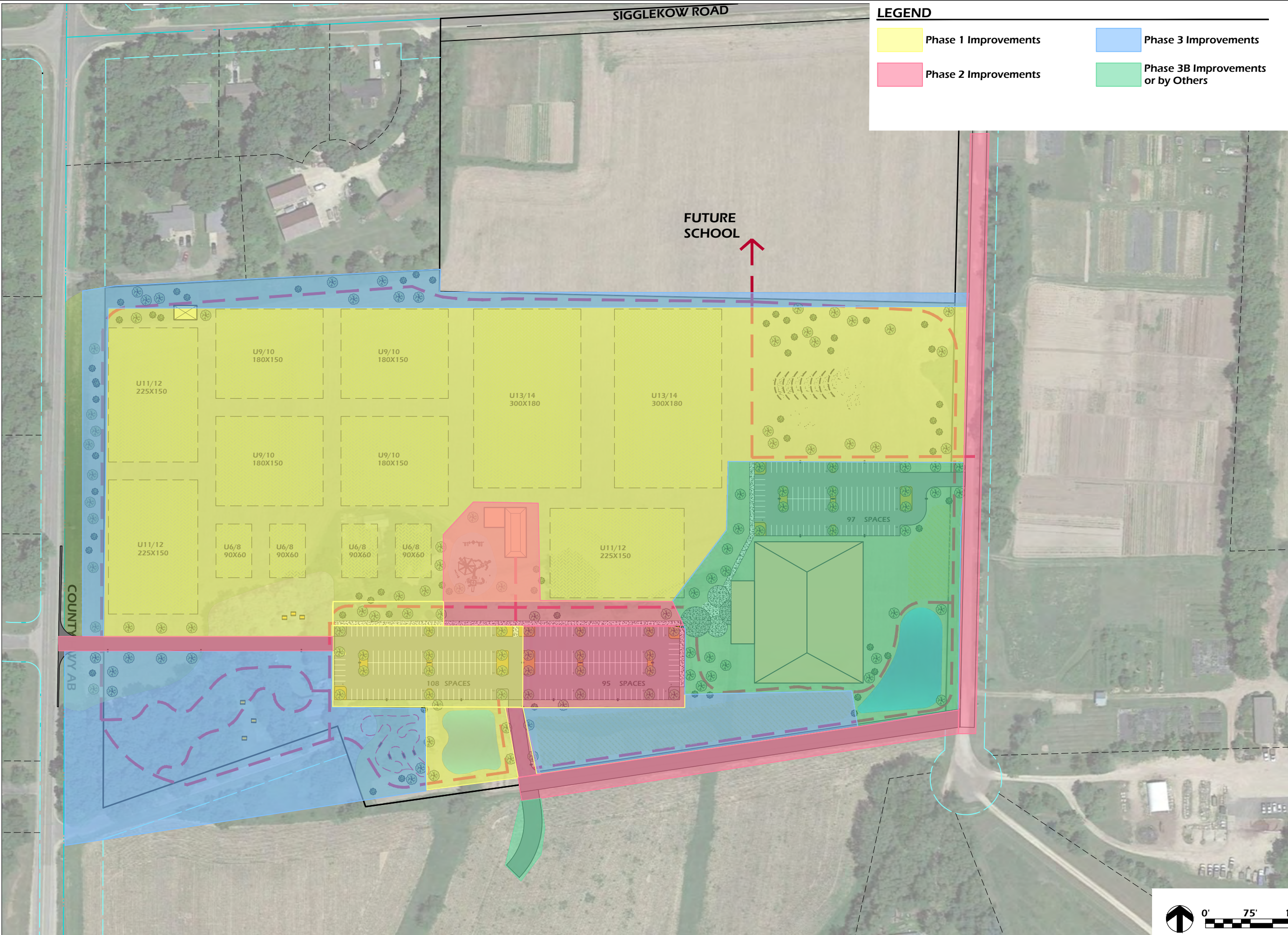
SIGGLEKOW ROAD

LEGEND

- Phase 1 Improvements
- Phase 2 Improvements

- Phase 3 Improvements
- Phase 3B Improvements or by Others

FUTURE SCHOOL



Project Name:  
**COMMUNITY PARK  
 MASTER PLAN**  
 MCFARLAND, WI

Sheet Title:  
**PHASING PLAN**

Revisions:

Project #: 20.022  
 Issued For: Review  
 Date: 09/19/2021

Sheet Number

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**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding the development of a Park System Capital Improvement Plan.

**PREVIOUS ACTION:**

The Committee began a general discussion on developing this plan at their last meeting held on August 26, 2021.

**ISSUE SUMMARY:**

Attached within your packet is a first draft attempt at creating a 10 year Capital Improvement Plan for the Park System. Information contained within this plan came from current master plans, Village 5 year Capital Improvement Plan, and previously discussed initiatives. It attempts to balance different needs from year to year and is thus far presented without consideration for cost. The first iteration of this is meant to help prioritize projects within the different years, and the next step will be to attach costs to each of the years for each of the amenities once those priorities are determined. Once we have completed this plan, it is our attention to seek its acceptance with the Village Board and build into the Village's 5 year Capital Improvement Plan going forward. We will check in on the plan at least annually as part of its ongoing maintenance.

