VILLAGE OF MCFARLAND

Parks and Recreation Committee Minutes

Tuesday, January 3, 2023 - 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 Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

Members present: TJ Jerke, Carrie Nelson (arrived at 6:34 p.m.), Sarah Kuba, Tanya Lancaster, Justin Rupert, Luke Fessler

Members not present: Jim Lacy

Staff Present: Public Works Director Lee Igl, Parks Superintendent Sayer Larson, Assistant to the Public Works Director Aimee Irwin, and Parkitecture staff, Blake Theisen and Katie MacDonald.

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Parks and Recreation Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.*

   Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
   None.

3. APPROVAL OF MINUTES.

a. *Motion to approve the minutes of the December 6, 2022 meeting.*
   Motion by Trustee Jerke, seconded by Kuba, to approve the minutes of the December 6, 2022 Parks and Recreation Committee meeting. Motion carries 3 - 0 - 2 by acclamation, with Rupert and Fessler abstaining.

4. BUSINESS.

a. *Discussion and action to make a recommendation to the Village Board regarding design approval for the reconstruction of the skate park within William McFarland Park and authorize the project for bid.*
   Larson provided an overview of the skate park project that included updated budget

estimates. Following approval from the committee, the design will be reviewed by the Village Board, then the bid process will begin. Blake Theisen of Parkitecture reviewed the enclosed design plan for the project.

- Fessler asked for clarification regarding the increase in costs associated with the soft costs as presented within the packet. Larson responded that previously the soft costs were not included in the total budget, which includes design, planning, and overall construction oversight.
- Kuba asked where the current skate park items would be disposed of. Theisen stated that this has to be decided but demolition is included within the bid package.
- Lancaster asked what the project limit line identifies. Theisen stated this identifies where the contractor can and cannot be within the project site.
- Trustee Jerke asked if there were any expected lead times for equipment or construction materials. Theisen responded there were known material issues in the fall of 2022, but it is unsure how this will transpire this year.
- Parks Superintendent Larson asked if there would be required fencing. Theiesn stated there is silk fencing required but security fencing is not included.
- Trustee Jerke asked where fundraising efforts are at. Larson stated 50% of the targeted amount has been achieved and efforts will continue in 2023.
- Fessler asked for clarification regarding the timeline contained within the packet. Theisen and Larson explained the bid process will begin after Village Board approval and the bids will be physically reviewed on January 31, 2023. Bid tabulation results and recommendation will be brought back to the committee tentatively scheduled for February.

Motion by Trustee Jerke, seconded by Rupert, to recommend to the Village Board approval of the design as presented for the reconstruction of the skate park within William McFarland Park and further request authorization for Parkitectureto bid for the project. Motion carries 6 - 0 - 0.

b. *Discussion and action regarding the addition of shade structures to the Bocce Courts at William McFarland Park.*

Larson reviewed the request from the Four Lakes Bocce Association regarding shade structures to be installed over the remaining uncovered benches. Staff are recommending adding the two shade structures as an alternate bid to the bid package for the skate park. Funding for this project would be from the Parks Fund.

- Trustee Nelson asked for clarification regarding the motion for this item. Larson explained the motion is to add the shade structures to the bid and specifications for the Skate Park Project and stated this item will be reviewed by committee during review of the bid tabulation results.
- Trustee Jerke commented about cutting the boards surrounding the courts for better access. Larson stated that this was discussed with the Four Lakes Bocce Association at a recent meeting and they will be taking care of this task.

Motion by Trustee Jerke, seconded by Fessler, to add two new shade structures as an alternate bid to bid and specifications for the Skate Park Project in order to be constructed at the Bocce Courts. Further review of costs will occur at the time of consideration for the contract award for the Skake Park Project. Motion carries 6 - 0 - 0.

c. *Discussion and action to make a recommendation to the Village Board regarding irrigation work at Community Park.*

Larson provided an overview of irrigation work at Community Park as previously presented at the December committee meeting. Larson also reviewed the enclosed financial/budget impact, including the 2023 budget addition of $275,000 to support expanding the irrigation system.

Katie MacDonald of Parkitecture explained that they had reached out to the current contractor regarding the cost estimates for the irrigation work. The bid estimate provided by the contractor arrived at the cost that was estimated. Larson explained that the in-ground irrigation and high capacity well totals $463,000, which allows for $7,000 remaining in the $470,000 that was estimated. Theisen and MacDonald added that the high capacity well will take 4 to 6 months for permit approval from the state, which would align with irrigation work if approval is received soon. Theisen explained that money was previously noted for the well work within Phase 2.

