

Thursday, April 6, 2023**6:30 PM****McFarland Municipal Center**
*Community Room***AGENDA**

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through 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 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.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the February 7, 2023 Parks & Recreation Committee meeting.
4. BUSINESS.
 - a. Discussion regarding the addition of a new public restroom within the park system.
 - b. Update regarding pickleball court usage.
 - c. Update regarding the upcoming Arbor Day event.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, May 2, 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, February 7, 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, Sarah Kuba, Tanya Lancaster, Justin Rupert, Jim Lacy, Luke Fessler

Members not present:

Staff Present: Public Works Director Lee Igl, Parks Superintendent Sayer Larson, Village Administrator Matt Schuenke, Assistant to the Public Works Director Aimee Irwin, Parkitecture staff Blake Theisen, and Town and Country staff Tim Stieve.

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 January 3, 2023 Parks & Recreation Committee meeting.*

Motion by Trustee Jerke, seconded by Kuba, to approve the minutes of the January 3, 2023 Parks & Recreation Committee meeting. Motion carries 5 - 0 - 0.

4. BUSINESS.

- a. *Presentation of ridership data by BCycle*

Sayer Larson provided a brief summary regarding BCycle at McDaniel Park. Helen

Bradley of BCycle provided a presentation on an overview of BCycle along with data specifically related to the McDaniel Park site for ridership from July 15th through December 15th of 2022.

- Fessler asked what percentage of riders choose the opt-in option. Bradley explained she currently does not have this data but it could be gathered.
- Kuba asked how far along the station is at Lake Farm County Park, is this a partnership with the county, and what other stations are planned near the south-east side. Bradley responded that Lake Farm Park is in partnership with Dane County but it will likely be launched in 2024. Bradley stated she is not aware of plans for additional stations towards the south-east side.
- Trustee Nelson asked if BCycle is tracking who is riding and what policies are in place for the privacy of data gathered. Bradley explained they gather a lot of data from the rider, such as name, email address, employer; however, only basic demographics are shared with the general public.
- Trustee Jerke asked if there are other new stations comparable to McFarland. Bradley responded that similar stations were installed at MATC at South Goodman and Commercial Avenue. Bradley explained that the MATC sites did not see nearly the ridership as McFarland.
- Trustee Jerke asked if the survey data shows riders utilizing BCycle for purpose-driven or recreation-driven rides. Bradley provided the data that 64% BCycle trips replaced a vehicle trip and 62% used BCycle for a social activity.
- Lancaster asked if riders were starting at McDaniel and visiting other parks within McFarland. Bradley explained this is difficult to determine as data is gathered by docking stations, not GPS.
- Kuba asked if new stations are utilizing the same number of docking spots at stations or fewer docking spots. Bradley explained the goal with new docking stations would be fewer spots but more stations.
- Trustee Jerke asked if BCycle has additional maintenance being brought on. Bradley responded that the plan is to bring onboard a significant number of new staff for maintenance.

Larson explained that 2023 will continue as a pilot year given the late installation in 2022 at McDaniel Park. The committee will review and provide their recommendation about continuing BCycle in 2024 at a future meeting.

- Kuba asked about the possibility of stations at the new community park or William McFarland Park with construction occurring at these parks now. Larson responded that he is aware that BCycle desires stations where parking is located. Larson believes BCycle will want to stay near the Lower Yahara River Trail.
- Fessler asked about the possibility of a station at Orchard Hill Disc Golf Course. Larson stated this site is a possibility.
- Fessler asked if there were competitors for BCycle and who contacted who for the current station. Kuba stated that she was not aware of another competitor within the Madison area. Larson responded that BCycle reached out to the Village.

b. Discussion and action to make a recommendation to the Village Board regarding design approval for McDaniel Park site improvements and authorize the project for bid.

Tim Stieve provided an overview of the project and the enclosed design for beach improvements at McDaniel Park.

- Lancaster asked if the supply line pipes would be trenched in. Stieve responded that the supply line pipes would be trenched in.
- Trustee Jerke asked how deep the supply lines pipes would be buried. Stieve estimates the pipes will be two to three feet deep.
- Kuba asked what the ends of the supply lines would look like in the water and if the building was moved from previous design plans. Stieve responded that the building location was adjusted from previous iterations of the design. Larson explained that the end of the supply lines would be boxes for the pump lines, but it is unsure what the end will be at the discharge line.
- Trustee Jerke asked if there is public signage at similar beaches with this set-up. Igl responded that nothing was present during the visit to Goodland. Larson also commented that there is not specific signage he is aware of.
- Rupert asked what would be occurring to deter the geese. Larson explained, that in his experience, when there are people in the park and the anticipated high use of the new amenity, the geese will be deterred from being at the park.
- Trustee Jerke asked if the anticipated completion would be on track for June 1st. Stieve responded that the county believes they can still meet the completion target of June 1st; however, the utility building structure may impact the completion date.

Motion by Trustee Jerke, seconded by Lancaster, to recommend approval to the Village Board regarding Town and Country's design as presented for McDaniel Park site improvements and authorize the project for bid. Motion carries 7 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the reconstruction of the skate park within William McFarland Park, including the alternate bid for the shade structures at the Bocce Courts.

Blake Theisen provided a review of the skate park project from the approval of the William McFarland Master Plan, to the public input process and developing the design. Theisen explained that an addendum was issued during the bidding process to extend the completion data due to contractors expressing difficulty with the timeline within the bid. Bids were received last Tuesday on January 31 with two bids arriving and the low bidder being Parisi Construction. Theisen provided that concrete cost estimates have increased substantially from last fall. With the bid results being higher than anticipated, the committee will need to provide their recommendation for keeping the design intact and working towards finding available funds or the design could be reviewed and re-bid.

