

Tuesday, December 6, 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 November 1, 2022 Parks and Recreation Committee meeting.
4. BUSINESS.
 - a. Discussion and action regarding a request to add McFarland Youth Baseball Organization to Appendix A of the Chapter 2 Parks and Recreation Facility Policy.
 - b. Discussion regarding irrigation work at Community Park.
 - c. Discussion and action to make a recommendation to the Village Board regarding the Lewis Park lake access plan
 - d. Discussion regarding Chapter 2 Parks and Recreation Facility Policy Section 2.04
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, January 3, 2023 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, November 1, 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 Community Room at the Municipal Center. 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.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes from the October 4, 2022 Parks and Recreation Committee meeting.*

Motion by Trustee Jerke, seconded by Rupert, to approve the minutes from the October 4, 2022 Parks and Recreation Committee meeting. Motion carries 7 - 0 - 0.

4. BUSINESS.

- a. *Update and discussion regarding Lewis Park lake access plan*

Sayer Larson provided an overview of the Lewis Park lake access plan. Blake Theisen of Parkitecture provided a recap of the process, the two concepts presented previously to the committee, and a brief review of the Master Plan. Theisen recommended pursuing design concept one which is the option closer to the shelter and approximately half the cost of concept two.

- Lancaster asked how many existing parking stalls are located in the parking lot adjacent to the Lewis Park shelter. Theisen stated there are about 25 parking stalls.
- Trustee Nelson asked if there would be a spot for a drive-up and drop-off of watercraft. Theisen stated there would be a drop-off lane.
- Jerke asked if parking is authorized along Highland Drive and if two-sided parking is permitted. Theisen and Larson responded that parking is allowed and there would be no concerns about two-sided parking.
- Lacy asked what the slope was near the drop-off spot. Theisen stated there is a couple feet of flat shoulder then it drops off.
- Committee members discussed the possibility of storage racks being installed to encourage watercraft use at this location and allowing the ability to store watercraft as well.

Thad Kingston, 5216 Lewis Lane, provided public comment related to a structure or lean to near the drop-off location which may be helpful or entice users to utilize the drop-off area.

- Trustee Nelson asked if the pathway shown in the Master Plan would be included with this project or in the future. Larson responded that the current scope is lake access but the pathway could be evaluated in the future. Schunke presented future pathways included in the comprehensive plan along the corridor. Theisen will include the pathway in the plan for reference.
- Trustee Jerke asked what the boardwalk length would be. Theisen stated approximately 125 feet. Trustee Jerke also asked if the dredging would have any negative impacts on this plan. Theisen responded he does not believe there would be negative impacts.
- Kuba asked if the plan would impact bird watching. Theisen stated he did not foresee any impact.
- Lancaster asked what educational content was planned. Theisen stated this has not been developed yet.
- Fessler recommended that the drop-off area be ADA accessible. Theisen stated the area is overly wide but it would be a possibility to extend the sidewalk to this area as well.

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.

Larson provided an overview of the skate park project along with the proposal received from Parkitecture for design and bidding services. Theisen stated they propose to continue working in partnership with Spohn Ranch. However, Spohn Ranch may also show up as a bidder for the project.

- Trustee Nelson asked for clarification regarding the bid opening and committee meeting timeline presented within the packet. Theisen and Schuenke stated that

the bidding process would be posted the day following the Village Board approval, on February 14, 2023.

- Fessler asked if there would be the possibility of shifting the construction timeline. Theisen responded that the timeline was reviewed but does not feel that the timeline would adjust at this time.
- Trustee Jerke asked if there would be any interim options for the skate park being shut down during construction. Theisen and Larson responded that this would require good concrete and that there are no recommendations at this time.
- Lancaster asked for clarification on how fundraising impacts the budget. Schuenke stated the budget has yet to be approved but borrowing is not finalized until early 2023, which would allow for adjustments or Parks Fund money could be utilized.

Motion by Trustee Jerke, seconded by Fessler, to recommend approval to the Village Board on a contract with Parkitecture for design and bidding services for the reconstruction of the skate park within William McFarland Park. Motion carries 7 - 0 - 0.

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

Larson provided an overview of McDaniel Park site improvements that had previously been reviewed by the committee. Enclosed within the packet is a proposal from Town and Country Engineering to complete the next step in the process, which would be designing then bidding for the project.

- Trustee Nelson asked if entering into the agreement with the County locks the village into a timeline for the project. Schuenke stated that we are unsure of what is contained within the agreement.
- Fessler asked what we know about the ongoing operational impact of this project. Larson responded that there would be nominal costs related to the pump and daily or weekly clean-up or grooming of the beach area.
- Trustee Nelson asked if this would have a seasonal impact or an all-year impact. Larson responded that generally these run from Memorial Day to Labor Day, so there is a seasonal impact.

Motion by Rupert, seconded by Trustee Nelson, to recommend approval to the Village Board regarding Town and Country's proposal for design and bidding services for McDaniel Park site improvements. Motion carries 7 - 0 - 0.

d. Discussion regarding fees for Appendix A-Chapter 44 of the village code of ordinances.

Larson presented a new fee being proposed for a replacement tag for annual disc golf permits. The proposed fee rate would be \$5.00 which would cover the cost of the tag plus administrative time.

- Trustee Jerke asked what the current permit process is. Larson stated a permit can be purchased online or by completing the paper form. Then the annual permit tag is mailed to the requestor.

- Fessler asked what the current annual fee is. Larson stated the resident fee is \$15.00 and the non-resident is \$30.00.
- Trustee Nelson asked when a review would occur for all fees related to parks. Larson responded that this could be done as requested by the committee.

Larson presented a suggested rate adjustment for daily dog park fees for residents and non-residents. The current rate for residents is \$3.00 and \$4.00 for non-residents. The suggestion is to change both rates to \$5.00.

- Kuba asked if the rate would be inline with other area dog parks. Larson explained that the village dog park does not line up well with other area dog parks given the size, features, and amenities that the village's park offers.
- Trustee Nelson asked if there was an enforcement mechanism in place. Larson stated there are no routine permit checks.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, December 6, 2022 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Lacy, second by Rupert, to adjourn at 8:03 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, December 6, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding a request to add McFarland Youth Baseball Organization to Appendix A of the Chapter 2 Parks and Recreation Facility Policy.

PREVIOUS ACTION:

No previous action.

ISSUE SUMMARY:

Staff received a request from the newly forming McFarland Youth Baseball Organization (MYBO) to be added to Appendix A of the Chapter 2 Athletic Field Use Policy. Appendix A contains a list of approved Village Community Organization Groups who are exempt from paying park shelter and athletic field rental fees. Groups are required to have a security deposit on file.

A member of MYBO will be present to provide a program overview, transition from MRAP, and future vision. The program seeks to utilize diamonds at Lewis Park, Brandt Park, and William McFarland Park for 3rd through 8th grade baseball (formally operated through MRAP).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

[Chapter 2 Parks and Recreation Facility Policy](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second, to recommend approval for McFarland Youth Baseball Organization to be added to Appendix A of the Chapter 2 Parks and Recreation Facility Policy.