**FINANCIAL/BUDGET IMPACT:**

The next draft of this plan will include cost estimates for each amenity within each year that work is planned. This will help the Committee to review and balance their priorities against the proposed costs for these improvements.

**VILLAGE PLAN REFERENCE:**

There are many different plans that we have that fuel this work. [Please click on this to view the Parks, Recreation, and Natural Resources website for a list](#) and access to each of these plans. A list of what is provided is as follows:

- Aquatics Feasibility Study
- Inclusive Playground Master Plan
- McDaniel Park Master Plan
- Outdoor Recreation and Open Space Plan 2019 to 2023
- Urso/Schuetz Master Plan



Additionally, you can click on this link to view the draft master plan for [McFarland Park](#) and [Community Park](#).

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion. No action needed.

**ATTACHMENTS:**

1. Parks Capital Improvement Plan 09152021 mgs

# McFarland Parks Capital Improvement Plan

Project/Amenity	Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Notes
Disc Golf Course	Urso/Schuetz Park	█										Complete final construction (grading, seeding, baskets, etc.)
Master Plan	Community Park	█										Finalize draft review and accept plan.
Master Plan	McFarland Park	█										Finalize draft review and accept plan.
Aquatic Plan	McFarland Park	█	█									Restart and complete more detailed plan.
Small Projects, Furniture, Equipment	Varies		█	█	█	█	█	█	█	█		Develop priority list, allocate funds as needed. Can be new or replacement items.
Playground	Case by Case		█		█		█		█		█	Update/upgrade old playground equipment. Staff will develop inventory.
Bathrooms	Case by Case			█		█		█		█		Establish new bathroom facilities within system. Staff will develop inventory.
Property Acquisition	Case by Case		█		█		█					Review available opportunities, could happen sooner or later.
Mass Grading (Phase 1)	Community Park	█	█									Design 2021 and Construct 2022. Grading for fields, parking, ponds, etc.
Parking Lot, Shelter, Playground (Phase 2)	Community Park		█	█	█							Design 2022 and Construct 2023. Construction of fields, parking, shelter, etc.
Siggelkow Road Bike Trail	Community Park		█	█	█							Plan 2022, County Grant 2023, and Construct 2024. Utilize existing ROW.
Trails, Pump Track, Prairie Restoration (Phase 3)	Community Park				█	█						Design 2023 and Construct 2024. All remaining items but for new facility.
Indoor Athletic Complex (Phase 4)	Community Park						█	█	█			Plan (Operations) 2026, Design 2027, & Construct 2028. Year round complex.
Pickleball Courts (Phase 1)	McFarland Park		█									Design and Construct 2022. Begin after Spring Soccer, work with baseball on space.
Skate Park (Phase 2)	McFarland Park		█	█	█							Design 2022 and Construct 2023/2024. Begin to develop local partnerships.
Fitness Court, Trails, Baseball (Phase 3)	McFarland Park			█	█							Design 2023 and Construct 2024. Fill in support elements, new amenities.
Aquatics & Playground (Phase 4)	McFarland Park				█	█	█					Design 2024 and Construct 2025/2026. Follow up to plan from 2021/2022.
Lake Access	Lewis Park		█	█								Review master plan, prepare design in 2022 and Construct 2023.
Inclusive Park	Cedar Ridge Park		█	█	█							Design 2022 and Construct 2023/2024. Follow up to plan from 2021.
Parking Lot	Brandt Park			█								Design and Construct 2022. Upper diamond, support park and trail.
Water Quality Boom System	McDaniel Park			█								Provides beach and water quality delineation, not planned for filtration.
Band Shelter, Event Space	Arnold Larson Park			█	█							Plan/Design 2023 and Construct 2024. Follow through on 2020 planning.
Shelter/Bathroom Facility	Egner Park					█	█					Design 2025 and Construct 2026. Shared with water utility and pump house.
Lower Yahara River Trail (Phase 1)	Urso/Schuetz Park					█	█					Design/Grant Application 2025 and Construct 2026. Southern entrance thru park.
Disc Golf Facility/Trailhead (Phase 2)	Urso/Schuetz Park						█	█				Design 2026 and Construct 2027. Second facility to support east park, trail.
Dredging Work (Phase 3)	Urso/Schuetz Park							█	█			Design 2027 and Construct 2028. Partner with channel, lagoon, and ponds.

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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Sayer Larson, Parks Superintendent

**AGENDA ITEM:** Discussion and recommendation to the Village Board regarding street tree planting proposals for 2021.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

As part of our annual tree planting program, we once again asked for proposals on purchasing street trees along with their installation. The intent when the proposal was set up was to be so that we could vary the quantity of trees needed so we did not overspend the budget. We solicited four proposals. We only received one proposal able to meet the guidelines provided in the bid spec sheet. One of the contractors reached out to ask if deviation would be permissible. An exception to change from balled and bur lapped to containerized was granted. The initial contractor was contacted to see if they wanted to revise their submitted proposal. However, they declined as they only plant balled and bur lapped trees.

