

Tuesday, November 1, 2022

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/85646335462>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 856 4633 5462

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
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.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the October 4, 2022 Parks and Recreation Committee meeting.
4. BUSINESS.
 - a. Update and discussion regarding Lewis Park lake access plan
 - b. Discussion and action to make a recommendation to the Village Board on a contract for design and bidding services for the reconstruction of the skate park within William McFarland Park.
 - c. Discussion and action to make a recommendation to the Village Board regarding design and bidding services for McDaniel Park site improvements.
 - d. Discussion regarding fees for Appendix A-Chapter 44 of the village code of ordinances.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, December 6, 2022 at 6:30 p.m.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Parks and Recreation Committee Minutes

Tuesday, October 4, 2022 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee 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 also held via Zoom webinar.

Members present: TJ Jerke, Carrie Nelson, Sarah Kuba, Tanya Lancaster, Justin Rupert, Jim Lacy, Luke Fessler

Members not present:

Staff Present: Village Administrator Matt Schuenke, Public Works Director Jim Hessling, Parks Superintendent Sayer Larson, and 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.*

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes from the September 6, 2022 Parks and Recreation Committee meeting.*

Motion by Trustee Jerke, seconded by Kuba, to approve the minutes from the September 6, 2022 Parks and Recreation Committee meeting. Motion carries 5 - 0 - 2, with Nelson, Rupert abstaining.

4. BUSINESS.

- a. *Discussion and action regarding a request from Aly's Honky Tonk Hustle to utilize horses at Brandt Park on October 8, 2022 pursuant to Chapter 44-20 of the Village Code of Ordinance.*

Aimee Irwin provided an overview regarding the request for the use of miniature horses at Brandt Park on October 8th. Jim Hessling provided the staff recommendation to the committee.

- Lacy asked if this event had been held at another location in the past. Hessling

and Schuenke responded that the event had occurred in a park.

- Jerke asked if the pony ride location would be on the basketball court or near the court. Larson stated they would be behind the basketball court along the fence line that parallels the railroad tracks.

Motion by Trustee Nelson, seconded by Rupert, to approve a request from Aly's Honky Tonk Hustle to utilize horses at Brandt Park on October 8, 2022 pursuant to Chapter 44-20 of the Village Code of Ordinance. Motion carries 7 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding McDaniel Park water access and quality improvements.

Schuenke provided a review of the proposed McDaniel Park water access and quality improvements which would be in partnership with Dane County.

- Fessler asked if the department would take on the ongoing maintenance of the improvements once complete. Larson responded that, yes, the department would take on this additional work.
- Trustee Nelson asked if the geese management item listed as a con may be a pro. Larson stated he believes that with more people utilizing the park, fewer geese would be in the area and, therefore, help with the geese issues in the park.
- Lacy asked if the pump house location, as included in the packet, was the set location. Larson responded that the location is not 100% set in stone. Schuenke stated that the design is a concept drawing and that another round of the design will be reviewed by the committee during the design phase.
- Lancaster asked how deep the swim area was. Larson stated that the depth is approximately 2.5 feet.
- Lacy asked what the bottom of the swim area was like. Larson responded that the first ten feet was washout, followed by some rock, then a firm and sand bottom further out. Jerke asked if the rock could be moved outside the swim area. Larson stated this may be a possibility to look into but may need DNR approval to do so.
- Lacy asked if the Capital Improvement Plan for 2023-2027 had been approved by the Village Board. Schuenke stated the CIP plan has been approved. The Village Board will now consider the items within the 2023 budget for approval, which is where the allocations would occur.

Motion by Jerke, seconded by Rupert to recommend approval to the Village Board regarding the McDaniel Park water access and quality improvements. Motion by Jerke to amend the motion to recommend approval to the Village Board regarding the McDaniel Park water access and quality improvements and consider operational impacts moving forward. Seconded by Lancaster. Amended motion carries 7-0.

c. Discussion and action to make a recommendation to the Village Board regarding the plan for the reconstruction of the Skate Park at William McFarland Park.

Blake Theisen of Parkitecture provided an overview of the enclosed information and plan enclosed within the packet for the Skate Park at William McFarland Park.