Matt Schuenke commented that there is a lot of interest in this project and therefore we may need to evaluate the funding. Schuenke explained that the borrowing for 2023 has not been finalized, therefore the village could borrow more money or other projects could be deferred. Other possible solutions or adjustments could include utilizing the Parks Fund to help cover the gap or changes to the line items by working with the

contractor could occur. The staff recommendation is to move the project forward, but there may be some time before we finalize the financial side of the project.

- Fessler asked for clarification if the staff recommendation included the alternate for the bocce shade structures. Schuenke commented that staff are recommending rejecting the alternate bid for the shade structures.
- Lancaster asked how the project timeline was adjusted with the addendum. Theisen explained that the adjusted timeline states the project has to be done in 2023 and the skate park would need to be open in 2023.
- Kuba asked if it would be recommended to work with Parisi Construction based on our experiences. Theisen responded that Parisi did a good job. Schuenke explained that Parisi Construction is qualified under our code and we would need to accept based on that. Larson commented that Parisi Construction was attentive and communication went well during the pickleball court construction.
- Trustee Jerke asked what cost-cutting efforts are being explored. Theisen explained cost-cutting efforts being evaluated would be the demolition, installation of trees, and other site amenities such as picnic tables. Schuenke commented that the contractor had adjusted their mobilization as well.
- Fessler asked if line items being removed or adjusted would require the project to be rebid. Schuenke explained line items would be removed from the project scope and adjustments would be detailed with a change order.

Motion by Trustee Jerke to recommend to the Village Board the award of contract to Parisi Construction of Verona in an amount of \$605,865 for the reconstruction of the skate park within William McFarland Park including base bid and the contract alternate with additional expenses for engineering/construction administration, security, and contingency for a total project most in an amount of \$714,000 with rejecting the alternate for the shade structures.

Motion rescinded by Trustee Jerke.

Motion by Trustee Jerke, seconded by Lacy to recommend to the Village Board the award of contract to Parisi Construction of Verona in an amount of \$605,865 for the reconstruction of the skate park within William McFarland Park including base bid with additional expenses for engineering/construction administration, security, and contingency for a total project most in an amount of \$714,000.

Motion rescinded by Trustee Jerke and second rescinded by Lacy.

Motion by Trustee Jerke, seconded by Rupert to recommend to the Village Board the award of contract to Parisi Construction of Verona in an amount of \$565,865 for the reconstruction of the skate park within McFarland Park including base bid with additional expenses for engineering/construction administration, security, and contingency for a total project cost in an amount of \$674,000. Motion carries 7 - 0 - 0.

d. Discussion to schedule a park tour

Committee members discussed scheduling a park tour. The committee concluded that Thursday, May 11, 2023 at 6:00 p.m. will be the date of the next park tour.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, March 7, 2023 at 6:30 p.m.
- b. Tuesday, April 4, 2023 will be rescheduled to Thursday, April 6, 2023 at 6:30 p.m.
- c. Tuesday, July 4, 2023 will be rescheduled to Wednesday, July 5, 2023 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Trustee Jerke, seconded by Rupert, to adjourn at 8:02 p.m.

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

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, April 6, 2023

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion regarding the addition of a new public restroom within the park system.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The 2023 parks improvements capital budget has funding to place a restroom within the park system. This type of improvement is well documented in surveys and annual requests. In recent years, staff have increased the number of portable restrooms throughout the park system seasonally to meet the use needs. Staff is seeking input from the committee to assist in selecting a park location for the facility improvement.

The [2019-2023 Outdoor Recreation & Open Space Plan](#) provides development recommendations of a restroom in the following parks: Cedar Ridge Park, Woodland Estates Parks, Lewis Park, Egner Park, Orchard Hill Park, Juniper Ridge park, and Arnold Larson Park.

FINANCIAL/BUDGET IMPACT:

Funds are included in the Parks Improvements capital budget for 2023 for one park location.

VILLAGE PLAN REFERENCE:

[2019 to 2023 Outdoor Recreation and Open Space Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action at this time. A recommendation by the committee will occur at a future meeting.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, April 6, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Update regarding pickleball court usage.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Staff have received requests to utilize pickleball courts for the 2023 season. Requests include a six week program through MRAP and a tournament.

MRAP is requesting court usage for six weeks on Wednesday nights starting June 21. The usage request includes 6 courts from 6:15pm to 8:45pm. This is an instructor-led program with registration limited to approximately 30 people. The program teaches beginners and matches similarly skilled players for play. Staff is approving this programming as it is available to the community.

Anthony Suy is requesting to host a tournament June 16-17th. The tournament will raise funds for ACE Mentor Wisconsin - Madison Program. Funds raised will support after-school programs, scholarships for students, or internships in the Madison area. More information can be found at the following link: <https://www.acementor.org>. The tournament will operate from 5 - 10pm on Friday 6/16 and all day Saturday 6/17. Rain date set for 6/18. Staff is seeking input from the Committee as if this is a suitable usage for the pickleball courts.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, April 6, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Update regarding the upcoming Arbor Day event.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village of McFarland will again be hosting an Arbor Day event at Lewis Park in 2023. The event will take place on Friday April 28th from 5:30 - 7:30pm. Currently, the event will have up to two presentations to include: An Update of the Village Tree Inventory by the Village Forester and a Tree Care/Health Topic from a certified arborist. There will be craft tables, library books on trees, bucket truck demonstrations, and tree give away.

Staff is seeking assistance in planning and assisting during the event.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required at this time.

ATTACHMENTS:

None