The recommended contractor is Srb's Trees as the preferred method of planting in the Village is balled and bur lapped. Although Srb's Trees was not the lowest in price, they were able to meet all bid package specifications. Please note that the main difference between the two proposals is the cost of the evergreens to be planted for screening purposes at William McFarland park. The price difference is reflected in the size of the tree provided by the respected contractor. Srb's trees are larger, providing more screening faster.

We have notified residents that we will be planting a tree, or trees, along their frontage. As part of this letter, we will evaluate tree locations if the resident requests it. Residents will not be able to select the species of tree to be planted.

Please note that 69 tree locations were identified for planting in Zone 2. All of these locations were marked, and residents contacted via letter. Of the bid package list, 60 trees are identified for street tree planting. Trees will have to be added to accommodate all planting locations. This will increase the cost by no more than \$2,500.

**FINANCIAL/BUDGET IMPACT:**

The funds for tree planting are within the approved budgeted amount.

**VILLAGE PLAN REFERENCE:**



None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommend to the Village Board the approval for the 2021 street tree planting proposal to be awarded to Srb's trees.

**ATTACHMENTS:**

1. 2021 Tree Specs RFP form
2. Letter mailed 9.16.2021 blank
3. Bid review for proposals for 2021 tree planting

**BID & SPECIFICATIONS FOR  
Village of McFarland, Wisconsin**

**PROJECT:** 2021 Tree Planting

**OWNER:** Village of McFarland  
5915 Milwaukee St. P.O. Box 110  
McFarland, WI 53518-0110

**CONTACT:** Sayer Larson, Parks Superintendent (608) 838-7287  
Jim Hessling, Director of Public Works (608) 838-7287

Bids will be accepted by mail or electronically only **until 3:00 P.M. local time Wednesday September 1, 2021.**

Physical address: Village of McFarland  
5915 Milwaukee Street  
McFarland, WI 53558-0110  
Attn: 2020 Tree Bids

E-mail address: [public.works@mcfarland.wi.us](mailto:public.works@mcfarland.wi.us)  
5915 Milwaukee Street  
McFarland, WI 53558-0110  
Subject line: 2021 Tree Bids

**The village is not responsible for any submitted bids that do arrive to us, whatever the reason may be.**

**QUALIFICATIONS:**

Bidders shall provide example of one to three (1-3) prior projects (similar in scope and scale) along with references as part of the bid.

**RIGHTS RESERVED:**

The Village of McFarland reserves the right to reject any and all bids, for whatever reason, and to waive any informalities in bids or in the bid process. No Bidder may withdraw a bid within 60 days after the actual date of the opening of the bids.

**Intent of Specifications**

The attached specifications and instructions are intended for bid of plant materials and installation in quantities and species as listed. Quantities may vary subject to funding. Please note the following;

- The exact planting locations will be provided by the Village and/ or Village's representative.
- Furnishing plant materials and installation of material shall conform to the dates as detailed per the specifications.
- No substitutions in sizing, container type or species/cultivar are allowed without prior written approval from the Village and/or Village's representative.

### **Site Inspection**

It is recommended that all bidders become familiar with existing field conditions and planting sites prior to preparing the bid.

### **Guarantee**

All plant material and plantings shall be guaranteed for one (1) year after planting. This is a one-time replacement for each tree. Planting stock will be maintained and watered during this year by residents and Village staff. Contractor shall conduct a site walk through and review with the Village staff upon completion of planting, a minimum of one (1) additional walk-through during the first planting season and one final walk through prior to the end of the guarantee. All failed plant material shall be replaced as soon as possible as mutually agreed upon date.

### **Supervision**

The Village of McFarland and representative shall inspect and approve all plant material and installation and may provide a full-time inspection of the work on site. Should any dispute arise with regard to quality of material and workmanship as detailed in the specifications, both parties will work jointly to resolve the issue(s), but the final decision shall rest entirely with the Village.

Any plant material not meeting quality and specifications shall be returned immediately.

### **Labor, Equipment, Permits, Etc.**

Contractor shall furnish at their own cost and expense all transportation, labor, materials, and equipment needed to perform the work in the highest quality manner possible according to the specifications. The contractor shall have a competent foreman/ supervisor on-site the entire duration of the project. All project work shall be completed in accordance to the specifications, local and state codes. All permits and approval costs shall be borne by the contractor.

### **Pre-Planting Conference**

The selected contractor shall arrange a meeting with the Village's representative prior to the start of the planting project. This meeting will provide a review of all aspects of the program and ensure that all requirements, specifications and the project schedule are understood. Planting locations will be determined by the Village prior to work.

### **Utilities Coordination**

The contractor shall be responsible for contacting and notifying local utilities (digger's hotline) as to the area of work and timing of the work. Village shall mark all proposed tree locations prior to contacting digger's hotline. Contractor shall notify the Village's representative of any conflicting planting location. In the case of location conflicts, the Village's representative will work with the contractor to propose a mutually agreed upon location for the planting.