ATTACHMENTS:

1. McFarland Youth Baseball Organization email
2. Pages from Chapter 2 - Appendix A



Aimee Irwin

From: Sayer Larson
Sent: Wednesday, November 30, 2022 8:07 AM
To: Aimee Irwin
Subject: FW: Letter to Mcfarland Park Committee

From: Ecker, Arick <arick.ecker@wpsic.com>
Sent: Tuesday, November 29, 2022 8:47 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>; Sayer Larson <sayer.larson@mcfarland.wi.us>
Subject: Letter to Mcfarland Park Committee

To whom it may concern,

The newly formed Mcfarland Youth Baseball Organization is requesting to be added to your meeting agenda on December 6th 2022. We are seeking an exemption from the committee to waive the park fees for baseball. We have been working the school to transfer baseball from the recreation program to our newly formed organization. Our new organization will be in charge of baseball for 3rd through 8th graders in the village. We would like to attend your meeting, discuss who we are, what our program is, what our future vision is and how we can work with the village to make this beneficial for both parties. We have had a meeting with the parks supervisor and discussed the possible things we could do to give back. As we are a new organization, we would love to take over the field grooming and all that goes along with preparing the fields for play. We are looking to use Lewis Park, Brandt Park and the field behind the curling club. This would take something off the parks crew's plate and help the image of the fields.

We look forward to meeting with you on the 6th,

Thanks

The Mcfarland Youth Baseball Organization Board.

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CHAPTER 2 Parks and Recreation Facility Policy

Appendix A

The following are a list of Village Community Organization Groups that the Committee has determined may be exempt from paying the park shelter rental fee:

4-H

Ally's Honky Tonk Hustle

American Legion

Boy Scouts

Chamber of Commerce

Family Festival

Friends of McFarland Parks

Friends of the Library

Garden Club

Girl Scouts

JAM Fest

Lioness Club

Lions Club

McFarland Hockey

McFarland Music Boosters

McFarland Soccer Club

McFarland Softball Association

McFarland Youth Center

McFarland Youth Softball

Optimists

School District of McFarland

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 6, 2022

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion regarding irrigation work at Community Park.

PREVIOUS ACTION:

The Parks and Recreation Committee recommended award of contract at its meeting on June 7, 2022.

The Village Board awarded contract for the first phase at Community Park on June 14, 2022.

ISSUE SUMMARY:

Earlier this year the Village awarded a contract to construct the first phase of the new Community Park. This included mass grading, stormwater improvements, and access to the park to align the topography with field development that allows for grass growth. Most of the heavy lifting for this project is complete with fine grading and seeding scheduled for next Spring. At the time of award, this project included a system to water the grass through water wheels. Essentially utilizing irrigation technology that is above ground. The 2023 Budget added funding to the project to bring this irrigation system in ground to improve the turf's performance over time as well as reduce staff oversight for watering. We are working on converting the irrigation system via change order to the original contract and starting to plan for this when work resumes in the Spring. This agenda item is to reintroduce the concept, talk about its funding, and the proposed process to adopt. We will return on this item in January for action with the final draft change order to add in ground irrigation.

FINANCIAL/BUDGET IMPACT:

The 2022 Budget was approved to allocate \$1,100,000 for the Community Park project authorized earlier this year. The expenses for the project were set as follows:

- \$ 755,447 Construction Contract
- (\$ 10,000) Alternate (Spring 2023 Completion, Deduct)
- \$ 6,000 Owner Furnished Gate
- \$ 80,000 High Capacity Well
- \$ 73,000 Irrigation Mainlines**
- \$ 42,000 Water Wheel (3)**
- \$ 45,916 Engineering/Construction Administration
- \$ 8,857 Services (Asbestos Abatement, Soil Testing, Etc.)
- \$ 100,000 Contingency (10% of Project Cost)



(\$ 1,220) Rounding
\$1,100,000 Total Project Expense

Most of the mass grading work is complete within Phase 1 with fine grading and grass planting scheduled for the Spring next year. The 2023 Budget included additional funding of \$275,000 to upgrade from the above irrigation mainlines and water wheels to an in ground irrigation system. The change order will align this additional work under the same lead contractor within the process to plant and grow the grass making for a better end product. Funds of \$1.1 million committed in 2022 will remain and apply next year as well to close out the remainder of the contract once complete. Total project allocation is set at \$1.375 million and expenses will be evaluated further at the next meeting with the draft change order finalized with the contractor.

VILLAGE PLAN REFERENCE:

Accepted within the 2023-2027 Capital Improvement Plan and approved within the 2023 Budget.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. No action necessary on this item.

ATTACHMENTS:

1. Community Park Irrigation

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NOTES

- PRIOR TO CUTTING INTO THE SOIL, LOCATE ALL CABLES, CONDUITS, & OTHER UTILITIES THAT ARE COMMONLY FOUND UNDERGROUND, & TAKE PROPER PRECAUTIONS NOT TO DAMAGE OR DISTURB SUCH IMPROVEMENTS.
- THE INSTALLATION OF THE IRRIGATION SYSTEM SHALL CONFORM TO ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS & CODES.
- THE IRRIGATION SYSTEM IS SHOWN DIAGRAMMATICALLY FOR CLARITY. PIPE & HEAD PLACEMENT MAY NEED TO BE ADJUSTED TO ACCOMMODATE SITE CONDITIONS.
- ADJUST ALL SPRAY HEADS TO AVOID OVERTHROW ONTO WALLS OR STREETS. AVOID UTILITY BOXES, TRANSFORMERS, ETC. USE DIFFERENT SPRAY PATTERNS THAN SHOWN IF OBSTACLES ENCOUNTERED REQUIRE IT.
- ALL PIPE = WIRING UNDER PAVING & ROADWAYS SHALL BE SLEEVED. PIPES MAY BE SLEEVED TOGETHER IF AN EQUIVALENT INCREASE IN SLEEVE SIZE IS MADE.
- CONTROLLER IS TO BE MOUNTED AS DETAILED. COORDINATE ELECTRICAL WORK WITH ELECTRICAL CONTRACTOR.
- CONTRACTOR TO INSTALL A GROUNDING LINE SURGE DEVICE. A MIN. EVERY 500' & END OF LINE ALONG TWO-WIRE PATH.
- THE USE OF MANUFACTURER'S NAME AND MODEL OR CATALOG # IS FOR THE PURPOSE OF ESTABLISHING THE STANDARD OF QUALITY & CONFIGURATION DESIRED. DESIGN OF IRRIGATION SYSTEM IS BASED ON THESE MATERIALS. IF OTHER EQUIPMENT IS SUBSTITUTED, WITH APPROVAL, DESIGN REQUIREMENTS ARE TO BE ADJUSTED ACCORDINGLY.
- IRRIGATION SYSTEM REQUIRES A MIN. OF 3000PSI @ 95PSI AT POINT OF CONNECTION.