- Jerke asked if the design changed from the last review. Theisen stated the design did not change.
- Fessler asked for clarification regarding if the construction was all above grade. Theisen responded that yes, all the construction is above grade.
- Jerke asked if fundraising discussions had occurred. Schuenke responded that discussions have begun and that the Lions Club will be assisting with the fundraising efforts.
- Lancaster asked if the site amenities included items that were brought up by Bocce at the last meeting. Theisen responded that, yes, the site amenities were added.
- Lacy asked if the fundraising efforts would impact the project. Schuenke responded that this should not impact the project as additional funds could be utilized if necessary from the Parks Fund.
- Jerke asked if the timeline for the fundraising efforts had been discussed. Schuenke stated that the timeline is partially contingent on the plan being completed but he is aware that fundraising efforts are in the works already.
- Fessler asked for clarification regarding the timeline between the award of contract and the start of construction. Theisen responded that the timeline is a conservative outlook based on recent experience with supply shortages and other required materials such as concrete.
- Jerke asked if there would be a temporary option available for the skatepark during construction. Theisen explained there would not be a temporary option.
- Nelson asked if there are efforts that could help fundraising efforts. Schuenke stated that help could be provided.

Motion by Trustee Jerke, seconded by Rupert, to recommend approval to the Village Board regarding the plan for the reconstruction of the Skate Park at William McFarland Park. Motion carries 7 - 0 - 0.

d. Discussion regarding the Park Tour that was held on September 21, 2022.

Committee members discussed the park tour and suggestions for future possible tours in the spring.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, November 1, 2022 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Trustee Jerke, seconded by Fessler, to adjourn at 7:38 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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 1, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Sayer Larson, Parks Superintendent

AGENDA ITEM: Update and discussion regarding Lewis Park lake access plan

PREVIOUS ACTION:

The Parks & Recreation Committee recommended the award of contract to Parkitecture at their May 3, 2022 meeting.

The Village Board approved the award of contract to Parkitecture at their May 24, 2022 meeting.

ISSUE SUMMARY:

The 2015 [Lewis Park Master Plan](#) called for several improvements in the park area. The Village approved funds for design services to explore a kayak launch and discovery dock as identified by shoreland improvements within the plan. The project scope includes such things as:

- Conduct an analysis of the project area to identify key issues, opportunities, and improvements in order to provide lake access.
- Public engagement on desired amenities.
- Research and report regarding regulatory players and necessary permitting requirements.
- Provide preliminary design services.
- Providing cost estimates for the site.

Blake Theisen of Parkitecture will be present to provide an update regarding the Lewis Park Lake Access plan. The update will provide construction estimates for both options. The committee previously reviewed two options for consideration at their September 6, 2022 meeting.

FINANCIAL/BUDGET IMPACT:

The budget for this item is \$15,000 and funded through the Parks Budget in the Capital Projects Fund. The cost of this plan came in at \$10,880.

VILLAGE PLAN REFERENCE:

[2015 Lewis Park Master Plan](#)

ORDINANCE REFERENCE:



None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required on this item.

ATTACHMENTS:

