

Tuesday, November 7, 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 October 3, 2023 Parks & Recreation meeting.

4. BUSINESS.

- a. Discussion and action regarding the Inclusive Park site plan at Waubesa Intermediate School.
- b. Discussion and action to make a recommendation to the Village Board regarding design services for lake access at Lewis Park.
- c. Discussion and action to make a recommendation regarding the Highland Oaks restroom.
- d. Discussion and action to make a recommendation to the Village Board regarding updates to Chapter 1 Parks and Park Facilities Naming Policy.
- e. Discussion regarding updates to Chapter 2 - Parks and Recreation Facility Policy

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, December 5, 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, October 3, 2023 - 7:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Jerke called the regular meeting of the Parks and Recreation Committee to order at 7:00 PM at the Municipal Center in the Community Room.

Members present: TJ Jerke, Luke Fessler, Sarah Kuba, Tanya Lancaster, Justin Rupert, Lori Wisnicky

Members not present: Jessica Tokar

Staff Present: Village Administrator Matt Schuenke, Director of Public Works Lee Igl, Parks Superintendent Sayer Larson, Assistant to the Public Works Director Aimee Irwin, and Parkitecture staff 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 September 5, 2023 Parks & Recreation Committee meeting*

Motion by Trustee Jerke, seconded by Trustee Fessler, to approve the minutes of the September 5, 2023 Parks & Recreation Committee meeting. Motion carries 6 - 0 - 0.

4. BUSINESS.

- a. *Discussion regarding Inclusive Park draft design plan.*

Schuenke presented the updated draft design plan for Inclusive Park.

- Trustee Jerke asked if the turnaround was adequate for traffic. Schuenke and Katie MacDonald of Parkitecture responded that a full engine could turn around and that there is plenty of room for maneuverability. Trustee Jerke asked if

marking would help traffic flow. MacDonald stated that it would need to be marked as no parking and Schuenke stated this could be reviewed within the design build.

- Kuba asked if there would be designation for a loading zone. Schuenke responded that additional discussions with the school district could occur regarding this.
- Lancaster asked if any further discussion had occurred regarding a unifying theme. Schuenke stated discussions would occur after the public information meeting.
- Trustee Jerke stated that the public information meeting regarding Inclusive Park is planned for Wednesday, October 4th at 6:00 p.m.

b. Discussion regarding future aquatics planning and engagement process

Schuenke reviewed the next steps in the aquatics planning and engagement process. A survey is planned to be distributed prior to the scheduled public information meeting on November 1st at 6:00 p.m. Schuenke presented the draft survey questions.

- The committee recommended including definitions for the type of possible aquatic facilities, estimates of operating costs and construction costs, and a projected timeline for the construction of an aquatic facility.
- Schuenke explained that the target for a type of aquatic facility is in 2028 and would include a fundraising campaign for construction.
- Rachel Chambers of 5503 Chestnut Lane provided public comment regarding the current drive to an outdoor pool and inquired about what the capital and operating costs would be associated with a pool. Trustee Jerke and Schuenke responded that the capital and operating costs will vary depending on what type of aquatic facility the community would want.

c. Discussion and action regarding skate park rules signage

Larson reviewed the enclosed skate park rules signage, seeking feedback from the committee regarding the rules, hours of the park, and the name of the site.

- Kuba asked if it would be necessary to list the items in the first bullet or follow the example enclosed to state non-motorized & non-electric. Larson and Lancaster responded that this bullet provides a definition of what could be utilized at the park.
- Trustee Fessler asked if events are not permitted without prior approval. Larson explained that this rule is meant to avoid any business demonstrations and stated staff would prefer to have committee approval for any event requests.
- Trustee Jerke asked if a QR code would be beneficial. Larson explained this could be added if desired.
- The committee discussed various naming options for the site.

Motion by Trustee Jerke, seconded by Lancaster, to approve the enclosed rules signage and utilize the site name of the bike and skate park. Motion carries 6 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, November 7, 2023 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Trustee Fessler, seconded by Kuba, to adjourn at 8:15 pm

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: Tuesday, November 7, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Lee Igl, Public Works Director,
Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the Inclusive Park site plan at
Waubesa Intermediate School.

PREVIOUS ACTION:

The Parks and Recreation Committee recommended approval with the concept to develop the park at the school, offered approval for Phase 1 of the improvement, and entered into planning/design agreement for Phase 2 at its meeting on June 6, 2023.

At its August 1, 2023 meeting, the Committee was updated on next steps for the project as the planning process was beginning.

The Committee began the planning process at its September 5, 2023 meeting.

The enclosed site plan was introduced and discussed at our meeting on October 3, 2023 meeting.

ISSUE SUMMARY:

Please find enclosed the site plan for the proposed Inclusive Park at Waubesa Intermediate School. This was shared at our last meeting and brought forward for action at this time as we transition into the design process to better specify the improvements. School District Staff have previously provided input on the site plan and their comments are included within this plan. Our Consultant will also provided follow up from the PIM that was held on October 4th. This will lead into our next meeting in December where we will look at equipment, specifications, and consider pre-ordering these items to ensure they can be installed within the schedule set for completion in the Summer of 2024. Also at that meeting we'll update the project budget on what is currently being proposed.

Our Consultant will be present in the meeting on Tuesday to go over the plan and adjustments made to date.

FINANCIAL/BUDGET IMPACT:

Total cost estimate for the project as is included in the accepted Capital Improvement Plan and proposed 2024 Budget is \$2.1 million being shared by the Village and School District through various sources. We will review the cost projects as the plan is finalized in our next meeting once all feedback is received.

VILLAGE PLAN REFERENCE:



[Inclusive Playground Master Plan](#) - December 14, 2020

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the site plan for the Inclusive Park at Waubesa Intermediate School.

ATTACHMENTS:

1. 23_0926 Waubesa Site Plan

File: V:\23.039 McFarland Waubesa Phase 2\CAD\P-SP.dwg Layout: C001 User: Blake Plotted: Sep 26, 2023 -- 6:50pm



LEGEND

- 1 Access Drive
- 2 Shelter & Restrooms
- 3 ADA Parking
- 4 Shade Structure
- 5 Multi-Use Paved Path
- 6 Concrete Sidewalk
- 7 Playground Area
- 8 Stormwater Management Area
- 9 Playground Area - Asphalt
- 10 Softball Field
- 11 Multi-Sport Playing Field
- 12 Restored Prior Playground Area

Project Name: **WAUBESA INTERMEDIATE SCHOOL PHASE 2**

5605 RED OAK TRAIL
MCFARLAND, WI

Sheet Title: **SITE CONTEXT EXHIBIT**

Revisions:	
Project #:	23.039
Issued For:	Review
Date:	09/26/2023

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 7, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding design services for lake access at Lewis Park.

PREVIOUS ACTION:

The Parks and Recreation Committee recommended acceptance of the plan for the project at its meeting on December 6, 2022.

The Sustainability and Natural Resources Committee recommended acceptance of the plan for the project at its meeting on January 9, 2023.