### **Observation of Applicable Laws**

The awarded contractor shall observe and comply with all state and local laws and ordinances or regulations which in any manner affect the conduct of this work. Contractor shall indemnify and hold harmless the Village of McFarland, its representative and all of its officers, agents and employees against any and all claims for any material other liability arising from or based upon the conduct of work or violations of any law, ordinance, regulation, or order, whether by contractor or contractor's employees.

### **Prior Project Work**

Contractor shall provide example of 1-3 prior projects (similar in scope and scale) along with references as part of the bid.

### **Insurance Requirements**

Contractor is to carry their own Liability, Auto and Worker's Compensation Insurance. The Contractor is to furnish a copy of insurance of at least \$1,000,000.00 protection, to the Village, against any accident claims that may be made by the owners and or employees of said Contractor prior to starting. Contractor must show proof of insurance as part of the bid.

### **Scope of Work**

The contract award includes plant material and installation of the specified number of trees as listed by species, cultivar and size. Installation includes digging and preparing the planting hole, setting the specified tree, back-filling with appropriate material, restoration of the planting area, mulching, staking (as required) and initial watering. In addition, the contractor shall place and fill irrigation bags as provided by the Village. All work must be performed in accordance the following specifications.

1. All plants shall be premium grade stock, regionally grown in planting zones 4 or 5A. Caliper size is determined at 6" above the root flare. Heights are determined by distance from top of root flare to top of branches.
2. All planting stock shall have well-formed, typical uniform branching, free of disease, insects and mechanical injury, with a well-developed root system, straight trunk and defined leader.
3. Trees shall be furnished as specified by size, root type, species and cultivar.
4. All trees shall conform to American Nursery Standard for Nursery Stock (ANSI Z60.1-2004).
5. All plants shall be tagged securely, identifying species, size and grower.
6. Plants shall be protected properly from weather and handling during transit.
7. All prices shall include deliver to the planting sites and installation as described in the scope of work.
8. All bare root plantings shall be staked.
9. Village staff or representative may reject any trees or work that does not meet specifications.
10. Village staff and representative must be notified at least three (3) days prior to arrival of materials by to arrange inspection of plant material at delivery.
11. The contractor shall provide as-built plans detailing location and plant species no more than 30 days after completion.
12. **All work shall be completed prior to November 1, 2021.**

### **Planting Specifications**

1. Terrace planting locations will be marked with paint and stake by Village. Contractor will be provided an address and species list and will be responsible for planting the proper species at the listed address.
2. Sod shall be removed from the planting site and not used to refill the hole. Each hole shall be dug to match the root depth of the tree. Additional loose soil shall be then placed on the root system in a manner that will eliminate voids and air pockets. Any additional topsoil needed to fill the tree pits shall be furnished by the contractor.
3. All debris shall be removed from planting sites and disposed of properly.
4. All planting hole shall be dug a minimum of 6" wider than the farthest extending root. Trees shall be centered in each hole. If an auger is used, holes shall be cleaned out by hand to accommodate root structures. Prune damaged roots. The tree shall be planted so the soil is "dished" to facilitate watering. All bare root stock must stay moist from nursery to the time of planting and shall be wrapped in wet straw

and plastic. Roots shall be dipped in or treated with a root stimulator one day prior to planting. Bare root plants shall be backfilled halfway and watered with approximately 5 gallons of water to compact the soil and remove air pockets. Continue backfilling until planted at proper depth and water again with 3-5 gallons of water.

5. All trees shall be planted where the root flare meets the soil grade of the site. If root flare is not found on balled and burlapped tree, contractor shall remove excess soil to expose the root flare at the proper depth. Trees not planted at the proper depth shall be rejected.
6. Any minor damage to branches or root system shall be pruned and clean as instructed by the Village.
7. All trees shall be mulched with 3-4" of double shredded hardwood mulch. "Mulch rings" shall be a 3-4' diameter or at least 6" past disturbed grade, whichever is greater. Mulch shall be "dish" shaped to help facilitate watering. No mulch shall be placed on the trunk.
8. Contractor shall be responsible for initial watering and placement and filling of irrigation bags as provided by the Village.
9. All bare root trees shall be staked with 2" square Oak posts, furnished by the contractor. Trees shall be firmly cross-tied to the stakes with nylon webbing. The Village may identify additional trees to be staked as needed. Contractor to provide written pricing for additional staking of trees at the time the bid is submitted.
10. All balled & burlapped trees shall be set properly in the planting pit and arranged to sit properly. Binding cord shall then be cut and removed. Wire cage shall be removed or pulled back from the top 1/2 of the ball and burlap in this area shall be removed.
11. Container grown trees shall have the pots removed and roots sliced vertically.
12. Contractor shall follow instructions for grow bags as provided by the grower.