1. Lewis Park Exhibits
2. Lewis Option 1 Estimate
3. Lewis Option 2 Estimate

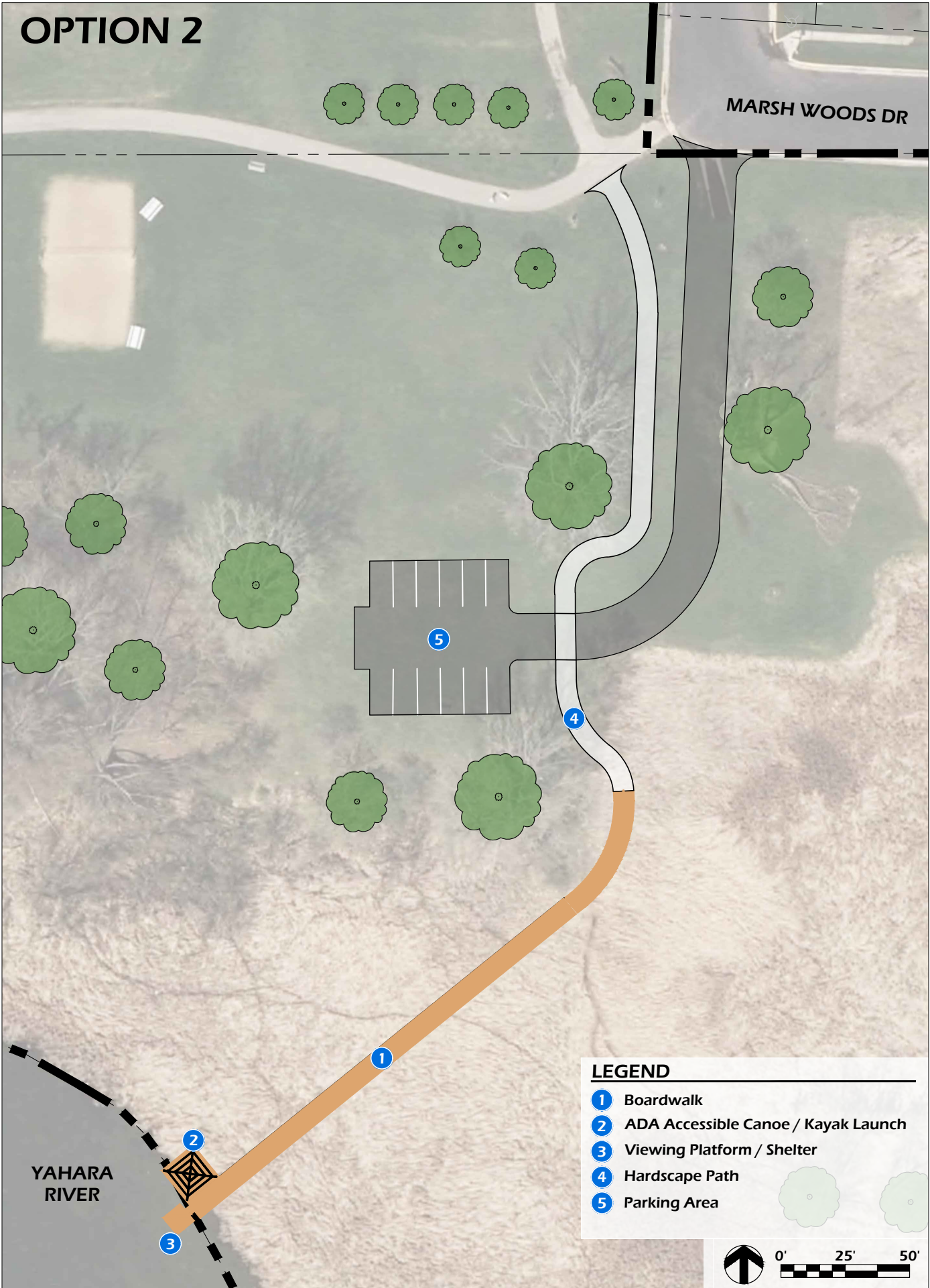
File: V:\22.026 McFarland Lewis Park\CAD\LW.DWG Layout: C101 User: parki Plotted: Aug 03, 2022 - 3:03pm