The Village Board accepted the plan at their meeting on January 24, 2023.

ISSUE SUMMARY:

Attached is the Proposal from Parkitecture to complete final design, permit and put out to bid the Lewis Park lake access project. The design, permitting, and bid work would look to be completed in the Spring of 2024 for construction in the Summer of 2024. Additionally, as part of this meeting we will have some initial discussion on elements and amenities planned for inclusion within the pier to see what is liked and not liked. The proposed site plan and prospective images are included within the plan linked within this memo. We will present that information as an update from where we were when the plan was advanced a year ago and start to gather some preliminary input.

FINANCIAL/BUDGET IMPACT:

The 2024 Budget allocated \$250,000 towards the project carrying over funds from 2023 that were borrowed for the McDaniel Park beach project. The projected cost within the accepted plan was \$207,219.80 with \$14,048.80 committed to this work. The proposal is presented at \$24,844 which is higher to include what's needed to address permitting requirements through the DNR.

VILLAGE PLAN REFERENCE:

[Lewis Park Water Access Plan](#) - January 24, 2023

[Plan Exhibits](#)

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended Action:

Motion, second to make a recommendation to the Village Board to approve the proposal from Parkitecture in the amount of \$24,844 regarding design services for lake access at Lewis Park.

ATTACHMENTS:

1. 23_1025 TO Lewis Park cds

Lewis Park Pier CDs
TASK ORDER SCOPE OF SERVICES

General Project Scope:

Project scope includes preparation of construction documents and specifications and public bidding for a proposed boardwalk and associated site elements as depicted in the 2023 Concept Plan to be located within Lewis 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** – Parkitecture will prepare professional construction documents detailing the boardwalk, observation platform, and site-specific improvements.
 - o Layout Plan
 - o Grading & Drainage Plan
 - o Landscape Plan
 - o Boardwalk 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. Parkitecture will lead a virtual meeting with the Client to review the redline comments and identify actions necessary to address the comments.
- **Final Construction Documents** – Parkitecture 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** – Parkitecture will assemble a detailed opinion of probable cost to with aligned bid items for the final bid plan set.
- **PRC Meeting** – Parkitecture will present DD drawings to the PRC for final approval prior to establishing construction documents.
- **Village Board Meeting** – Parkitecture will present final drawings to the Village Board for final approval prior to soliciting public bids.
- **Public Bidding** – Parkitecture 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.
- **Permitting** – Parkitecture will work with Wisconsin DNR for Chapter 30 permitting requirements and submit completed application on behalf of the Village.

Lewis Park Pier 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 December 15, 2023 and anticipate completion of bid documents by March 1, 2024.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$24,844 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

____10/25/2023____

Date:

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 7, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation regarding the Highland Oaks restroom.

PREVIOUS ACTION:

The budget was approved in 2022 for the 2023 CIP.

ISSUE SUMMARY:

The 2023 budget approved a restroom installation at Highland Oaks Park. Enclosed is the proposal for the prefabricated building and plan sets. The building will be ordered for a spring 2024 installation.

FINANCIAL/BUDGET IMPACT:

Funding would come from the Parks fund.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to approve the proposal for a prefabricated building at Highland Oaks Park, as presented, for a total cost of \$61,950.

ATTACHMENTS:

1. VILLAGE OF MCFARLAND LYNX QUOTE
2. Highland Oaks Park New Services
3. Lynx Plan and Specs



4033 123RD STREET
CHIPPEWA FALLS WI 54729
715-723-7446

Quote

Order# : 9396

Date: 09/18/2023

Billed To: COD SALE

Project:

VILLAGE OF MCFARLAND, WI
HIGHLAND OAKS PARK

This quote is valid for 30 days

Purchase Order#:

Description	Quantity	Price	Ext Price
LYNX RESTROOM	1.00	\$53,550.00	\$53,550.00
Delivery	1.00	\$2,400.00	\$2,400.00
Crane Rental, can be provided by contractor	1.00	\$6,000.00	\$6,000.00

Taxable Amount:	0.00
Sales Tax:	0.00
Quote Total	61,950.00

Taxes:

All applicable Federal, State and local taxes will be added to these prices.

Bid and Performance Bonds:

this quote does not include any bid or performance bonds. If either are required they will be added to the quote.

Professional Services/Certifications:

Architectural, structural or MEP calculations and/or stamps are not included unless specified on this quote. This quote also does not include any state manufacturer certifications/insignias. Please call for a quote if needed.

Payment Terms:

30% down payment at time of order. 30% payment at time of shipping. Balance net 30 days after invoice at time of shipment. Interest at 1.5% per month after 30 days from date of invoice unless prior arrangements have been made. Under no circumstances can retainage be held by customer.

Quotation Term:

This offer is good for 30 days from date of this quotation. Prices subject to change without notice after 30 days.

Storage:

If delivery is delayed more than 30 days after product is ready to ship, an invoice will be submitted for payment and subject to the terms above. After 60 days of storage a fee may be assessed at a rate of 1% of the total invoice per month until delivery.

Responsibilities of the Owner/General Contractor:

All excavation, elevations and permits will be the responsibility of the contractor or purchasing party.

Contractor is responsible for providing clear access for the crane and semis under their own power. These vehicles can weigh in excess of 100,000#. Clear access requires sufficient turning and maneuvering radius, suitable soil or provided alternatives to support these vehicles under their own power and free of overhead obstacles (including power lines). Additional charges may be assessed if reasonable means are not provided.

Working radius of the crane will be 35' or less with the semi sitting next to the crane. Additional charges will apply if a larger working radius is required. Crane rental may be provided by others.

Owner/General Contractor are responsible for providing a suitable foundation for the building. We can provide you with the weight of the building. Frost walls or grade beam are acceptable but you will need to determine your soil conditions and State/Local building codes.

It is the responsibility of the owner/contractor to comply with any building codes, permits and special requirements. Huffcutt Concrete, LLC can incorporate any special requirements into your building as said owner/general contractor informs Huffcutt Concrete, LLC prior to building being manufactured. Some special requirements may incur an additional charge.

Owner/General Contractor will be responsible for roughing in the plumbing supply lines, waste line, electrical, floor drains and plumbing vent lines. Huffcutt Concrete, LLC will provide you with a mechanical rough in drawing.

During the installation the contractor or owner will provide site personnel who are knowledgeable, has the authority to make decisions and resources available to make changes if necessary. Prior to setting of the building, Huffcutt Concrete, LLC will verify the foundation to be level within 1/4" and mechanical rough in locations are accurate. After the building is set Huffcutt Concrete, LLC will perform the final caulking, ridge cap, paint touch up and shipping and handling adjustments and repair. Owner/General Contractor will be responsible for the final onsite mechanical connections in the building. These include, but not limited to water supply line, waste lines, plumbing vent lines, electrical connection to the service panel and any tightening of fittings that may have loosened during shipping and handling.