**Published by the authority of:**

**Matt Schuenke**

**Village Administrator**

Plant Schedule

## McFarland 2021 Plant Schedule

**EXAMPLE**					
Variety	Species	Size	Qty	Price each (installed)	Sub Total
American Redbud	Cercis canadensis	1 1/2" B&B	7	123.45	\$864.15
Patriot Elm	Ulmus 'Patriot'	1 1/2" B&B	9	678.9	\$6,110.10
Ginkgo	Ginkgo biloba 'Autumn Gold'	1 1/2" B&B	2	456.78	\$913.56
Total			<b>18</b>		
<b>Grand Total</b>					<b>\$7,887.81</b>

Variety	Species	Size	Qty	Price each (installed)	Sub Total
Bur Oak	Quercus macrocarpa	1½ inch B&B	5		
Autumn Blaze Maple	Acer x freemanii	1½ inch B&B	5		
Red Maple	Acer rubrum	1½ inch B&B	5		
American Redbud	Cercis canadensis	1½ inch B&B	5		
Hawthorne (Thornless tree form)	Crataegus spp.	1½ inch B&B	5		
Kentucky Coffee Tree	Gymnocladus dioicus	1½ inch B&B	5		
Ohio Buckeye	Aesculus glabra	1½ inch B&B	5		
Common Hackberry	Celtis occidentalis	1½ inch B&B	5		
Elm (Disease resistant)	Ulmus americana	1½ inch B&B	5		
Redmond Linden	Tilia americana 'Redmond'	1½ inch B&B	5		
Honey Locust (Thornless non-fruiting variety)	Gleditsia triacanthos	1½ inch B&B	5		
Northern Red Oak	Quercus rubra	1½ inch B&B	5		
Serviceberry (Single stem tree form)	Amelanchier spp.	1½ inch B&B	5		
Black Hills Spruce	Picea glauca 'Densata'		4		
Colorado Spruce	Picea pungens		4		
				<b>Grand Total</b>	

**\*\*THE VILLAGE RESERVES THE RIGHT TO CHANGE QUANTITIES AND OMIT SPECIES AS DESIRED OR NEEDED.\*\***

September 15, 2021



**Subject: Village of McFarland Fall 2021 Street Tree Planting**

Dear Property Owner,

This letter is notification that your address is identified as a possible location for the Fall 2021 street tree planting. We have marked the curb line with pink marking paint indicating the location of a tree(s) in the terrace area along your property. If you have any questions or concerns please respond by September 29<sup>th</sup>, 2021. Please contact the department via email as the phone system is currently inoperable.

Sincerely,  
Sayer Larson

Parks Superintendent / Village Forester  
Village of McFarland  
5115 Terminal Drive McFarland, WI 53558  
608-838-7287 | [public.works@mcfarland.wi.us](mailto:public.works@mcfarland.wi.us)



# Tree Planting Proposals for 2021

Company	City	Average Cost per Tree Installed	Average Cost per Tree excluding conifers	Notes	Proposal
Barnes, Inc.	Madison, WI	NA	NA	Declined	NA
McKay Nursery Co.	Waterloo, WI	\$ 264.38	\$ 263.08	Unable to meet specifications of bid package, permitted to provide alterations.	\$ 19,300
Olsen Toon Landscaping, Inc	Verona, WI	NA	NA	No response	NA
Srb's Trees, Inc.	Sun Prairie, WI	\$ 287.64	\$ 268.27	Provided all specifications and has completed prior work for the Village.	\$ 20,998

Low bidder with alterations is McKay Nursery

Lowest bid meeting specifications is Srb's

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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Sayer Larson, Parks Superintendent

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding a grant application with the Wisconsin Department of Natural Resources for an urban forestry grant.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Seeking approval to apply for an urban forestry grant through the Wisconsin Department of Natural Resources (WDNR). The Village forestry program is applying for this grant to update the tree inventory and to assist with staff training and education. The WDNR offers urban forestry grants to cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations in or conducting projects in Wisconsin. The Village of McFarland will fall into the regular grant category. This category is a competitive cost-share (50:50) grant of up to \$25,000. Additional details from the WDNR website regarding this grant can be found [here](#).

The tree inventory was initially completed in 2007 and then updated in 2015. The Village received a quote of \$16723 from Wachtel Tree Science, inc. to accomplish this work. A new tree inventory will provide updated tree health, identify vacant tree planting locations, prioritize removals and trimming work.

Staff training to include level 1 chainsaw safety and operations for public works and parks crewpersons. Cost per class is \$1200 and limited to 10-12 participants. Open roster spots could be offered to McFarland Firefighters. This class will teach proper body mechanics, PPE, safety features of chainsaws, hand sharpening, reactive forces, and basic cutting methods.

Staff education includes the Village Forester attending WDNR Community Tree Management Institute (CTMI) and obtaining training materials to gain ISA Certified Arborist. Through the CTMI program, practical knowledge & skills essential for effective management of municipal tree programs are developed. The course focuses heavily on the management side – rather than the technical side – of municipal forestry programs. Cost of the CTMI program is \$375. When you become an ISA Certified Arborist®, you are recognized by your peers and the public as a tree care professional. Training materials costs are approximately \$650 for study guide and online arboriculture training.