IRRIGATION LEGEND	
SYMB.	DESCRIPTION
	HUNTER 1-25-04 -- #15 NOZZLE 57' RAD 14.3 GPM @ 60 PSI
	RAIN BIRD ELECTRIC VALVE 200-PCG W/ INTEGRATED LXVM SOL
	QUICK COUPLING VALVE
	NIBCO GATE VALVE FOR ISOLATION SIZED TO LINE
	WATERTRONICS CONTROL STATION PUMP AND CONTROLLER HOUSING
	RAIN BIRD ELECTRIC CONTROLLER ESP-LXVM 2-WIRE SYSTEM
	RAIN BIRD LINE SURGE DEVICE IWM-SD
	14/2 RAIN BIRD MAXI CABLE
	4" SDR21 CLASS 200 PVC PIPE -- BE (UNLESS NOTED OTHERWISE)
	2" SDR21 CLASS 200 PVC PIPE -- SW
	1-1/2" SDR21 CLASS 200 PVC PIPE -- SW

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MCFARLAND COMMUNITY PARK
MCFARLAND, WI
IRRIGATION PLAN

DRAWING: 2022-026
DESIGN BY: R.G.
SHEET 1 OF 4

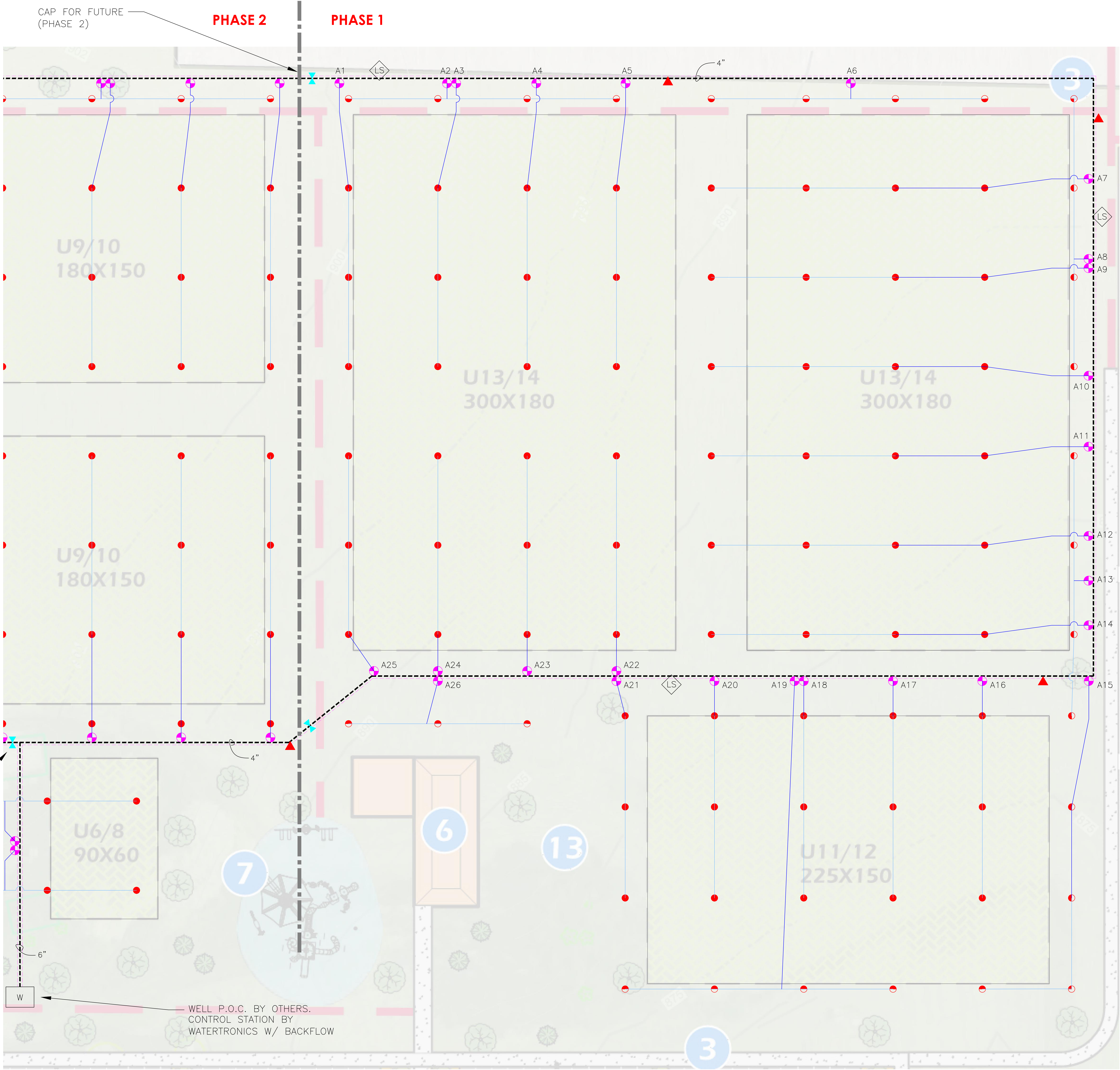
SCALE: 1" = 40'
DRAWN BY: R.G.
DATE: 11/30/2022

REVISED

1 OVERALL IRRIGATION PLAN NORTH
IR1 SCALE: 1" = 40'-0"

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1 IRRIGATION PLAN - PHASE 1
SCALE: 1" = 20'-0"

IRRIGATION LEGEND	
SYMB.	DESCRIPTION
	HUNTER 1-25-04 - #15 NOZZLE 57' RAD 14.3 GPM @ 60 PSI
	RAIN BIRD ELECTRIC VALVE 200-PSI w/ INTEGRATED LX1M SOL
	QUICK COUPLING VALVE
	NIBCO GATE VALVE FOR ISOLATION SIZED TO LINE
	WATERWORKS CONTROL STATION PUMP AND CONTROLLER HOUSING
	RAIN BIRD ELECTRIC CONTROLLER ESP - 1/2" WIRC SYSTEM
	RAIN BIRD LINE SURGE DEVICE 1M-SID
	1/2" RAIN BIRD MAXI CABLE
	4" SDR21 CLASS 200 PVC PIPE - BE (UNLESS NOTED OTHERWISE)
	2" SDR21 CLASS 200 PVC PIPE - SW
	1-1/2" SDR21 CLASS 200 PVC PIPE - SW

VALVE LEGEND		
NO.	SIZE	FLOW (GPM)
A1	2"	42.9
A2	2"	57.2
A3	2"	42.9
A4	2"	42.9
A5	2"	42.9
A6	2"	57.2
A7	2"	57.2
A8	2"	57.2
A9	2"	57.2
A10	2"	57.2
A11	2"	57.2
A12	2"	57.2
A13	2"	57.2
A14	2"	57.2
A15	2"	57.2
A16	2"	42.9
A17	2"	42.9
A18	2"	42.9
A19	2"	49.2
A20	2"	42.9
A21	2"	42.9
A22	2"	42.9
A23	2"	42.9
A24	2"	42.9
A25	2"	42.9
A26	2"	42.9

REVISED			
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SCALE: 1" = 20'
DRAWN BY: R.G.
DATE: 11/30/2022