OPTION 1



1 OPTION 1

OPTION 2



2 OPTION 2

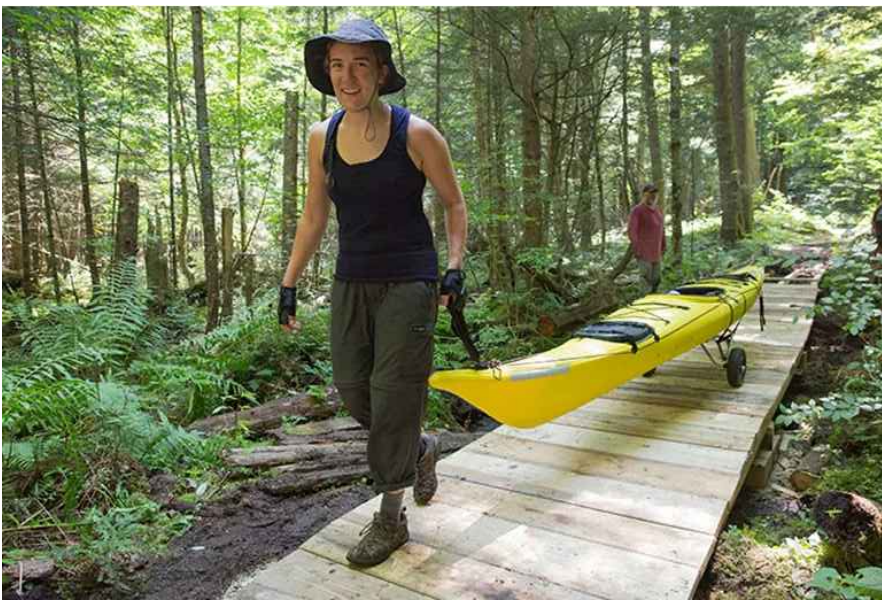
LEGEND

- 1 Boardwalk
- 2 ADA Accessible Canoe / Kayak Launch
- 3 Viewing Platform / Shelter
- 4 Hardscape Path
- 5 Parking Area





PADDLE CRAFT ACCESS TO YAHARA RIVER & MUD LAKE



WILDLIFE VIEWING & ENVIRONMENTAL EDUCATION



LEISURE & RECREATION



OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: October 17, 2022

Option 1

ITEMS

GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	1 MOBILIZATION	1	LS	\$5,000.00	\$5,000.00	
	2 EROSION CONTROL	1	LS	\$3,500.00	\$3,500.00	Installation and removal
	3 CLEARING & GRUBBING	1	LS	\$6,000.00	\$6,000.00	
	4 EARTHWORK	1	LS	\$10,000.00	\$10,000.00	
	5 RESTORATION	1	LS	\$3,200.00	\$3,200.00	
				SUBTOTAL	\$27,700.00	
SITE IMPRV.						
	6 DENSE GRADED BASE COURSE	77	TN	\$30.00	\$2,310.00	
	7 CONCRETE PAVEMENT	700	SF	\$10.00	\$7,000.00	
	8 PAVEMENT MARKINGS	1	LS	\$1,500.00	\$1,500.00	
	9 8" CULVERT PIPE	20	LF	\$60.00	\$1,200.00	
	10 ENDWALLS	2	EA	\$500.00	\$1,000.00	
				SUBTOTAL	\$13,010.00	
BOARDWALK						
	11 MAIN BOARDWALK	1	LS	\$40,000.00	\$40,000.00	
	12 PLATFORM	1	LS	\$13,000.00	\$13,000.00	
	13 INSTALLATION	1	LS	\$20,000.00	\$20,000.00	
	14 ADA LAUNCH	1	EA	\$20,000.00	\$20,000.00	
	15 PILINGS	34	EA	\$1,000.00	\$34,000.00	
	16 INTERPRETIVE SIGNAGE	2	EA	\$350.00	\$700.00	
	17 BENCH SEATING	6	EA	\$1,200.00	\$7,200.00	
				SUBTOTAL	\$134,900.00	
				Total	\$175,610.00	
				10% Contingency	\$17,561.00	
				8% A/E FEE	\$14,048.80	
				Total Cost	\$207,219.80	

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: October 17, 2022

Option 2

ITEMS						
GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	1 MOBILIZATION	1	LS	\$10,000.00	\$10,000.00	
	2 EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	Installation and removal
	3 CLEARING & GRUBBING & DEMO	1	LS	\$10,000.00	\$10,000.00	
	4 EARTHWORK	1	LS	\$20,000.00	\$20,000.00	
	5 RESTORATION	1	LS	\$7,000.00	\$7,000.00	
				SUBTOTAL	\$52,000.00	
SITE IMPRV.						
	6 DENSE GRADED BASE COURSE	219	TN	\$30.00	\$6,570.30	
	7 CONCRETE PAVEMENT	1,991	SF	\$10.00	\$19,910.00	
	8 ASPHALT PAVEMENT	7,598	SF	\$7.50	\$56,985.00	
	9 PAVEMENT MARKINGS	1	LS	\$3,000.00	\$3,000.00	
	10 8" CULVERT PIPE	40	LF	\$60.00	\$2,400.00	
	11 ENDWALLS	4	EA	\$500.00	\$2,000.00	
				SUBTOTAL	\$90,865.30	
BOARDWALK						
	12 MAIN BOARDWALK	1	LS	\$80,000.00	\$80,000.00	
	13 PLATFORM	1	LS	\$13,000.00	\$13,000.00	
	14 INSTALLATION	1	LS	\$20,000.00	\$20,000.00	
	15 ADA LAUNCH	1	EA	\$20,000.00	\$20,000.00	
	16 PILINGS	70	EA	\$1,000.00	\$70,000.00	
	17 INTERPRETIVE SIGNAGE	2	EA	\$350.00	\$700.00	
	18 BENCH SEATING	6	EA	\$1,200.00	\$7,200.00	
				SUBTOTAL	\$210,900.00	
				Total	\$353,765.30	
				10% Contingency	\$35,376.53	
				8% A/E FEE	\$28,301.22	
				Total Cost	\$417,443.05	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 1, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Sayer Larson, Parks Superintendent, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board on a contract for design and bidding services for the reconstruction of the skate park within William McFarland Park.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended to the Village Board acceptance of the plan for the reconstruction of the Skate Park at William McFarland Park at their October 4, 2022 meeting.