Application deadline is October 1, 2021. The application process also includes a requirement to obtain a resolution from the governing body designating a representative to file the application and handle all grant actions on behalf of the applicant.



**FINANCIAL/BUDGET IMPACT:**

Grants range from \$1,000 to \$25,000 and require a 50-50 match. The total project cost range is \$2,000 to \$50,000.

The project sponsor must initially fund 100% of the project. Upon completion, the project sponsor requests reimbursement for 50% of eligible costs. If the grant is recognized, all above mentioned as eligible, total cost of \$19,348. After completion, the Village would require reimbursement of 50% of the total listed cost.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommend approval to the Village Board regarding an application for an urban forestry grant from the Wisconsin Department of Natural Resources.

**ATTACHMENTS:**

1. Grant application form

**Notice:** Pursuant to US Public Law 95-313, s. 6(b), s. 23.097, Wis. Stats., and ch. NR 47, Wis. Adm. Code, this completed form is required to apply for an Urban Forestry Grant. The Department of Natural Resources (DNR) will be unable to process your application unless complete information is provided as requested. Information will be used to determine grant award lists, provide statistical information and potentially to use as an example for other grant applicants. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.].

**Resolution required with application submittal – see [sample](#)**

**Section I: Grant Type**

Select the appropriate grant type. Please note: a maximum of three urban forestry startup grants may be awarded to an applicant within the lifetime of the startup program. Click the link for more information related to each grant type.

[Regular Grant](#)       [Start-up Grant](#)

**Section II: Applicant Information**

**A. Applicant Organization**

Applicant Organization Name

Organization Address (same as Treasurer or W9)	City	State	ZIP Code
--	------	-------	----------

Applicant organization is a (*check one*)

City     Village     Town     County     Tribal Government     501(c)(3) nonprofit organization

Located in the county of: \_\_\_\_\_ DNR USE ONLY:

**B. Applicant Authorized Representative**

Last Name	First Name	MI	Position Title
-----------	------------	----	----------------

Phone Number	FAX Number	Email
--------------	------------	-------

**C. Project Manager (if different from Authorized Representative)**

Last Name	First Name	MI	Position Title
-----------	------------	----	----------------

Address	Phone Number	FAX Number
---------	--------------	------------

City	State	ZIP Code	Email
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**D. Grant Request Summary – will automatically be populated from Section VII Calculations**

DNR Cost Share	Grantee Cost Share	Total Project Cost
----------------	--------------------	--------------------

**Section III. Community Urban Forestry Program Status**

Below are basic elements of a well-established municipal, county, or tribal urban forestry program. Select ONE option in each category that best describes your current urban forestry program.

Applicants for the Startup Grant will be redirected to a regular grant application if they select the top box in 3 or more of the categories.

501(c)(3) organizations omit this section UNLESS your project results in a municipality advancing to the top level in any of the categories. Then, list the municipality here and complete the grid to reflect that municipality's current urban forestry program.

Municipalities: \_\_\_\_\_

<b>Tree Inventory</b>	We have a current, complete tree inventory.	<input type="radio"/>
	Our tree inventory is incomplete or needs updating or upgrading.	<input type="radio"/>
	We have no formal inventory or other written records of our trees.	<input type="radio"/>
<b>Urban Forest Management Plan</b>	We have a current, useful, written, inventory-based urban forest management plan.	<input type="radio"/>
	Our inventory-based, written urban forest management plan is incomplete or out of date.	<input type="radio"/>
	We do not have a written urban forest management plan based on our tree inventory data or on similar forest resource assessment.	<input type="radio"/>
<b>Program staffing</b>	Urban forestry program management is done by staff, contracted consultants &/or volunteers who have: a forestry degree; ISA certified arborist credentials; have completed WI Community Tree Management Institute; or have other advanced forestry training.	<input type="radio"/>
	Urban forestry program management is done by staff, contracted consultants &/or volunteers who have: experience or on-the-job training, but lack a forestry degree; ISA certified arborist credentials; Community Tree Management Institute completion certificate; or comparable advanced forestry training.	<input type="radio"/>
	We have no staff, contracted consultants or volunteers authorized to handle or advise our community on tree planting & care.	<input type="radio"/>
<b>Tree ordinance</b>	We have one or more tree ordinance(s) that is/are useful for achieving community tree care and management goals.	<input type="radio"/>
	Our tree ordinance(s) is/are out-of-date or inadequate.	<input type="radio"/>
	Our code ordinance contains no provisions for tree management, care or protection. Tree language is limited to public safety or nuisance abatement.	<input type="radio"/>
<b>Advocacy</b>	We have an authorized citizen tree board or other organized group actively involved in advising our community urban forestry program.	<input type="radio"/>
	We have various groups (clubs, schools, committees) interested and involved in community tree care and management but not formally charged with advising our community urban forestry program- OR- We have an authorized but inactive citizen tree board.	<input type="radio"/>
	The level of involvement and support by residents and local elected officials for our community urban forestry program is low to non-existent.	<input type="radio"/>

Comments (optional):

Section IV: Project Description

A. Project Overview

Descriptive Project Title: \_\_\_\_\_

Describe the project using no more than 2000 characters (including spaces). Provide an overview that includes basics of who is doing what, where, how and why. This can be a bulleted list.