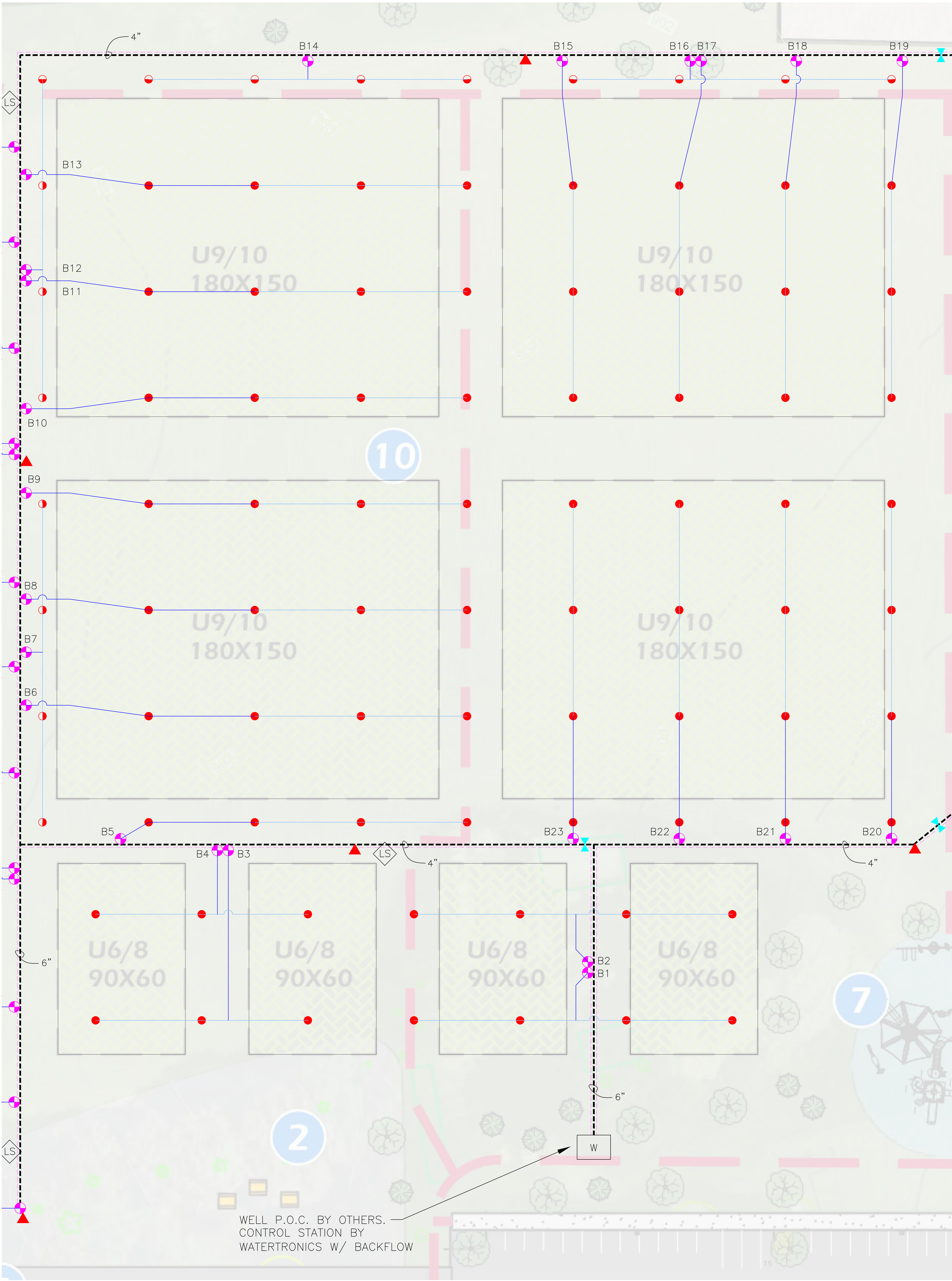
DRAWING: 2022-026
DESIGN BY: R.G.
SHEET 2 OF 4

MCFARLAND COMMUNITY PARK
MCFARLAND, WI
IRRIGATION PLAN

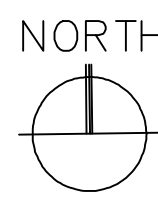
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1 IRRIGATION PLAN - PHASE 2
SCALE: 1" = 20'-0"



IRRIGATION LEGEND	
SYMB.	DESCRIPTION
	HUNTER 1-25-04 - #15 NOZZLE
	57' RAD 14.3 GPM @ 60 PSI
	RAIN BIRD ELECTRIC VALVE 200-PSI W/ INTEGRATED LXVM SOL.
	QUICK COUPLING VALVE
	NIBCO GATE VALVE FOR ISOLATION SIZED TO LINE
	WATERTRONICS CONTROL STATION PUMP AND CONTROLLER HOUSING
	RAIN BIRD ELECTRIC CONTROLLER ESP-LXVM 2-WIRE SYSTEM
	RAIN BIRD LINE SURGE DEVICE RVM-SD
	1-1/2" RAIN BIRD MAXI CABLE
	4" SDR21 CLASS 200 PVC PIPE - BE (UNLESS NOTED OTHERWISE)
	2" SDR21 CLASS 200 PVC PIPE - SW
	1-1/2" SDR21 CLASS 200 PVC PIPE - SW

VALVE LEGEND		
NO.	SIZE	FLOW (GPM)
B1	2"	57.2
B2	2"	57.2
B3	2"	42.9
B4	2"	42.9
B5	2"	57.2
B6	2"	57.2
B7	2"	57.2
B8	2"	57.2
B9	2"	57.2
B10	2"	57.2
B11	2"	57.2
B12	2"	57.2
B13	2"	57.2
B14	2"	57.2
B15	2"	42.9
B16	2"	57.2
B17	2"	42.9
B18	2"	42.9
B19	2"	42.9
B20	2"	57.2
B21	2"	57.2
B22	2"	57.2
B23	2"	57.2

REVISED				
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SCALE: 1" = 20'
DRAWN BY: R.G.
DATE: 11/30/2022