Highland Oaks Park Services Village of McFarland

Water Valves

- Hydrant Valve
- Main Valve
- Water Laterals
- Hydrants

Water Valves

- Hydrant Valve
- Main Valve

Water Mains

Diameter

- Unknown
- 2" or smaller
- 4
- 6
- 8
- 10
- 12
- Water Laterals
- Sanitary Laterals

Sanitary Appurtenances

- Manhole
- Wet Well
- Pumping Station
- Sanitary Laterals

Gravity Sewers

- 4"
- 6"
- 8"
- 10"
- 12"
- 15"
- 18"

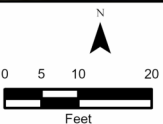
Storm Appurtenances

- Manhole
- Street Inlet
- Area Inlet
- Endwall
- Pipe End
- Clean Out
- Other BMP
- Storm Pipe

water service

sewer service

potential electric
service



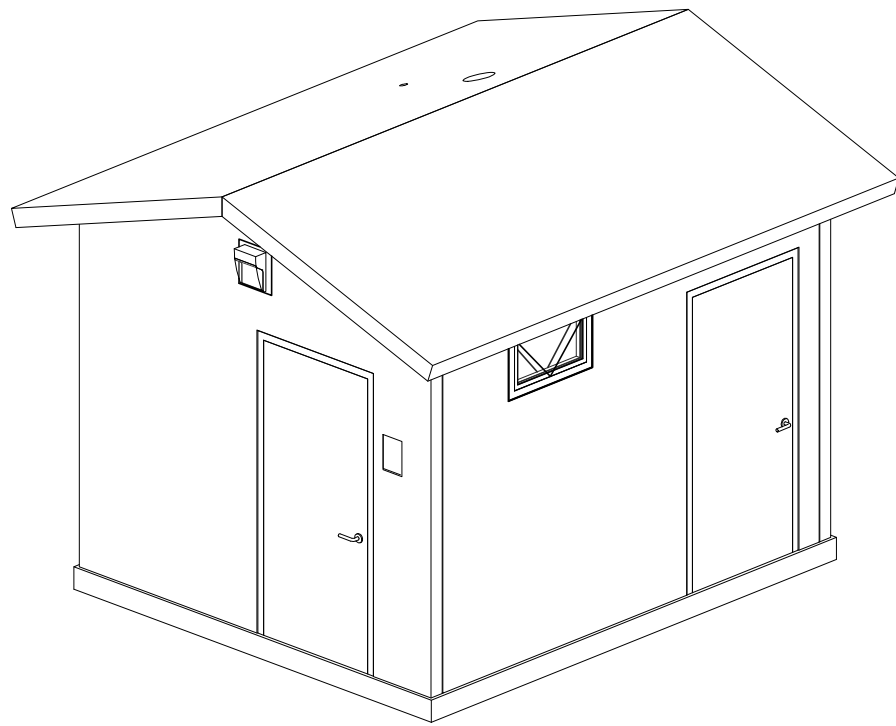
tc TOWN & COUNTRY
ENGINEERING, INC.
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline. Date: 8/10/2023
Path: J:\JOB#\SMcFarland\MC-00-00\Mapping\ArcGIS Pro Working Map\McFarland Working Map.aprx

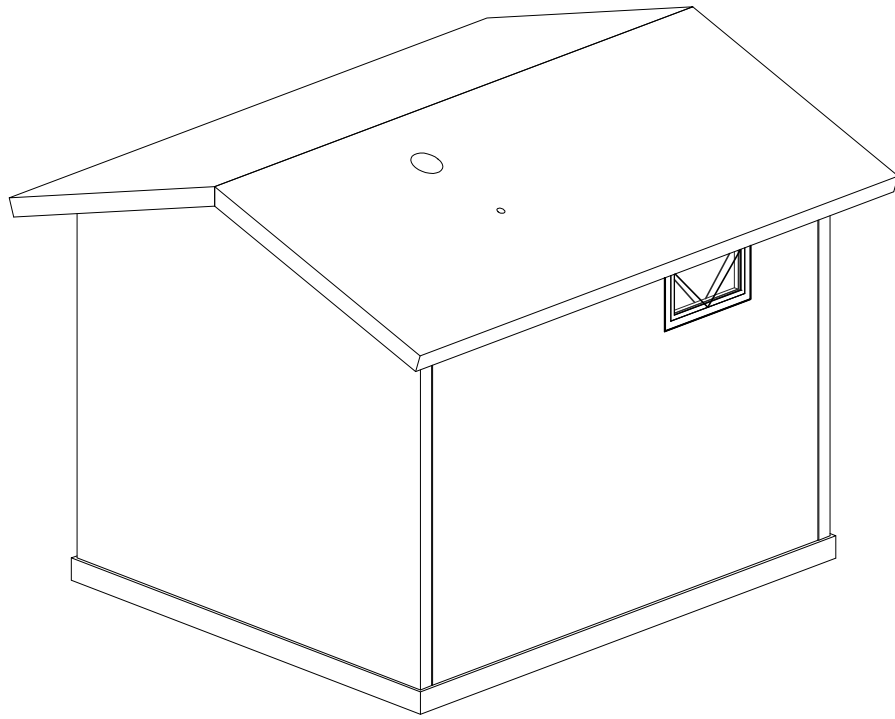
HUFFCUTT CONCRETE PROJECT No.: 1234

LYNX
PROJECT ADDRESS

SHEET INDEX				
Sheet #	Sheet Name	Revision	Description	Rev. Date
0.00	COVERSHEET	1	FOR CONSTRUCTION	01-30-2023
1.00	FLOOR PLAN, OPENINGS, & DETAILS	1	FOR CONSTRUCTION	01-30-2023
1.01	DETAILS	1	FOR CONSTRUCTION	01-30-2023
2.00	PANEL LAYOUT & ROOF SECTION	1	FOR CONSTRUCTION	01-30-2023
4.00	EXTERIOR ELEVATIONS	1	FOR CONSTRUCTION	01-30-2023



FRONT RIGHT ISOMETRIC VIEW



LEFT REAR ISOMETRIC VIEW

PROJECT CONTACTS:

HUFFCUTT CONCRETE PROJECT MANAGER
REED SORENSEN (715) 438-6245

PRECAST ENGINEER
NICHOLAS BEEBE, P.E. (715)231-2288

PRECAST BIM MODEL MANAGER
JASON SWART (715) 231-2292

PROJECT GENERAL CONTRACTOR

PROJECT ARCHITECT

PROJECT ENGINEER OF RECORD

REVIEWER NOTES

THESE DRAWINGS AND SCHEDULES REPRESENT OUR INTERPRETATION OF THE ARCHITECTURAL AND STRUCTURAL DRAWINGS RECEIVED TO DATE.

FINAL PRODUCT DESIGN, FABRICATION, AND SCHEDULING WILL BE DONE DIRECTLY FROM THESE DRAWINGS. AS SUCH, THESE DOCUMENTS SHOULD BE CAREFULLY AND COMPLETELY CHECKED BEFORE APPROVAL IS GIVEN. ANY CHANGES OR ADDITIONS OCCURING AFTER FINAL APPROVAL MAY RESULT IN INCREASED COSTS AND SCHEDULE DELAYS. UNVERIFIED ITEMS WILL BE CONSIDERED APPROVED AS DRAWN UNLESS NOTED OTHERWISE AND FABRICATED AS SUCH.