Describe how this project would establish a new program or advance an underdeveloped one.

B. Project Components

Choose from the dropdown boxes below. Use the "OTHER" choice to type in alternatives. (See a list of eligible project activities in the application guide) Click + at right to add another component. Describe each project

Describe each project component.

- What are the expected outcomes (results)?
- How will expected outcomes be measured, evaluated or shared?

**Note:** Complete a separate Cost Estimate Worksheet (CEW) in Section VII for each project component listed below. The CEW will transfer the total to the right-hand column below.

Select Component:

Component Cost Estimate (\$) (field will auto-populate from detail on CEW)

Component Name:

Description/Outcome:

Target Measures (# of units, e.g. staff trained, trees treated, etc.)	Qty	Unit Type

Examples of components for Part B (selected in drop down box above):

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

C. Project Location/Scope

Land Ownership Affected (select all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Single private property                                    | <input type="checkbox"/> Single public property                                    |
| <input type="checkbox"/> Multiple private properties within a municipality          | <input type="checkbox"/> Multiple public properties within a municipality          |
| <input type="checkbox"/> Multiple private properties across multiple municipalities | <input type="checkbox"/> Multiple public properties across multiple municipalities |

D. Applicant's Project Partners

**Note:** Each of the applicant's partners **must** verify their involvement using a Partner Verification ([Form 8700-298A](#), linked here for your convenience). A Partner Verification form must be completed and sent in with this form for a complete application. If applicable, estimate the partner's donated amount on the appropriate CEW.

List Partner Organization(s): \_\_\_\_\_ What specific service, product, or role will each partner contribute to the project?

List Partner Organization(s):	What specific service, product, or role will each partner contribute to the project?

**Section V: Alignment with DNR Urban Forestry Program Goals – Only applicable for Regular grants**

1. Describe the direct impact(s) your project has on urban tree canopy on private property: N/A

2. Describe how you will utilize an existing inventory in this project. If no inventory exists or the inventory is outdated, will an inventory be produced because of the grant? How will the new inventory be utilized? N/A

3. If hosting a professional workshop or educational event, describe how your project will build capacity and/or partnerships for those attending. Will other communities be invited to attend? Have you reached out to neighboring communities to identify training demand? N/A

4. Please select if your project will include: N/A

EAB Management Plan     
  Ash Tree removals     
  Ash inventories (includes complete tree inventories)  
 EAB Insecticide treatment     
  Ash tree replacement planting     
  EAB Education and Outreach

5. Please select if your project will result in: N/A

A current, useful, written, inventory-based urban forest management plan  
 One or more tree ordinance(s) that is/are useful for achieving your community tree care and management goal  
     Type of ordinance planned to be developed or enhanced (i.e. general street tree, new development, tree protection, etc)  
  
 An authorized citizen tree board or other organized group actively involved in advising your community urban forestry program  
 Staff, tree service contractors &/or volunteers receiving a forestry degree, ISA certified arborist credentials, graduating from WI Community Tree Management Institute, or obtaining other advanced forestry training

6. Describe how **each** component of your project will have a long-term positive impact on the urban tree canopy and the benefits it provides (i.e. increased % canopy cover, or resiliency to pest/disease/storm, reduce liability). Quantify impacts to canopy or associated benefits wherever possible.  
 Tie this narrative to the component listed in question #5.

**Section VI: Additional Applicant Information – Only applicable for Regular grants**

1. Is the community where the project will be implemented a Green Tier Legacy Community?  Yes  No  N/A  
 (<http://greentiercommunities.org/pilot-communities/>)
2. Is the community where the project will be implemented a Tree City USA?  Yes  No  N/A  
 ([www.arboday.org/programs/treeCityUSA/index.cfm](http://www.arboday.org/programs/treeCityUSA/index.cfm))
3. List any specific urban tree care or tree management training received, or conferences attended by your organization's staff or volunteers within the last three years. Please list no more than 5 separate trainings.

Date	Course Title	Training Description	Provider	Attendees

4. Have you received an Urban Forestry grant in the past 3 years?  Yes  No  
 If so, how is this project different than the project(s) completed previously?

5. Describe any additional significant aspects or outstanding features of this project that you would like us to know about.