DRAWING: 2022-026
DESIGN BY: R.G.
SHEET 3 OF 4

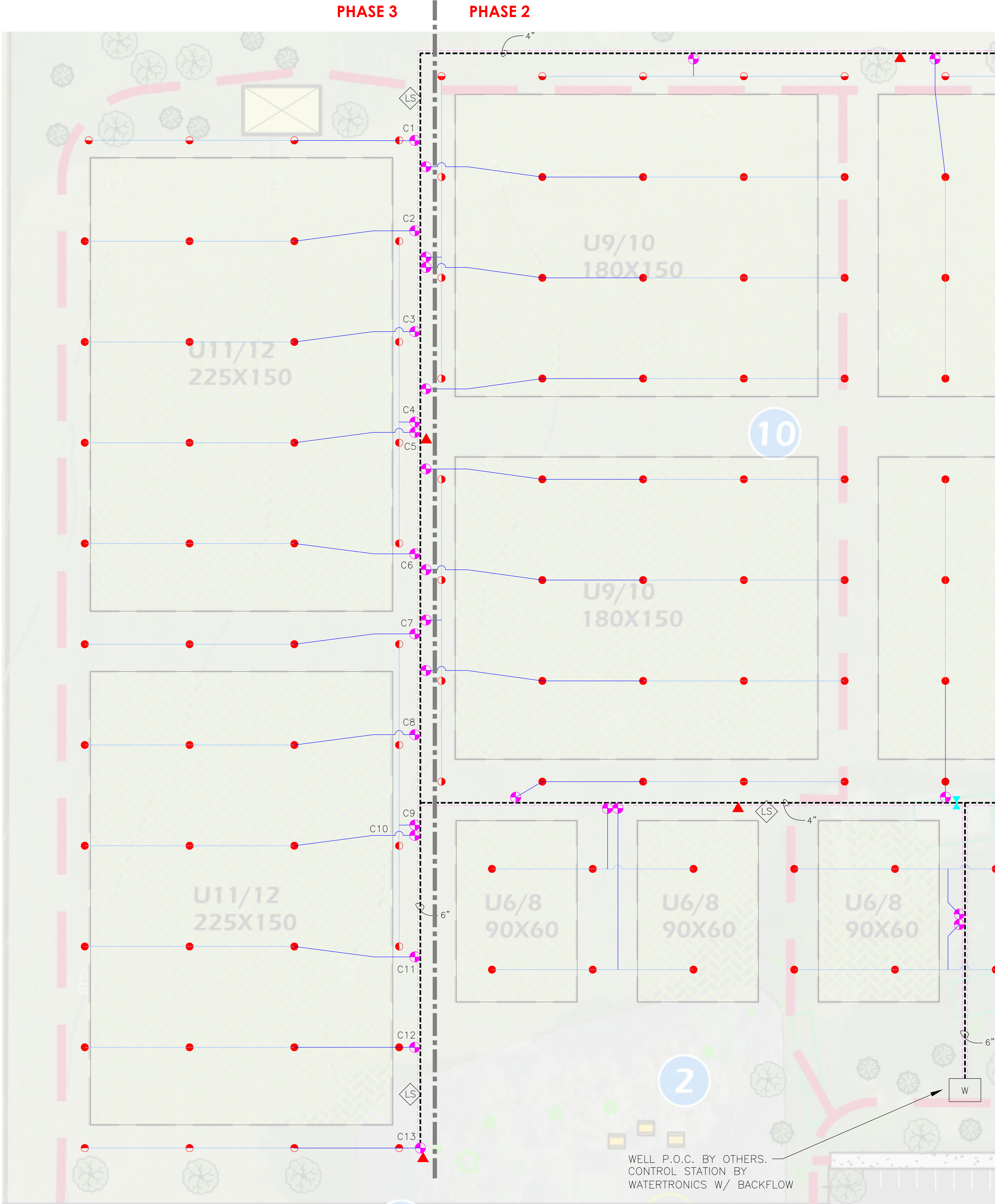
E SIZE

MC FARLAND COMMUNITY PARK
MCFARLAND, WI
IRRIGATION PLAN

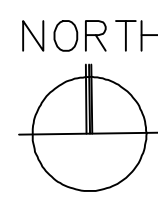
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1 IRRIGATION PLAN – PHASE 3
SCALE: 1" = 20'-0"



IRRIGATION LEGEND	
SYMB.	DESCRIPTION
	HUNTER 1-25-04 – #15 NOZZLE 57' RAD 14.3 GPM @ 60 PSI
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	RAIN BIRD ELECTRIC CONTROLLER ESP-LXVM 2-WIRE SYSTEM
	RAIN BIRD LINE SURGE DEVICE IWM-SD
	14/2 RAIN BIRD MAXI CABLE
	4" SDR21 CLASS 200 PVC PIPE – BE (UNLESS NOTED OTHERWISE)
	2" SDR21 CLASS 200 PVC PIPE – SW
	1-1/2" SDR21 CLASS 200 PVC PIPE – SW

VALVE LEGEND		
NO.	SIZE	FLOW (GPM)
C1	2"	57.2
C2	2"	42.9
C3	2"	42.9
C4	2"	57.2
C5	2"	42.9
C6	2"	42.9
C7	2"	42.9
C8	2"	57.2
C9	2"	42.9
C10	2"	42.9
C11	2"	42.9
C12	2"	57.2
C13	2"	57.2

REVISED			
-			

SCALE: 1" = 20'
DRAWN BY: R.G.
DATE: 11/30/2022

DRAWING: 2022-026
DESIGN BY: R.G.
SHEET 4 OF 4

MCFARLAND COMMUNITY PARK
MCFARLAND, WI
IRRIGATION PLAN

Reinders
SERVING WISCONSIN, ILLINOIS, KANSAS, MINNESOTA & MICHIGAN
W227 N6225 Sussex Rd., WI 53089-3969
PH: (262) 786-3300 FAX: (262) 786-6111

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 6, 2022

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the 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 committee previously reviewed and discussed the Lewis Park lake access plan at their November 1st meeting. This item was also discussed by the Sustainability and Natural Resources Committee at their November meeting. Both committees provided their suggestions for the design as presented by Blake Theisen of Parkitecture. Blake will be present to provide the final plan design and staff are seeking recommendation from the committee for approval of the plan to the Village Board.

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.

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:

Recommended Motion:

Motion and second, to recommend approval to the Village Board of the Lewis Park lake access plan as presented by Parkitecture.

ATTACHMENTS:

1. Lewis Park Exhibits
2. Power Point Lewis Final

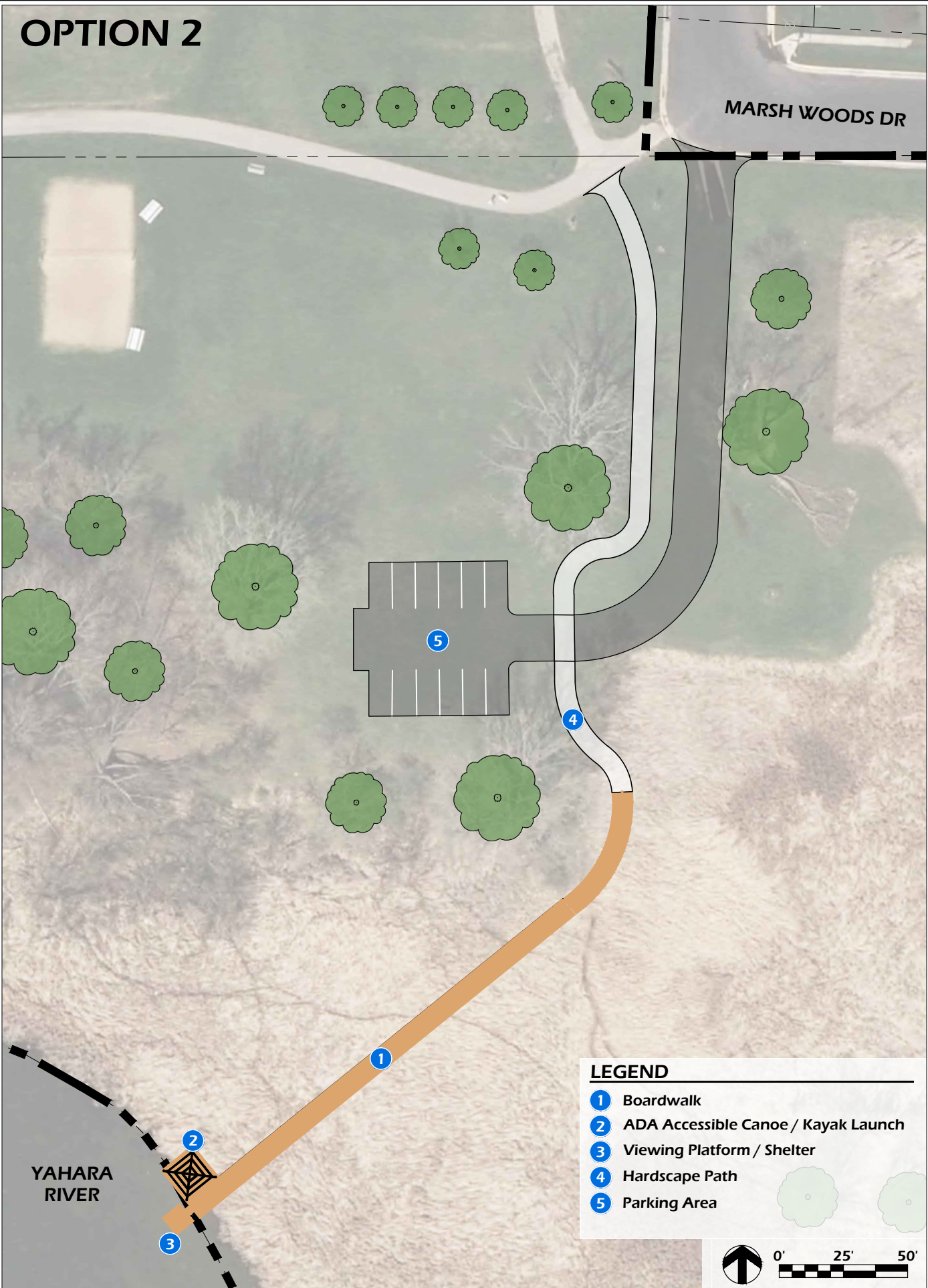
File: V:\22.026 McFarland Lewis Park\CAD\LW.DWG Layout: C101 User: parki Plotted: Aug 03, 2022 - 3:03pm