- Trustee Jerke asked what it means to have irrigation versus water wheels. Larson responded that with irrigation, watering could be completed within 1.5 to 2 hours versus water wheels, which could take staff an entire week to water once. Igl added water wheels could cause potential damage to turf due to movement and equipment moving. Trustee Nelson commented that irrigation allows for watering at more opportune times.
- Trustee Jerke asked for clarification regarding utilizing irrigation to build better turf. Larson responded that irrigation helps build better turf.
- Fessler asked if there would be any risk with irrigation lines. Larson explained that the lines will need to be blown out prior to the winter season to avoid freezing lines. MacDonald added that mainline irrigation previously included would have required this as well. Fessler asked if automated timing is included with this work. Theisen explained the full in-ground irrigation will be fully automated and could be completed by phone.
- Fessler asked if this amendment would be a change-order. Larson stated yes, this would be a change-order with the current contractor for the work.

Motion by Trustee Jerke, seconded by Rupert, to recommend to the Village Board approval of the design presented to provide full in-ground irrigation at Community Park. Motion carries 6 - 0 - 0.

d. *Discussion regarding Chapter 2 Parks and Recreation Facility Policy Section 2.04*

Trustee Jerke provided an overview of this item and he requested this item to discuss and understand how the department operates related to Section 2.04 of the Chapter 2 Parks and Recreation Facility Policy. Larson explained the overall process that occurs on an annual basis prior to park reservations opening in the new year.

- Trustee Nelson asked if the process is working well or if anything would make this process easier. Larson responded that the current process works well with assistance from Aimee Irwin. Larson added that as future growth occurs, more assistance may be necessary, but not at this time. Irwin stated that the process works well and has improved over time. Larson added there is a limiting factor with our online park reservation software and this could be an issue in the future with additional growth.
- Trustee Jerke asked if the online park reservation software was only for shelter reservations. Larson responded that a majority of the software is utilized for shelters but we also utilize it for Bocce Court reservations.
- Lancaster asked if it would be appropriate to set up an annual review of fees and policies. Trustee Jerke responded that this is something in the works and future discussion and planning efforts potentially will occur at a committee meeting.
- Kuba asked if there is any crossover or confusion between village versus school property rentals. Irwin and Larson responded that they were not aware of any issues or questions.

e. *Discussion regarding scheduling and tournaments for the pickleball courts and the disc golf course.*

Larson provided an overview of the disc golf course, including a request that was received this past year to host a tournament at the course. The request was declined due to the shortened season.
Larson provided an overview of the pickleball courts that opened this past season for a short period of time. Larson explained data gathered about local pickleball courts and their usage related to tournaments.

Randy Psyk of 6204 Holscher Road commented that the pickleball courts are some of the best. Randy commented that open-play would be recommended for the majority of the time to allow users to utilize the courts. However, leagues and tournaments could occur intermittently.

- Trustee Jerke asked for clarification regarding what advance sign-up would look like. Larson explained that sign-up would allow for organization and aligning users with applicable skill-levels, which has been handled by CAPA within the Sun Prairie example enclosed in the packet. Larson explained that most local area courts allowed for open play during their first season.
- Trustee Jerke asked for a quick overview of pickleball users. Randy explained there has been an increase in novices in a younger age range. Players advance through the stages as they hone their skills. Trustee Jerke asked about an application that players could utilize for scheduling. Randy responded that yes, there are applications available and a common one is playtime scheduler.
- Trustee Jerke asked Larson, based on the local data gathered, are courts open-play all the time or are some courts scheduled. Larson responded that there was a variety of results with a mix of open-play versus scheduled.
- Lancaster asked if scheduling would increase utilization. Larson responded that open-play would likely be more welcoming but there could be an advantage to

scheduling some courts for certain groups or skill levels, with the remaining courts remaining open-play.

Larson commented that staff are recommending open-play for the pickleball courts this upcoming year to examine the use that occurs and what requests are received. Staff would also recommend only two tournaments per year.

- Trustee Nelson asked if open-play was chosen for this season, would there be an option for an organized activity such as skill training or game education. Larson responded that, yes, there could be an option for a scheduled organized activity.
- Kuba asked if there would be a charge for a tournament. Randy Psyk provided an example of a $60 tournament charge from a tournament he had participated in.
- Fessler asked if particular weekends would need to be excluded for tournaments. Larson responded that particular weekends could be blocked from tournament events.
- Kuba asked if coordination would occur with other area events such as soccer tournaments. Larson responded yes, events would also be coordinated with soccer, curling club and hockey events.

Larson commented that staff are recommending only two tournaments at the disc golf course location.

- Trustee Jerke asked how large the tournaments would be at the disc golf course. Larson explained that tournaments of this nature would typically be a part of a larger tournament.
- Fessler asked if food trucks could be held at the tournament event. Larson explained a special event permit would be required to be completed and if food trucks were desired, additional permitting would occur. Lancaster asked if fees would need to be established. Larson stated fees are established for special event permits but fees would need to be established for the tournament itself.

5. SCHEDULE NEXT MEETING DATE.

a. *<u>Tuesday, February 7, 2023 at 6:30 p.m.</u>*

6. ADJOURNMENT.

Motion by Member Rupert, seconded by Fessler, to adjourn at 8:12 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