PLEASE VERIFY ALL DIMENSIONS, OPENINGS AND DETAILS, TOP OF FOUNDATION, EXTERIOR ELEVATIONS, BEARING ELEVATIONS, MECHANICAL OPENINGS, STEEL OR CONCRETE BEARING ELEVATIONS AND REVEAL LOCATIONS AND FINISHES.

VERIFY ALL CLOUDED ITEMS PRIOR TO RETURN OF SUBMITTAL

DRAWING NOTES

THESE DRAWINGS WERE DEVELOPED FROM THE INFORMATION CONTAINED IN THE FOLLOWING CONSTRUCTION DOCUMENTS;

ARCHITECTURAL PLAN SET:
STRUCTURAL PLAN SET:
ADDENDUM:

JOBSITE ACCESS NOTES

SELLERS TRUCKS REQUIRE 50'-0" ALL WEATHER ACCESS AROUND EXTERIOR/INTERIOR OF THE BUILDING.

ACCESS AREAS SHALL BE ADEQUATE FOR UNRESTRICTED OPERATION OF SELLERS TRUCKS.

ACCESS/HAUL ROADS BY OTHERS (NOT BY HUFFCUTT CONCRETE). SELLERS TRUCKS TO OPERATE UNDER THEIR OWN POWER.

OBSTRUCTIONS, INCLUDING POWER LINES, WIRES & OBJECTS WHICH ARE HAZARDOUS TO SELLERS TRUCKS & PERSONNEL SHALL BE REMOVED BY BUYER.

DAMAGE TO EXISTING LANDSCAPING, DRIVES, SIDEWALKS, CURBS, FOUNDATIONS, SLABS, UNDERGROUND UTILITIES AND OTHER INSTALLATIONS TO FACILITATE INSTALLATION WILL NOT BE THE RESPONSIBILITY OF HUFFCUTT CONCRETE.

INSTALLATION NOTES

PRECAST INSTALLER TO VERIFY ALL FIELD CONDITIONS, DIMENSIONS, DETAILS, ELEVATIONS, MECHANICAL OPENINGS, AND STEEL & CONCRETE BEARING ELEVATIONS PRIOR TO START OF WORK. ANY FIELD OR PLAN DISCREPANCIES SHOULD BE REPORTED TO PRECAST ENGINEER PRIOR TO START OF WORK.

ABBREVIATIONS

@	-	AT	CDR	-	COTTON DUCK REINFORCED	GALV	-	HOT DIP GALVANIZE	OPNG	-	OPENING	TBRE	-	TOP OF BEAM RISER ELEV.	TRE	-	TOP OF RISER ELEV.
Ø	-	DIAMETER	CONC	-	CONCRETE	GC	-	GENERAL CONTRACTOR	OPP	-	OPPOSITE	TCE	-	TOP OF COLUMN ELEV.	TTE	-	TOP OF DBL TEE ELEV. (AT GRID)
A.B.	-	ANCHOR BOLT	CONN	-	CONNECTION	INS	-	INSERT	PBE	-	PLANK BEARING ELEV.	TCWE	-	TOP OF CIP WALL ELEV.	TSE	-	TOP OF SPANDREL ELEV.
ARCH	-	ARCHITECTURAL	CONT	-	CONTINUOUS	INSUL	-	INSULATION	PROJ	-	PROJECTION	TCWP	-	TOP OF COLUMN W.P. (AT GRID)	TWE	-	TOP OF WALL ELEV.
BBE	-	BRICK BEARING ELEV.	DBE	-	DECK BEARING ELEV.	INT	-	INTERIOR	ROF	-	RANDOM ORIENTATED FIBER	TECE	-	TOP OF EXISTING COLUMN ELEV.	TYP	-	TYPICAL
BCE	-	BOT. OF COLUMN ELEV.	DIA	-	DIAMETER	JBE	-	JOIST BEARING ELEV.	REQD	-	REQUIRED	TETE	-	TOP OF EXISTING DBL TEE ELEV.	UNO	-	UNLESS NOTED OTHERWISE
BM	-	BEAM	DTBE	-	DOUBLE TEE BEARING ELEV.	JST	-	JOIST	RVL	-	REVEAL	TFE	-	TOP OF FOOTING ELEV.	W/	-	WITH
BOS	-	BOT. OF STEEL	EA	-	EACH	JT	-	JOINT	SGE	-	SLAB ON GRADE ELEV.	TFWE	-	TOP OF FOUNDATION WALL ELEV.	WHE	-	WEST HAUNCH ELEVATION
(B)	-	BOTTOM	EHE	-	EAST HAUNCH ELEVATION	LLH	-	LONG LEG HORIZONTAL	SHE	-	SOUTH HAUNCH ELEVATION	TGBE	-	TOP OF GRADE BEAM ELEV.	WP	-	WORKING POINT
BOT	-	BOTTOM	ELEV	-	ELEVATION	LLV	-	LONG LEG VERTICAL	SIL	-	SUPERIMPOSED LOAD	THE	-	TOP OF HAUNCH ELEV.	WSE	-	WEST STEP ELEVATION
BPE	-	BOT. OF POCKET ELEV.	EP	-	ELECTRO- PLATED	MAX	-	MAXIMUM	SIM	-	SIMILAR	THWP	-	TOP OF HAUNCH W.P. (AT GRID)	WWF	-	WELDED WIRE FABRIC
BRG	-	BEARING	ESE	-	EAST STEP ELEVATION	MIN	-	MINIMUM	SPA	-	SPACES	TLE	-	TOP OF LEDGE ELEV.	ZRC	-	PAINTED W/ ZINC RICH COMPOUND
BSE	-	BOT. OF SPANDREL ELEV.	EXT	-	EXTERIOR	MISC	-	MISCELLANEOUS	SS	-	STAINLESS STEEL	TLWP	-	TOP OF LEDGE W.P. (AT GRID)			
BWE	-	BOT. OF WALL ELEV.	FDN	-	FOUNDATION	NHE	-	NORTH HAUNCH ELEVATION	SSE	-	SOUTH STEP ELEVATION	TOD	-	TOP OF DECK			
C/L	-	CENTERLINE	FFE	-	FINISH FLOOR ELEV.	NSE	-	NORTH STEP ELEVATION	SSBE	-	SOLID SLAB BRG ELEV.	TOS	-	TOP OF STEEL			
CIP	-	CAST IN PLACE CONCRETE	FTG	-	FOOTING	NTS	-	NOT TO SCALE	(T)	-	TOP	TPCE	-	TOP OF PRECAST ELEV.			
CANT	-	CANTILEVER	FTTE	-	FUTURE TOP DBL TEE ELEV.	O/C	-	ON CENTER	TATE	-	TOP OF ARCH TRIM ELEV.	TPE	-	TOP OF PIER ELEV.			