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



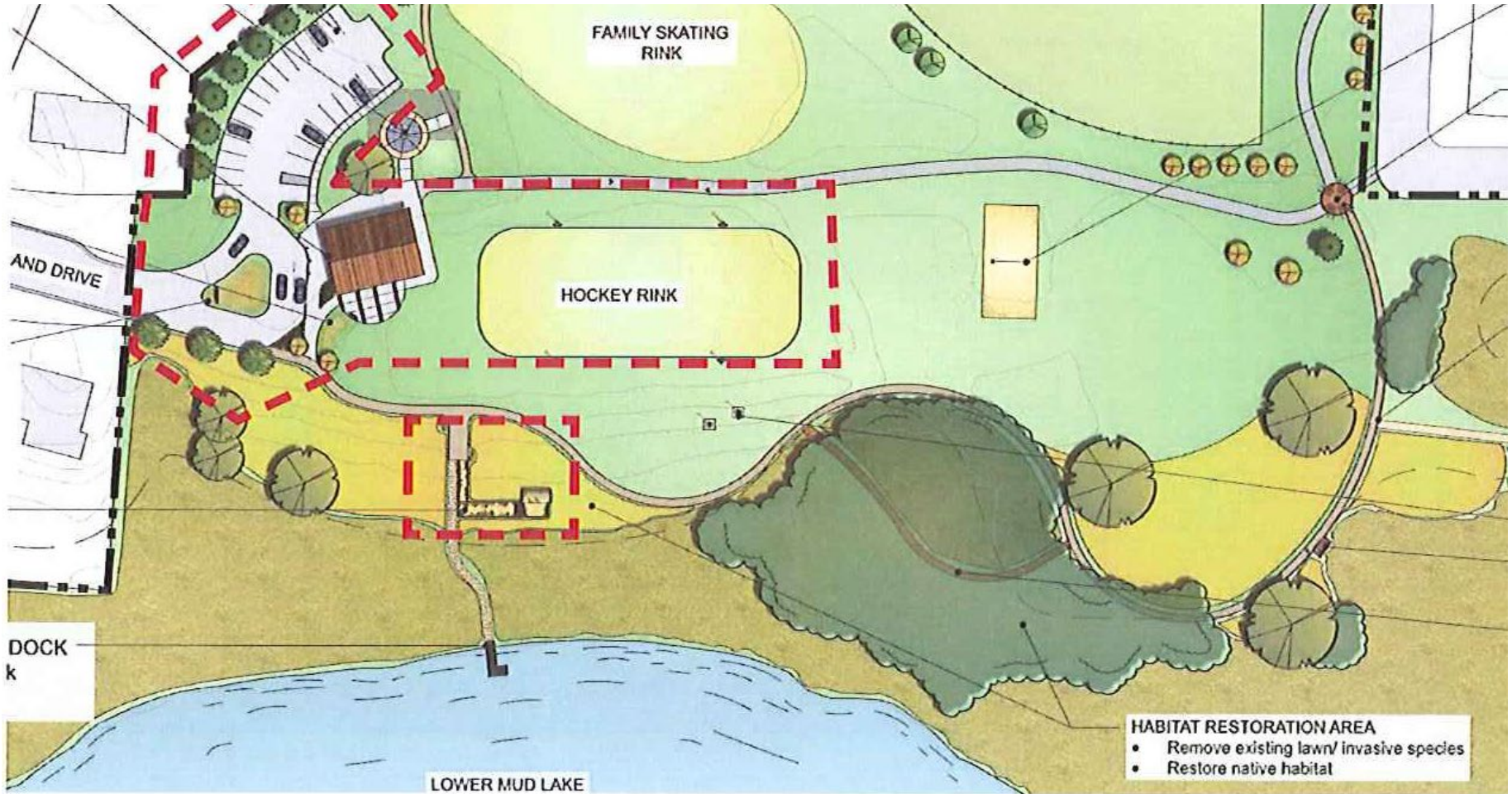


Parkitecture

Lewis Park Water Access Plan

Village of McFarland

Old Master Plan



Existing Conditions Photos



OPTION 1 LOCATION



OPTION 1 LOCATION



OPTION 1 LOCATION



OVERLOOK ADJACENT TO OPTION 1 LOCATION



VOLLEYBALL AREA BETWEEN TWO OPTION SITES



VIEW FROM PARK LOOKING SOUTH



OPTION 2 LOCATION



OPTION 2 LOCATION



OPTION 2 LOCATION

Preliminary Recommendations



Preliminary Recommendations



1 OPTION 1



2 OPTION 2

Final Recommendations

*On-Street
Pavement
Markings*

*Concrete
Approach*

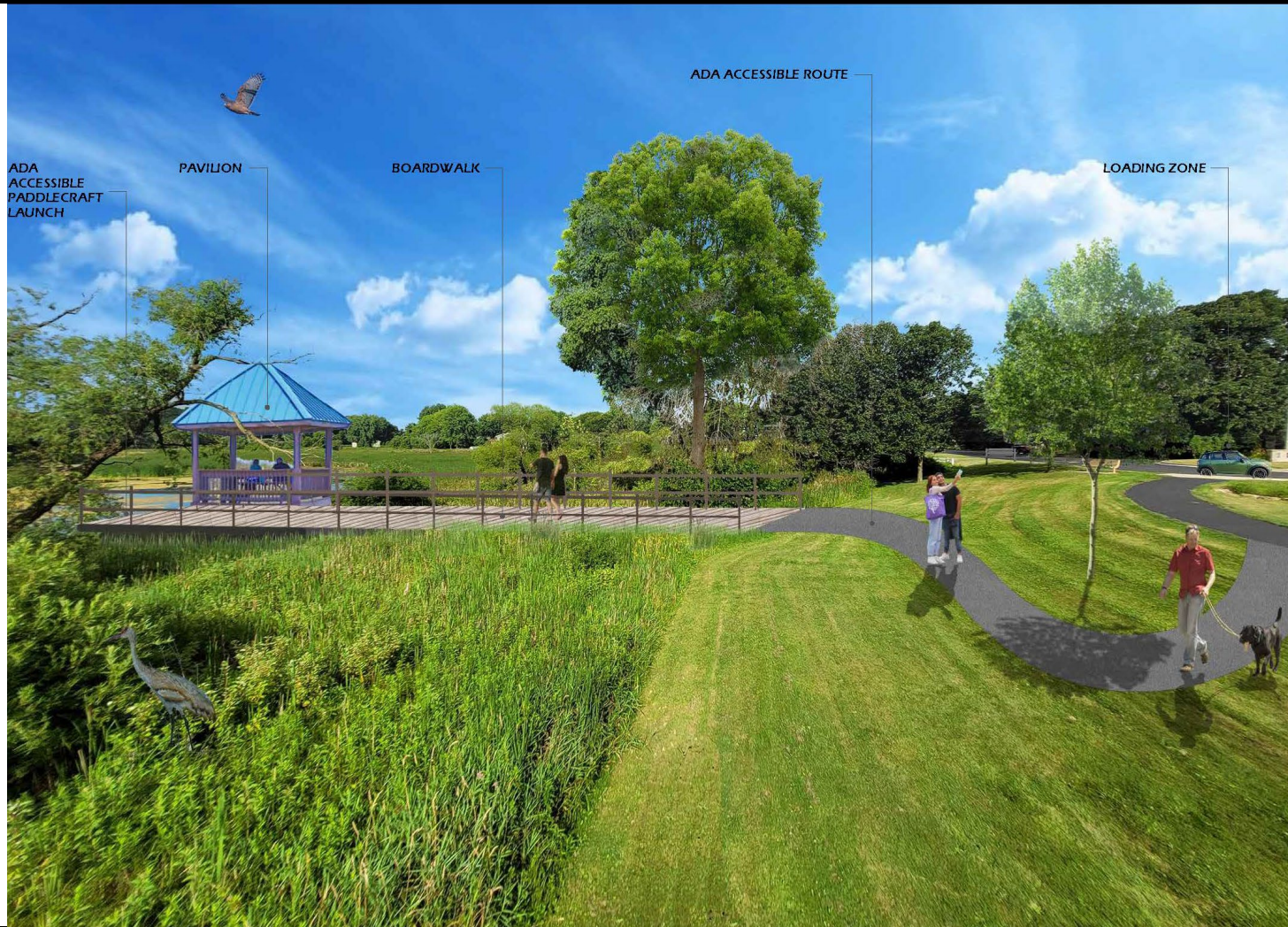
*Metal Frame
Boardwalk*

*Observation
Platform*

Signage



Final Recommendations



Final Recommendations



PADDLE CRAFT ACCESS TO YAHARA RIVER & MUD LAKE



WILDLIFE VIEWING & ENVIRONMENTAL EDUCATION



LEISURE & RECREATION



Future Recommendations



Opinion of Cost – Option 1

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: October 17, 2022

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 Cost – Option 2

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	

Opinion of Cost - Final

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: November 08, 2022

Final Concept

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	165	TN	\$30.00	\$4,950.00	
	7 CONCRETE PAVEMENT	1,500	SF	\$10.00	\$15,000.00	
	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	\$23,650.00	
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	
FUTURE IMPRV.						
	1 DENSE GRADED BASE COURSE	416	TN	\$30.00	\$12,485.00	
	2 CRUSHED STONE SURFACING	5,675	SF	\$5.00	\$28,375.00	Pathway Extension
	3 RESTORATION	1	LS	\$5,000.00	\$5,000.00	
				SUBTOTAL	\$45,860.00	
				Total	\$232,110.00	
				10% Contingency	\$23,211.00	
				8% A/E FEE	\$18,568.80	
				Total Cost	\$273,889.80	



ADA
ACCESSIBLE
PADDLECRAFT
LAUNCH

PAVILION

BOARDWALK

ADA ACCESSIBLE ROUTE

LOADING ZONE

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 6, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion regarding Chapter 2 Parks and Recreation Facility Policy
Section 2.04

PREVIOUS ACTION:

The Parks, Recreation and Natural Resources Committee recommended approval to the Village Board of the Chapter 2 Parks and Recreation Facility Policy at their January 23, 2020 meeting.

The Village Board approved the Chapter 2 Parks and Recreation Facility Policy at their meeting on February 10, 2020.

ISSUE SUMMARY:

Section 2.04 of the Chapter 2 Parks and Recreation Facility Policy details the scheduling usage of parks and recreational facilities. Reservations open to the general public on the day after Martin Luther King Jr. Day through an online platform, Spotz. This platform handles reservations for park shelter facilities and, recently incorporated, the Bocce courts.

For organized leagues, they are permitted to reserve in advance of the opening for the general public. During the month of November, the department emails key contacts for organized leagues about their requests for the upcoming year. These requests can include shelters and fields. The organized league is informed they are to respond with applicable requests by December 15th. This allows the department time to incorporate any reservations into the online platform prior to opening in January. Organized leagues are also required to identify if an event is expected to have attendance in excess of 200 people. Field usage requests are tracked internally within the Public Works Department with the Parks Superintendent being the main contact for requests.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