The Village Board approved the plan for the reconstruction of the Skate Park at their October 11, 2022 meeting.

ISSUE SUMMARY:

Please find enclosed the proposal from Parkitecture for design and bidding services for the reconstruction of the Skate Park within William McFarland Park.

The project is proposed for construction in 2023 and has been accepted within the 2023-2027 Capital Improvement Plan as well as proposed within the 2023 Budget. The remaining schedule for the project is proposed as follows:

- November 1, 2022 - Parks and Recreation Committee: Recommendation to Village Board on design contract.
- November 10, 2022 - Village Board: Consider recommendation from Committee on design contract.
- November 11, 2022 - Begin Design Process
- February 2, 2023 - End Design Process
- February 7, 2023 - Parks and Recommendation Committee: Recommendation to the Village Board to accept final design and authorize project for bidding.
- February 14, 2023 - Village Board: Consider recommendation from Committee on final design and authorize project from bidding.
- March 7, 2023 - Bid Opening at 10:00 am.
- March 7, 2023 - Parks and Recreation Committee: Recommendation to the Village Board on project award.
- March 14, 2023 - Village Board: Consider recommendation from Committee on project



award.

- June 1, 2023 - Begin Construction
- August 30, 2023 - End Construction

This is a loose schedule to provide perspective on next steps in the project should the plan be accepted, budget adopted, and project proceeds through necessary approvals.

FINANCIAL/BUDGET IMPACT:

From the enclosed proposal provided by Parkitecture they are requesting a fixed fee of \$18,960 including expenses.

The 2023 Budget was proposed for spending \$375,000. The Parks Fund will contribute \$100,000 towards the project and \$50,000 is projected from fundraising with the remaining \$225,000 coming from borrowing. The CIP was projected at \$100,000 in fundraising and the budget is proposed to lower this projection based on current progress.

VILLAGE PLAN REFERENCE:

[McFarland Parks Master Plan](#)

[William McFarland Park Skatepark Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to recommend to the Village Board the award of contract to Parkitecture for design and bidding services for the reconstruction of the skate park within William McFarland Park.

ATTACHMENTS:

1. Parkitecture proposal

Skate Park CDs

TASK ORDER #9 - SCOPE OF SERVICES

General Project Scope:

Project scope includes preparation of construction documents and specifications and public bidding for a proposed skate park to be located within William McFarland Park.

Task Items below are further described in the Master Planning Services Agreement set forth between Parkitecture + Planning and the Village of McFarland entered by the parties in 2020. All other terms of Master Planning Services Agreement between Parkitecture + Planning and the Village of McFarland not inconsistent with this Task Order are incorporated herein by reference.

Services to be completed:

- **Design Development Documents** – The Design Team will prepare professional construction documents detailing the skatepark and site-specific improvements.

- o Information Plan
- o 3D Perspective
- o Layout Plan
- o Steel Plan
- o Color Plan
- o Jointing Plan
- o Grading & Drainage Plan
- o Landscape Plan
- o Shade Structure Layout and Details
- o Sections
- o Construction Details
- o Technical Specifications

- **Review Meeting** – The Client will review the Design Development Documents submittal and prepare redline comments. The Design Team will lead a virtual meeting with the Client to review the redline comments and identify actions necessary to address the comments.