PRECAST PRODUCER:



Huffcutt Concrete
4154 123rd Street
Chippewa Falls, WI 54729
PH: (715)723-7446
www.Huffcutt.com

PRECAST ENGINEER:

SIGNATURE AND SEAL

ISSUED FOR / ISSUE DATE

NOT FOR
CONSTRUCTION

LYNX

PROJECT ADDRESS

COVERSHEET

SHEET TITLE:

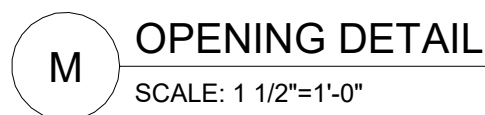
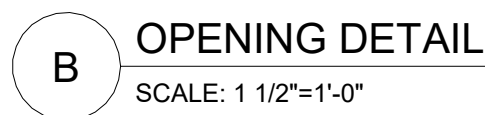
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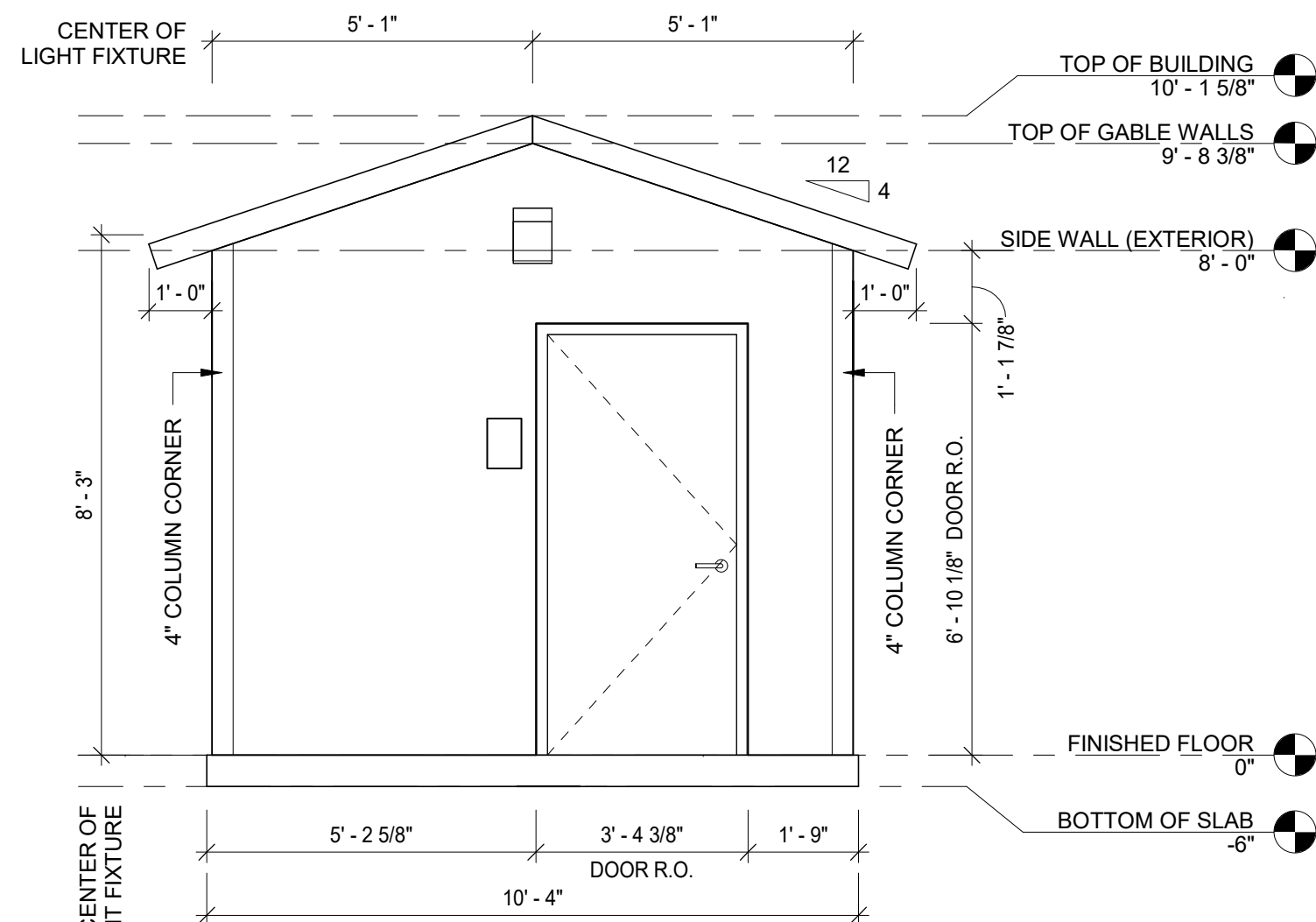
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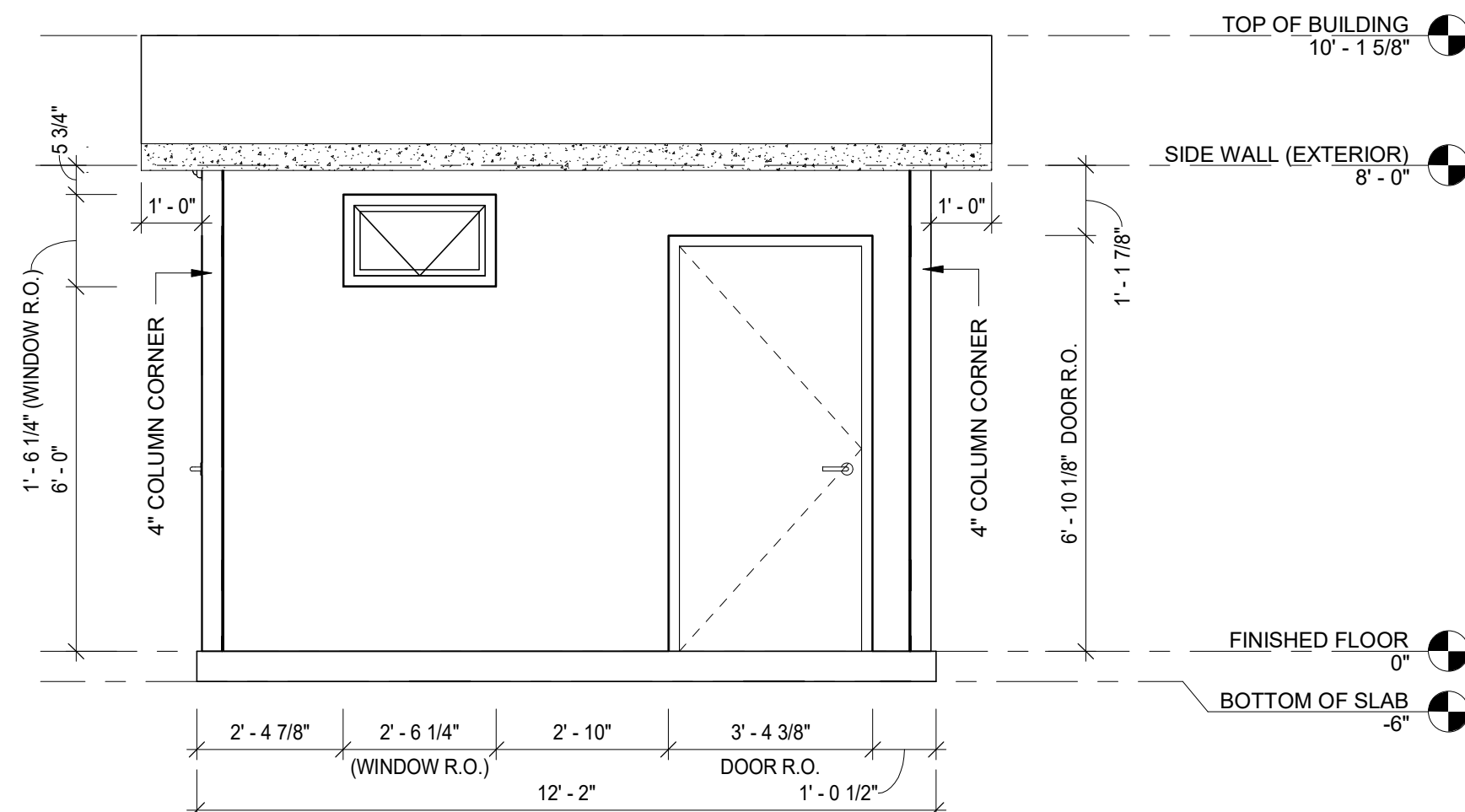
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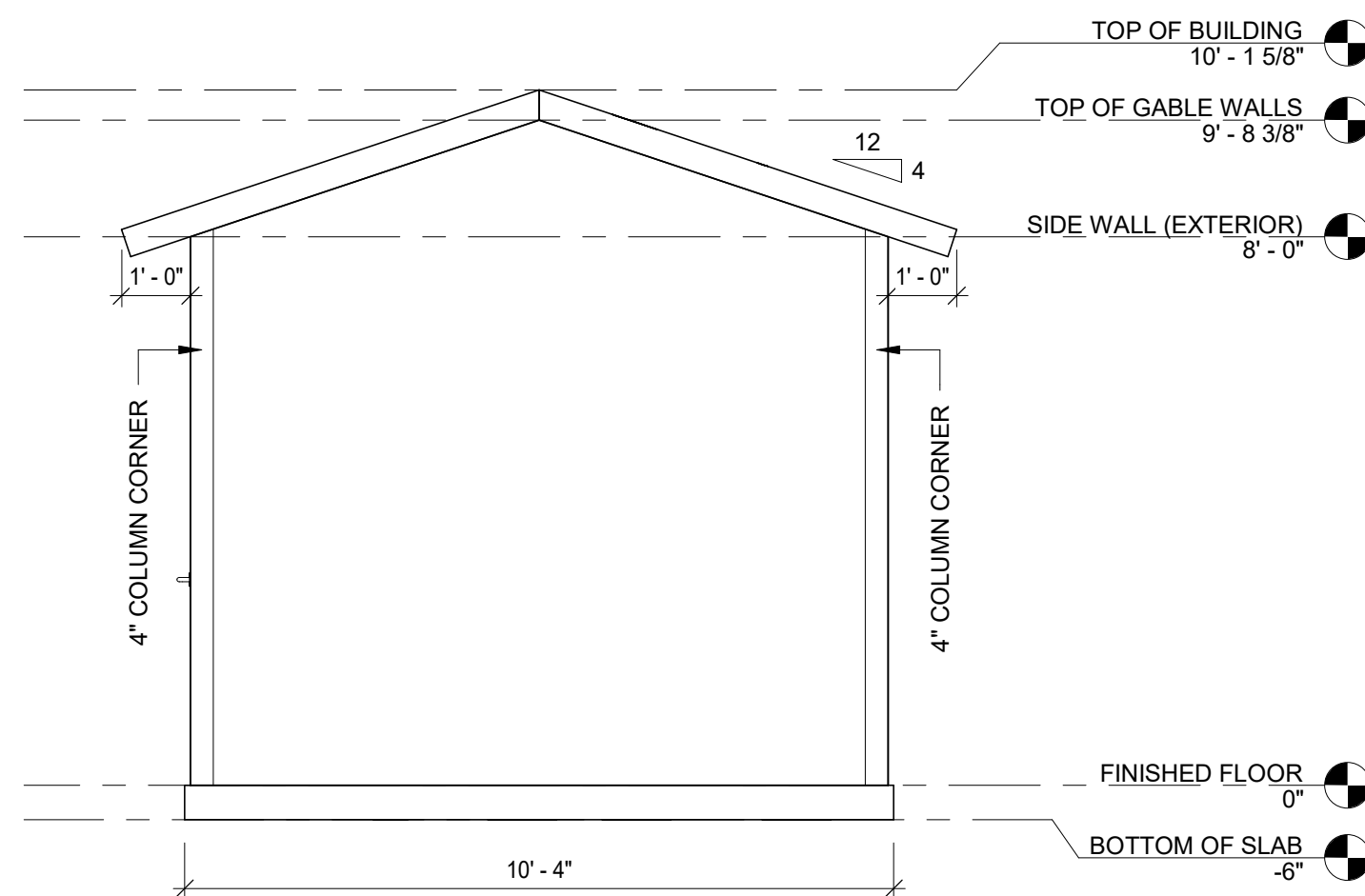