[Chapter 2 Parks and Recreation Facility Policy](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



No action required. This item is for discussion only.

ATTACHMENTS:

1. Chapter 2 - Athletic Field Usage Policy (PDF)

CHAPTER 2 Parks and Recreation Facility Policy

SECTION 2.01 Policy Purpose

McFarland parks and recreational facilities are provided primarily for the use and enjoyment of Village residents and those who pay property taxes to the Village of McFarland.

SECTION 2.02 Organization Responsibilities

The Public Works Department (“Department”) has the responsibility for the maintenance and management of Village parks and facilities. Requests for parks utilization are managed by this Department. Special requests and requests outside the standard scope of usage will be reviewed and approved by the Parks, Recreation, and Natural Resources Committee (“Committee”).

SECTION 2.03 Authorized Users

(a) **Personal/Individual Use.** Individuals wishing to use the public athletic fields may do so at their leisure, providing that another party has not previously reserved the fields. There is no charge for the use of these fields. Individuals may contact the Village to check the availability of a facility at any time. In the event that a field is not in use, but has been prepared for play later in the day, the Village asks that individual users respect this effort and chose an alternative location.

(b) **Organizational League Use:**

- (1) Groups wishing to utilize the public athletic facilities on an on-going basis may do so with prior scheduling approval from the Parks Superintendent. Requests for field use are considered on a first-come, first-served basis, with an attempt to balance the needs of all groups utilizing a particular area. On-going field schedules are kept by the Parks Superintendent to facilitate the organized, efficient use of the fields throughout the year.
- (2) Organized leagues will be charged a maintenance fee for their operation within Village Parks. The fee shall be set on a per individual basis for each season that they operate. The fee shall be set through Appendix A of the Village Code of Ordinances. In kind labor and materials will be considered in lieu of the fee subject to review and approval of the Department.
- (3) The Village does not accept any liability for the participants of these groups. All organized leagues shall sign an indemnification agreement and provide proof of insurance annually unless otherwise waived by the Village Administrator.

- (4) The Village shall utilize the following criteria in determining which organized leagues will be authorized to use McFarland facilities:
- (i) The residency of the requesting league is based on the business location of the organization rather than the residency distribution of individual team members.
 - (ii) The number of teams represented by the organized league and the extent of their scheduling needs.
 - (iii) The effect the league usage will have on Village facilities and whether or not the usage may unduly degrade the condition of the facility or overtax the maintenance capabilities/budget of the Village.
 - (iv) The intended use of the facility, why a particular facility is needed or desired for league use, and what other facility options are available to the league.
 - (v) If the activity is organized or sanctioned by the McFarland School District.
- (5) Appeals of decisions made by the Parks Superintendent, and/or designee, regarding scheduling decisions made in accordance with this section shall be made to the Committee.