- **Final Construction Documents** – The Design Team will incorporate feedback from the Design Development Documents Review Meeting and prepare a 100% Construction Documents submittal (plans and specifications).

- **Opinion of Probable Construction Cost** – The Design Team will assemble a detailed opinion of probable cost to with aligned bid items for the final bid plan set.

- **PRC Meeting** – The Design Team will present DD drawings to the PRC for final approval prior to establishing construction documents.

- **Village Board Meeting** – The Design Team will present final drawings to the Village Board for final approval prior to soliciting public bids.

- **Public Bidding** – The Design Team will facilitate a public bidding process via QUEST CDN. This will include answering bidder questions, issuing addenda, etc as needed. A bid opening will be held online and results reviewed/tabulated. This will also include a recommendation memo for potential award of bid.

Skate Park CDs

Outcomes and Deliverables

- o Design Development Documents (PDF)
- o 100% Construction Documents (PDF)
- o Project Specifications (PDF)
- o Opinion of Probable Construction Cost (OPCC) (PDF)
- o Meeting Minutes (PDF)
- o Bid Tabulation and Memo (PDF)

Assumptions

Village to provide timely feedback on submittals, and access to stakeholders within the community.

Schedule:

Parkitecture is prepared to begin work on the project on or about November 15, 2022 and anticipate completion of bid documents by February 1, 2023.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$18,960 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

____9/28/2022____

Date:

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 1, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding design and bidding services for McDaniel Park site improvements.

PREVIOUS ACTION:

The former Parks, Recreation, and Natural Resources Committee reviewed a presentation on this project at its meeting on February 24, 2022.

[Please click on this link to review the packet materials from that meeting.](#)

[Please click on this link to watch the presentation from that meeting.](#)

The Parks & Recreation committee recommended approval to the Village Board for the McDaniel Park site improvements at their October 4, 2022 meeting.

The Village Board recommended approval for the McDaniel Park site improvements at their October 25, 2022 meeting.

ISSUE SUMMARY:

The project was discussed and approved by the Committee at their meeting in October. The Village Board then approved the project at their October 25th meeting. The next step in the process is to begin the design followed by bidding on the project. Enclosed within the packet is a proposal from Town and Country Engineering for design and bidding services for McDaniel Park site improvements.

The 2023-2027 Capital Improvement Plan included funds to improve the beach at McDaniel Park in 2023. These funds are included for consideration within the 2023 budget. The project is in partnership with Dane County. The goal of the project is to be operational on or around June 1, 2023.

Responsibilities for the project are generally laid out as follows:

Dane County

- Permitting - 3-6 month process, targeting a January application.
- Pump/Filer - They will design and build the pump/filter mechanicals to be used to screen the water within the barrier.



- Barrier - Dane County will purchase and set in the first year, the booms with a curtain that acts as a shield within the water to keep debris and other harmful things out of the swimming area. Future years we will need to contract with them for the annual placement and removal of the barrier.
- Agreement - We will need to establish an agreement on operation of the filter/pump and maintenance of the swimming area including the beach. There are responsibilities like daily maintenance of the beach, mechanicals, and other elements to keep the swimming area usable. The County will provide funds and support for these elements, but we have to agree to the operational commitments to make sure the improvement can be accessed by the public. The operational component and its costs would be new responsibilities that have to be factored into our consideration.

Village

- Structure - The filter/pump has to go inside of a structure. The Engineer is reviewing a prefabricated model for installation. We will also need to create an area for discharge from the structure that carries the water back to the lake.
- Underground Piping - We would need to install pipes that connect the lake to the filter pump to bring water in for screening, and then pipes that bring the clean water back to the lake.
- Beach Improvement - There will be general excavation requirements associated with all of this work including the replacement of the gravel material used on the beach in favor of sand.
- Agreement - We will need to consider the agreement with Dane County for the project. All of the above responsibilities are capital expenditures that are one time actions. There are operational components and the costs for which will be recurring year to year that have to be factored in to our review of the project.

FINANCIAL/BUDGET IMPACT:

The proposal provided by Town & Country engineering for design and bidding services is estimated at \$16,900. This includes design engineering through bidding for \$9,400 and construction administration for \$7,200.

