

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