(c) **For-Profit Business Groups.** For-profit business groups wishing to utilize the public athletic facilities in McFarland on a short-term basis may do so with prior scheduling approval from the Department. Requests for field use are considered on an individual basis and are granted only after all McFarland groups have been scheduled. Requests for on-going use of a facility must be reviewed and approved by the Parks Superintendent. A field usage fee will be charged for the use of the facilities. This fee shall be established annually as part of Appendix A in the Village Code of Ordinances.

(d) **Village Community Organization Group Use.** The Village shall allow an exemption from the park rental fee for Village Community Organization Groups that do not charge a membership fee and/or are approved for an exemption for this purpose from the Committee. The Committee shall initially create and annually review the list of Community Organizations approved for the fee exemption. The list of exemptions shall be maintained as Appendix A of this Policy. All Village Community Organization Groups shall still be required to secure the deposit fee at the time of rental unless otherwise authorized by the Village Administrator.

SECTION 2.04 Scheduling Usage of Parks and Recreational Facilities

- (a) The Department is assigned the responsibility of master scheduling the use of all Village parks and recreational facilities. All requests to reserve parks and recreational facilities must be approved by the Department. All facilities will be rented on a first come, first serve basis with reservations being accepted annually beginning the day after Martin Luther King Jr. Day.
- (b) All Village parks and recreational facilities with restrooms, covered shelters, green space, and/or specially equipped athletic fields or courts may be reserved by the public. The restrooms shall be available for general use by the public rather than the exclusive use of the reserving group. A shelter reservation entitles exclusive use of the shelter, but not the park and restrooms.
- (c) Organized leagues that are authorized users will be permitted to reserve in advance, time that is necessary to accommodate the scheduling of league play throughout the season.
 - (1) **Organizational League Scheduling.** To ensure that no scheduling conflicts will occur throughout the year, all league organizations desiring to use Village Park facilities must submit to the Department, by December 15th of the preceding year, a detailed schedule of dates and times that facilities are proposed to be used. The league organizations shall specifically identify any events in which attendance is expected to be in excess of 200 people at one time.
 - (2) The detailed scheduling by the Village of recreational facility usage during league seasons may be delegated to the recognized league organizations, subject to the following conditions:
 - (i) All organized leagues that are based in McFarland, or other groups authorized to use the facility, will be scheduled in a fair and unbiased manner.
 - (ii) Advance scheduling priority of specific days or times during the league season will be permitted, provided that sufficient non-scheduled blocks of time are made available for competing leagues to use at reasonably convenient times.
 - (iii) If the detailed scheduling has not been delegated to a league organization, the Department will schedule the usage.

- (iv) The Village may make certain dates and times unavailable for use by organized leagues. When necessary, the Village may also preempt scheduled events with reasonable notice to the scheduling organization.
- (3) The rescheduling of field usage due to inclement weather or field unavailability shall be done by the league organization that has been assigned the responsibility of doing the detailed scheduling. The league organization shall receive prior approval from the Department prior to initiating the process to reschedule. Make-up dates/times may not be reserved in advance if they fall outside the original block of dates and times assigned to the league. The rescheduling of events shall be done by the league organization in an unbiased manner that provides fair access to all authorized users.
- (d) **Usage by the General Public.** The general public will be able to use non-scheduled time slots on a first come, first serve basis beginning the day after Martin Luther King Jr. Day annually.

SECTION 2.05 Capital Improvements and Equipment.

- (a) Facilities may not be constructed or modified in a Village park by any organization without the prior approval of the Village and a written agreement specifying the purpose and duration of the intended use, liability, insurance coverage, maintenance responsibilities, and other details.
- (b) Any league organization that is proposing an improvement to a recreational facility or requesting a change in maintenance practices shall appear before the PRNR Committee to explain the need.
- (c) Any equipment that is placed in a Village park or recreational facility by an organization must have prior approval by the Parks Superintendent or designee and be left in playable condition if it is not removed between scheduled events. *EXAMPLE – soccer goals that are left in playing position may not be secured in such a manner as to prohibit their use by others.* The Village shall not be responsible for any normal wear and tear or damage that might occur to said equipment. Privately owned equipment that is removed from the park playing area between scheduled events may be kept private and does not need to be made available to other users. *EXAMPLE(s) – bases, field markers, balls, bocce balls, soccer goals and other such portable equipment.*
- (1) Organized groups are not prohibited from working out cooperative financial agreements among themselves for sharing the acquisition, maintenance, and replacement costs of the equipment. The Village shall be provided a copy of any such agreements that exist but will not get involved in the enforcement of private agreements between parties.

- (2) Failure to have cooperative sharing agreements in place shall not prohibit other organized groups from using equipment that is left in place between events.
- (3) All league organizations are responsible for keeping the public areas (i.e. – bathrooms, kitchen areas, storage areas, etc.) in a condition that is neat and orderly in appearance. All equipment, food items and the like. that are not for public use or sale, must be secured and not available to the public. All league organizations shall be responsible for keeping the public areas they use during tournaments in a condition that is neat and orderly in appearance. All public areas will be kept to the satisfaction of the Parks Superintendent or designee.

SECTION 2.06 - Fee Structure

- (a) The fees for rental and use of Village Parks and Facilities shall be set by the Village Board annually as part of Appendix A in the Village Code of Ordinances.
- (b) The fee structure may be fully or partially waived by the Committee upon recommendation of Village Staff on a case by case basis based on the following factors:
 - (1) Whether the user organization has made previous or current financial or in-kind contributions to improve Village parks or recreational facilities.
 - (2) The residency of the group requesting the waiver, based on the business location of the organization rather than the residency distribution of individual team members.
 - (3) Whether the requesting group provides ongoing field maintenance services or other activities that are of benefit to other users or to Village residents at large.
 - (4) The nature and cost of services that the Village must provide to support the requested use.
 - (5) Whether the event is of general community interest.
 - (6) Whether the activity benefits the community at large by promoting positive societal values or behaviors.
 - (7) If other agreements are in place that address fee structure.

- (c) All events or programs that are organized or sanctioned by the McFarland School District shall be exempt from fees.
- (d) User fee and security deposit is to be paid at the time the reservation is made.
- (e) Reservations cancelled less than thirty (30) days prior to the event only get the security deposit returned.
- (f) No refunds will be made due to inclement weather or other circumstances.
- (g) If there are damages to the park in excess of the security deposit, the security deposit will not be returned and the excess cost of repair shall be the responsibility of the renter.

Adopted: February 10, 2020

Revised: None.

CHAPTER 2 Parks and Recreation Facility Policy

Appendix A

The following are a list of Village Community Organization Groups that the Committee has determined may be exempt from paying the park shelter rental fee:

4-H

Ally's Honky Tonk Hustle

American Legion

Boy Scouts

Chamber of Commerce

Family Festival

Friends of McFarland Parks

Friends of the Library

Garden Club

Girl Scouts

JAM Fest

Lioness Club

Lions Club

McFarland Hockey

McFarland Music Boosters

McFarland Soccer Club

McFarland Softball Association

McFarland Youth Center

McFarland Youth Softball

Optimists

School District of McFarland