The cost projections for the project are included in the CIP at \$250,000 for the Village. Dane County's included costs are between \$75,000-\$100,000 for their responsible items. The project for the village will be paid for with borrowed money.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:



Motion, second to recommend approval to the Village Board regarding Town and Country's proposal for design and bidding services for McDaniel Park site improvements.

ATTACHMENTS:

1. McDaniel Park Beach Proposal

October 17, 2022

Mr. Matthew Schuenke, Administrator
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Engineering Proposal for Design and Construction Services; McDaniel Park Beach
 Site Plan

Dear Matt:

Thank you for the opportunity to provide a proposal for design and construction services for a proposed beach site at McDaniel Park. We understand the Village is working with Dane County about improving the swimming amenities at McDaniel Park, located at the north end of Erling Drive, north of Siggelkow Road and that the new facility will need a grading/site plan to address accessibility, drainage, stormwater management and utility needs. We propose the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record the all existing features throughout the project area needed for completion of design and construction. This will include but is not limited to pavement edges, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village staff. We anticipate that some field survey will be via unmanned aircraft system (UAS) and be supplemented by ground survey where tree cover and additional accuracy requires.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG). The plans will cover grading for the new beach, paved pedestrian areas, filter intake and discharge piping, and a prefabricated filter building. Dane County staff will provide design for the pumping/filter itself, as well as coordinating installation and electrical needs.
- **Specifications:** Construction specifications will include a complete bidding package for anticipated 2023 construction that will be used to obtained bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.

- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with Village officials to formally recommend award for each of the bids.
- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for all utility structures and piping at 50-foot intervals and elevation stakes for the grading areas.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately once a week to verify the project conforms to the plans and specifications.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with Village staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, and appurtenances. The Village's GIS maps will be updated accordingly. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering through Bidding:	\$ 9,400
Construction Administration:	<u>\$ 7,200</u>
Total:	\$16,900

These figures are all considered not-to-exceed without prior authorization from the Village.

It should be noted that the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement, or completed by us on a time and materials basis.

- Resident construction observation. This would not typically be needed for projects of this type, with the periodic site visits covered above being sufficient.
- Wetland determinations and delineations. There are portions of the project site containing wetland indicators. The Village has already completed a delineation covering the site, so no additional delineation is anticipated to be needed.
- Soil borings and reports.
- Archeology services and/or endangered species studies or services, if needed.
- Trench and soil compaction tests during construction.
- Boundary surveys or certified survey maps.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference.

Please indicate Village acceptance by signing below and returning a copy for our files.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.

Matthew Schuenke
Village Administrator

BRB:sai

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**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 1, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion regarding fees for Appendix A-Chapter 44 of the village code of ordinances.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Staff would like to propose a new fee to be added to Appendix A-Chapter 44 and a suggestion for the existing dog park daily fee rate.

The new fee to add would be a replacement tag fee for annual disc golf permits. The proposed fee would be \$5.00, which would cover the cost of the purchased annual tags plus administrative time.

The suggestion for the existing dog park daily fee rate would be to change the current rate from \$3.00 for residents and \$4.00 for non-residents to a flat rate of \$5.00 for residents and non-residents. The staff have seen success with this process as the daily disc golf fee is \$5.00. The department has seen discrepancies in payments with having the variation between residents and non-residents in terms of multiplying the fee per dog along with under or overpayments depending on the fees paid by the individual. Another factor for this recommendation is the major improvements to the park that occurred recently.

The staff are presenting these two suggestions for discussion with the committee. If the committee recommends moving forward with one or both options, staff will bring information to an upcoming meeting for action and recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

Regarding the New Replacement Fee, during the opening season of disc golf, the staff did not receive a request to have an annual permit tag replaced.

Daily dog park fees, based on records dating back to 2009, have been \$3.00 for residents and \$4.00 for non-residents. Daily dog park fees gathered as of September 30, 2022 total approximately \$550.00. At this time, data is not recorded between residents and non-residents. The staff estimate a small increase in the total daily fees collected if the price is adjusted to \$5.00.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Appendix A-Fees](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only at this time.

ATTACHMENTS:

None