FRONT EXTERIOR ELEVATION

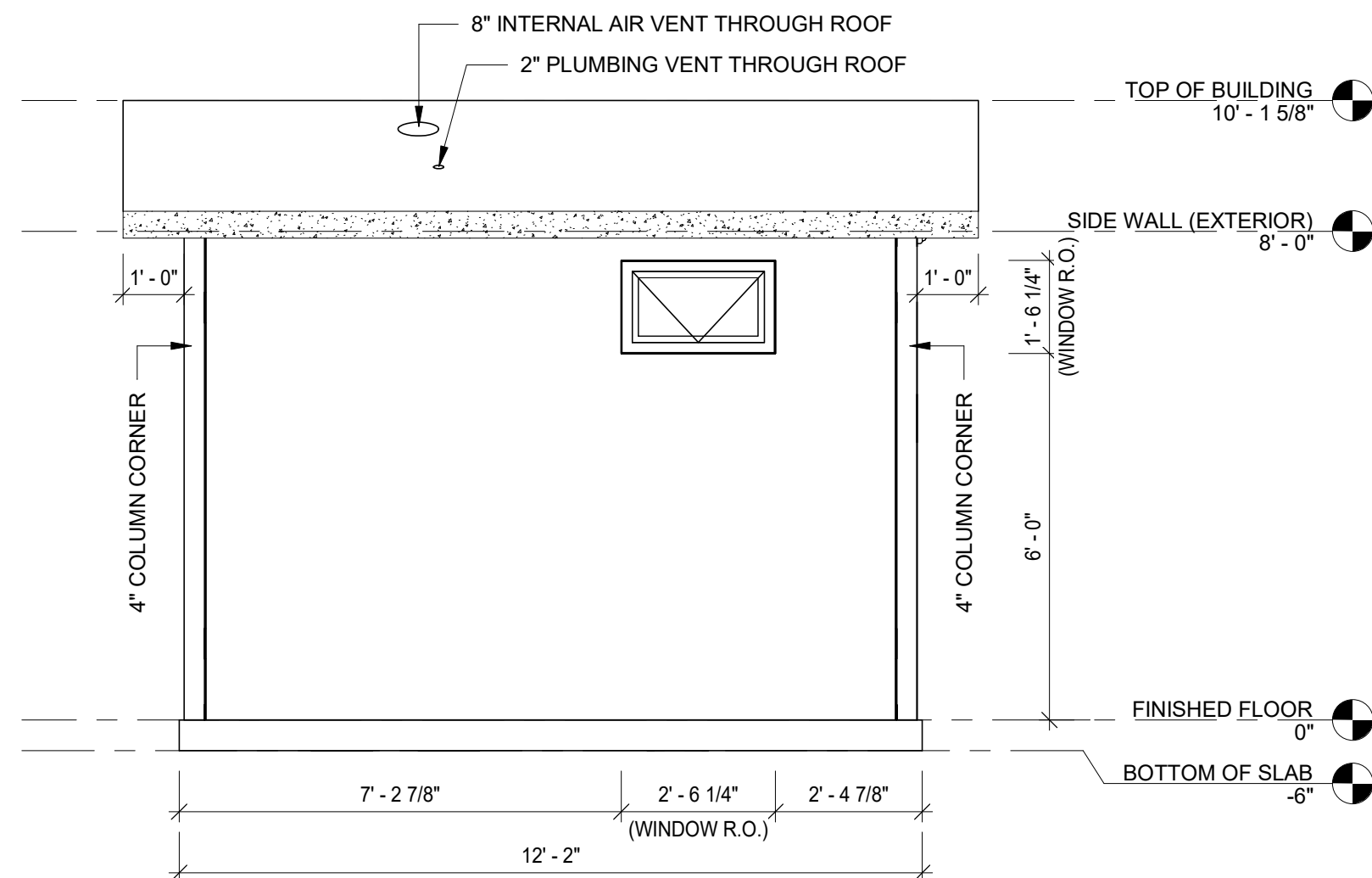
$$\frac{3}{8}'' = 1'-0''$$


RIGHT EXTERIOR ELEVATION

$$\frac{3}{8}'' = 1'-0''$$


REAR EXTERIOR ELEVATION

3/8" = 1'-0"



LEFT EXTERIOR ELEVATION

$$\frac{3}{8}'' = 1'-0''$$


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PRECAST ENGINEER:

SIGNATURE AND SEAL

ISSUED FOR / ISSUE DATE

NOT FOR
CONSTRUCTION

LYNX

PROJECT ADDRESS

EXTERIOR ELEVATIONS

SHEET TITLE:

REVISIONS	

DRN BY:	JS	CHK BY:	CL
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PROJECT NO:	1234
SHEET DATE:	01/30/23

SHEET:

4.00

SPECIFICATIONS

PART 1 – GENERAL

1. SCOPE

- 1.1. Construction and onsite placement of a prefabricated precast concrete restroom building.

2. MANUFACTURER

- 2.1. Manufacturer shall be Huffcutt Concrete or a pre-approved equal.
- 2.2. Manufacturer shall be an NPCA Certified Plant or equal with verifiable references demonstrating quality, design and service upon request.
- 2.3. Manufacturer will provide a written warranty providing 20 years structural, manufacturer's warranty on all hardware and components not produced at precast concrete manufacturer's plant, and 3 years against defects in paint, caulk, and grout.

3. DESIGN

- 3.1. Building will be manufactured using precast concrete including the roof. Building's structural and foundation design will be relevant to the region and properties associated with its final placement. Design will also meet ADA and building code requirements.

4. SUBMITTALS

- 4.1. Manufacturer shall provide submittals and engineering if requested.

PART 2 – PRODUCTS

1. MATERIALS

1.1. Doors and Frames

- 1.1.1. Doors shall be 18ga galvanized metal, louvered with 16ga frames. Doors and frames shall include one coat of rust inhibitive primer and two finish coats of enamel paint.

1.2. Door Hardware

- 1.2.1. Aluminum drip cap. Reese or equal.
- 1.2.2. Door closure with hold open. Cal-Royal or equal.
- 1.2.3. Stainless hinges with non-removable pin. Cal-Royal or equal.
- 1.2.4. Grade 1 lockset. Function and keying to be verified with owner.
- 1.2.5. Brush style sweep. Reese or equal.
- 1.2.6. ADA compliant threshold. Reese or equal.

1.3. Windows

- 1.3.1. Vinyl frame, obscure glass, operable. Parco or equal.

1.4. Plumbing

1.4.1. Stools

- 1.4.1.1. Kohler porcelain wall mounted, ADA compliant, elongated bowl.

- 1.4.1.2. Sloan flush valve, concealed, hydraulic actuator.
 - 1.4.2. Urinal
 - 1.4.2.1. Kohler porcelain wall mounted, ADA compliant.
 - 1.4.2.2. Sloan flush valve, concealed, hydraulic actuator.
 - 1.4.3. Lavatories
 - 1.4.3.1. Kohler wall mounted sink, ADA compliant.
 - 1.4.3.2. Moen single handle ADA metering faucet.
 - 1.4.4. Water Heater
 - 1.4.4.1. Bradford white electric water heater. Size to be sufficient for number of showers and lavatories.
 - 1.4.5. Mixing Valve
 - 1.4.5.1. Honeywell thermostatic mixing valve, adjustable.
 - 1.4.6. Floor Drains
 - 1.4.6.1. Sioux Chief on grade adjustable floor drain.
 - 1.4.7. Sediment Filter
 - 1.4.7.1. Rusco sediment filter.
- 1.5. Electrical
 - 1.5.1. Interior
 - 1.5.1.1. RAB Vandalproof Tuff Dome motion sensor.
 - 1.5.1.2. RAB VAN1 lights.
 - 1.5.1.3. GFI receptacles.
 - 1.5.1.4. Murdock super secure.
 - 1.5.2. Exterior
 - 1.5.2.1. RAB Tallpack lights.
 - 1.5.3. Chase
 - 1.5.3.1. 100amp loadcenter.
 - 1.5.3.2. (2) 2 bulb florescent lamps. (1 per modular section)
 - 1.5.3.3. Soler & Palau exhaust fan.
- 1.6. Interior Hardware
 - 1.6.1. Stainless 3 roll toilet paper dispenser.
 - 1.6.2. ADA toilet stalls shall have (1) 18" stainless vertical grab bar, (1) 36" stainless horizontal grab bar, (1) 42" stainless horizontal grab bar.
 - 1.6.3. Stainless frame 18" x 36" mirror.
 - 1.6.4. (2) coat hooks
- 1.7. Sealers
 - 1.7.1. Floor shall be sealed using a deep penetrating, high alkali resistant, low volatility product. TK-290 or equal.
- 1.8. Caulks and Grout
 - 1.8.1. All joints between precast panels shall be caulked using a durable, flexible polyurethane sealant. BASF Sonolastic NP-1 or equal.

