

VILLAGE OF MCFARLAND
Parks and Recreation Committee Minutes

Tuesday, May 3, 2022 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village trustee TJ Jerke called the regular meeting of the Parks and Recreation Committee to order at 6:30 PM in the Municipal Center Community Room. This meeting was held via Zoom webinar.

Members present: TJ Jerke, Carrie Nelson, Sarah Kuba, Tanya Lancaster

Members not present: Justin Rupert, Jim Lacy

Staff Present: Village Administrator Matt Schuenke, Public Works Director Jim Hessling, Parks Superintendent Sayer Larson, Assistant to the Public Works Director Aimee Irwin

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Parks and Recreation Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 public.works@mcfarland.wi.us to be included as part of the meeting.*

None.

3. BUSINESS.

- a. *Committee and Staff Introductions.*
- b. *Discussion regarding new meeting structure, appointments, and schedule.*
Schuenke provided an overview of the municipal code language contained within the packet related to the responsibilities of the Parks & Recreation Committee.
- Jerke asked if staff would note if a business item is being reviewed by both the Parks & Recreation Committee and the Sustainability & Natural Resources Committee. Schuenke stated that this could be included. Jerke also asked how the situation would be handled if the two committees differed in their motions. Schuenke stated that the deciding factor would be the Village Board.
- c. *Discussion and action regarding a recommendation to the Village Board in order to transfer ownership and jurisdiction of the "School Forest" from the School District to the Village.*

Schuenke provided an overview regarding the transfer of ownership of the "School Forest" to the Village.

- Lancaster asked how the school had acquired the land. Schuenke stated they had acquired it about 60 to 70 years ago and have been unable to utilize it for additional development.
- Jerke asked if the school would continue to use the area for their curriculum. Schuenke believed they would continue to utilize this area.
- Jerke asked what the impact would be on the Public Works and Parks staff. Hessling stated there are no immediate actions that the department would need to take. Larson stated that this would add to the department's workload, but the Village is more equipped to handle the ongoing maintenance.
- Nelson asked if the school district could assist through funding for the maintenance that would be required in this area in the short term. Schuenke stated that this could be looked at.

Motion by Village Trustee TJ Jerke, seconded by Village Trustee Carrie Nelson, to recommend approval to the Village Board in order to transfer ownership and jurisdiction of the "School Forest" from the School District to the Village. Motion carries 4 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding the award of contract for Skate Park planning services.

Hessling provided background related to the Skate Park planning services RFP and proposals received.

- Kuba asked why we would work through Parkitecture instead of directly with Spohn Ranch, the designer. Hessling responded that Spohn Ranch did not submit a proposal. Kuba also asked if similar proposals were received with companies and consultants. Hessling stated that the other proposal received was from a design consultant however their proposal was much higher than the Parkitecture proposal. Schuenke added that the work Parkitecture will perform would include the site plan review as well.
- Lancaster asked if the recommendations from a previous meeting regarding skate park designers was incorporated in the process. Larson responded that Spohn Ranch was the number one recommendation and Irwin included that all the recommendations were emailed the RFP document when issued.
- Jerke asked if the \$15,000 budget is appropriate. Hessling stated he is comfortable with this amount.

Motion by Village Trustee TJ Jerke, seconded by Village Trustee Carrie Nelson, to recommend approval to the Village Board regarding the proposal from Parkitecture for Skate Park planning and design services. Motion carries 4 - 0 - 0.

e. Discussion and action to make a recommendation to the Village Board regarding the award of contract for Lewis Park Lake Access planning and design services.

Hessling provided background regarding the Lewis Park Lake Access RFP and the proposal received.

- Jerke asked if this project would require extra work as it was previously identified as a unique area. Hessling stated that the area will require some creativity and has its challenges that will need to be reviewed during the plan development.
- Nelson asked if the proposed cost was appropriate. Hessling responded that he believes the cost proposed is appropriate.

Motion by Village Trustee TJ Jerke, seconded by Village Trustee Carrie Nelson, to recommend approval to the Village Board regarding the proposal from Parkitecture for Lewis Park Lake Access planning and design services. Motion carries 4 - 0 - 0.

f. Discussion and action to make a recommendation regarding previous style park signs.
Larson provided background related to the previous style of park signs and the various options for disposal of these signs.

- Jerke asked if it had been discussed with the high school wood class what their plan would be for the wood. Larson responded that various options have been discussed.
- Kuba asked if the wood could be utilized to build benches for our parks. Larson stated that this could be a possibility, but there are new expectations that we follow for benches within the park system.

Motion by Village Trustee TJ Jerke, seconded by Sarah Kuba, to recommend donating the previous style park signs to the high school wood class. Motion carries 4 - 0 - 0.

4. SCHEDULE NEXT MEETING DATE.

a. Tuesday, June 7, 2022 at 6:30 p.m.

5. ADJOURNMENT.

Motion by Village Trustee TJ Jerke, seconded by Village Trustee Carrie Nelson, to adjourn at 7:28 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director