**Section VII: Cost Estimate Worksheets**

# Urban Forestry Grants Application

Form 8700-298 (R 09/21)

Page 6 of 7

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.  
 If more space is needed, return to Section IV.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

Project Component:	Estimated Cost	Donation Value
<b>Salary and Labor</b> <i>(specify project tasks on lines below, as appropriate)</i>		
Applicant Staff Labor:		
Fringe Benefits:		
Municipal Partner Labor Expense (Cooperative Agreement will be required):		
Volunteer Labor (\$15.00/hr):		
Other:		
<b>Supplies</b> <i>(specify items, as appropriate)</i>		
Provided by Applicant's On-hand Inventory:		
Donated by third parties:		
<b>Equipment</b> <i>(specify type of equipment and DOT class code on lines below, as appropriate)</i> See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Rented or Contracted Equipment:		
Purchased Equipment <i>(not to exceed \$5,000/item)</i> :		
Donated by third parties:		
<b>Contractual/Consultant Services</b>		
Hired Consultants/Contractors/ Services (professional rate):		
Donated Consultants/Contractors/ Services (professional rate):		
<b>Other Project Purchases</b>		
<b>Total</b>		
<b>Total Project Component Cost</b>		

Total Project Cost		
	Cash	Donated
Salary		
Supplies		
Equipment		
Contractual/Consultant Services		
Other		
Total		
<hr/>		
Total Project Cost		
DNR Cost Share		
Applicant Cost Share		

The Grant Request cannot be less than \$1,000. Please adjust the project as needed to meet that limit. You won't be able to submit the application unless the Grant Request amount is equal or greater than \$1000.

**Section VIII: Certification and Submission**

**Application form and required attachments must be received by 11:59 p.m. on the grant deadline date for the application to be eligible.**

**Attachments**

Provide a signed resolution that has been adopted by the applicant's governing body which gives the name of the applicant, authorizes funding for the project, designates an authorized representative (position title) to act on behalf of the applicant and states that the applicant will provide documentation of work done and follow all relevant state and federal rules. A sample resolution is provided at: <https://dnr.wi.gov/topic/UrbanForests/grants/documents/JFGrantsCombinedResolution.doc>  
Check all items you plan to attach.

- Authorizing Resolution attached
- By-laws & articles of incorporation (501[c][3] applicants only)
- Partner Verification Attached ([8700-298A](#))

**Submission Instructions**

Review your application before continuing.

Submission by Email strongly recommended. If not possible, contact the [Urban Forestry Financial Specialist](#)

By my signature below, I hereby certify to the best of my knowledge, the information contained in this application and application attachments are correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in accordance with ch. 23.097, Wis. Stats., and ch. 47, Wis. Adm. Code.

**NOTE: Please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the legal equivalent to an actual signature.**

Signature of Authorized Representative	Date Signed	Applicant's Authorized Representative (print)
<hr/>		
Position Title		
<hr/>		

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

**MEETING DATE:** Thursday, September 23, 2021

**SECTION:** Business

**DEPARTMENT:** Public Works

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

**AGENDA ITEM:** Discussion and recommendation regarding a plan for goose abatement.

**PREVIOUS ACTION:**

This was previously discussed at the PRNR Committee meeting on August 26, 2021.

**ISSUE SUMMARY:**

In looking over several items to deter geese from congregating at McDaniel Park, it has been discussed to try using a grape seed type of oil along with a mechanical device of some kind to help assist in abating the goose issue. An oil-based product will need to be initially applied once and then again about every 7-10 days, or sooner, depending upon weather events. If a grape seed oil product is used, signage would be required to alert park users. The applied rate is about 3 gallons per application. The material runs in price from about \$125 to \$160 per gallon.

Another method being considered is the oiling of eggs. This is a time-consuming effort that is doable and a permit will be needed.

The mechanical device under consideration is a spinner that reflects light and annoys the geese. The spinner devices would need to be moved around every day or so. These mechanisms are low cost.

Staff are requesting the recommendation of the committee for the approved plan.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



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

**MEETING DATE:** Thursday, September 23, 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 SEPT2021

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

**September 23,2021**

### **Parks Superintendent Report - September 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.

#### **Parks Crewperson Vacancy**

Clayton Wilson has accepted the parks crewperson position. Clayton started as a seasonal with us and comes with multiple years of experience in parks maintenance. Welcome Clayton!

#### **Maintenance Operations**

Mowing operations, facility maintenance, event preparations are primary functions.

#### **Street tree planting**

Selected zone 2 for planting. Locations marked were marked on 9/14. Letters were mailed to affected homeowners on 9/15.

#### **Beach Monitoring**

Beach monitoring ended after Labor Day weekend.

#### **Cedar Ridge Park**

Soccer goals repair and nets replaced.

#### **Parks Master Signs**

Installation of second phase of master signs complete. We have a few access point signs to install.

#### **Volunteering Parks**

Volunteers assisting with vegetation control and trash pick-up at select parks.

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

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

Dog park expansion update – fence installed, staying closed to allow grass more time to establish.

Disc golf update – Grading around tee pads to start week of 9/20. Working through issues of failing white oak trees. Trees were tested for oak wilt, returned negative. Trees inspected by WDNR forestry entomologist, determined issue due to root compaction and high insect populations. Removal of dead oaks will need to occur prior to course opening.

#### **Facility Update**

All facilities open and operating.

#### **Construction Update**

Contractor working through final corrections – parts have been an issue. Epoxy flooring to be refinished by contractor.

**Meetings/Trainings/Seminars**

Attending virtual WPRA and other local parks meetings as time permits. Attend trainings through WDNR SCRUFs and have signed up for WDNR's CMTI program.