- 1.8.2. Weld plate panel connections shall be grouted flush with interior wall surface.
Speed Crete Red Line or equal.

2. FINISHES

2.1. Interior

- 2.1.1. Smooth trowel finish.

2.2. Exterior

- 2.2.1. Exterior wall appearance to be approved by owner using an architectural form liner.
- 2.2.2. Roof shall be cedar shake architectural form liner.

2.3. Paint

2.3.1. Interior

- 2.3.1.1. Wall panels shall be primed with a premium quality water based acrylic bonding primer moisture and alkali resistant. Finish coat shall be a high performance acrylic enamel.

2.3.2. Exterior

- 2.3.2.1. Roof shall be covered with a quality 100% acrylic satin paint. Owner to determine color.
- 2.3.2.2. Walls shall be covered with a quality concrete stain. Owner to determine color.
- 2.3.2.3. Doors shall be covered using 2 coats of a high performance 100% acrylic satin enamel. Owner to determine color.

Part 3 – Execution

1. PRECAST CONCRETE FAMILY STYLE RESTROOM – SHOWER BUILDING

- 1.1. Building manufacturer shall construct, assemble, paint, install plumbing and electrical at their plant so that it may be transported to the jobsite in finished modules and placed using a crane.
- 1.2. Building manufacturer shall provide mechanical rough in drawing showing where electrical, water supply line, waste line, and floor drains are to be located for hook up to building.
- 1.3. Contractor will make final mechanical connections after the building is placed by manufacturer.
- 1.4. Manufacturer will caulk interior and exterior seams between modules. Manufacturer will also perform any shipping and handling repairs during installation.

2. ONSITE

- 2.1. Contractor shall provide adequate access and a level pad for the crane and semis to sit side by side under their own power. Working radius shall be 35' from center pin on crane.
- 2.2. Contractor shall design and pour a foundation suitable for building to sit on. Foundation shall be level to within ¼".

- 2.3. Contractor shall rough in mechanicals according to mechanical rough in drawing provided by building manufacturer. Mechanicals shall be terminated at top of foundation. Final mechanical connections shall be done by contractor including floor drains.
- 2.4. Contractor will perform initial startup of building using O & M manual as a reference. Contractor will also perform any troubleshooting during initial startup.



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**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 7, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding updates to Chapter 1 Parks and Park Facilities Naming Policy.

PREVIOUS ACTION:

The former Parks, Recreation, and Natural Resources Committee recommended adoption of this policy at its meeting on March 16, 2017.

The Village Board formerly approved this policy at its meeting on March 27, 2017.

The Parks and Recreation Committee discussed this at the meeting on July 5, 2023.

The Parks and Recreation Committee discussed this at the meeting on August 1, 2023.

ISSUE SUMMARY:

Please find enclosed updates to Chapter 1, which is the Parks and Park Facilities Naming Policy.

The changes presented are following review from July and work by Trustees Jerke and Fessler with Staff to address the points raised. Most of the changes are meant to clarify certain aspects of the standards in order to ease its use when needed.

One area that is referenced but not drafted is sponsorships. We want to discuss to what extent we want to allow sponsorships and if so, should it be contained within this policy or created as a new policy within Chapter 4. Several communities allow sponsorships within their parks and have policy language that guides its implementation. Likely different than naming though and something we could look to create outside of Chapter 1 if the rest of the changes are agreeable.

FINANCIAL/BUDGET IMPACT:

There are no specific financial considerations to draft the policy as this work is done by Staff.

There may be some financial implications regarding the standards that it sets regarding donations and other similar conditions contained within the language.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to recommend approval to the Village Board regarding updates to Chapter 1 Parks and Park Facilities Naming Policy.

ATTACHMENTS:

1. Chapter 1 - Parks and Park Facilities Naming Policy 10272023 mgs

CHAPTER 1 Parks and Park Facilities Naming ~~Rights~~ Policy

SECTION 1.01 Policy Purpose

~~The purpose is to establish a policy. To~~ provide standards and guidance for the naming or renaming of public parklands, features, and facilities under the ~~authority jurisdiction~~ of the Village of McFarland (herein after “Village”) for community recognition, sponsorship opportunities, and other identification needs. ~~The naming of existing Village parklands, features, and facilities may not have been determined within the scope of this policy. As such, existing names do not need to be changed to expressly conform to this policy. It is intended that this policy shall serve as the basis for future naming as may be desired.~~

SECTION 1.02 Authorization

The Parks ~~and~~, Recreation, ~~and Natural Resources~~ (herein after “PRNR”) Committee (herein after “PRC”) shall have the responsibility to consider and make recommendations regarding requests for the naming of sites. The ~~PRNR Committee~~ shall make its recommendation to the Village Board who, in its sole discretion, shall consider and take final action regarding requests for the naming of sites parks, park facilities, and major features. Diversity, balance, and creativity will be sought through the selection and recommendation process.

SECTION 1.03 Definitions

- (a) **Amenities:** Smaller furnishings and facilities in the parks system such as benches, drinking fountain, tables, etc. Amenities are not formally named but recognition for donated amenities is possible.
- (b) **Donations:** A gift of property, goods, or cash generally with no expectation of return. If the gift is contingent upon a special request it is made subject to “condition”.
- (c) **Major Feature:** Components of park facilities, e.g. sports fields, tennis courts, playgrounds, shelters, fountains, artwork, physical features, or distinctive natural elements.
- (d) **Naming:** The name approved by the Village Board to a given park, park facility, and/or major feature.
- (e) **Naming Request:** The proposal to name or rename a park, park facility, and/or major feature.

- (f) **Park:** All lands dedicated as a ~~traditionally designed~~ parks, gardens, natural open spaces, conservancy, woodlands, and other specialized parks under the stewardship of the Public Works Department.
- (g) **Park Facility:** Major structures such as community centers, pools, and ~~enclosed~~ pavilions within lands under the oversight of the Village.
- (h) **Sponsorship:** NEED TO DRAFT DEFINITION.

SECTION 1.04 Objectives

- (a) Provide name identification for individual parks, ~~park areas~~, park facilities, or major features.
- (b) Encourage philanthropic support of parks, major features, and amenities.
- (c) Provide criteria for citizen input into the process of naming parks, ~~park areas~~, park facilities, or major features.
- (d) ~~E~~nsure that naming of parks, ~~park areas~~, park facilities, or major features is approved by the Village Board after receiving recommendations from the ~~PRNR~~ Committee.
- (e) Align the policy with the development of parks within new Village subdivisions.

SECTION 1.05 Selection Criteria

The naming of Village parks and/or park facilities should be reserved for circumstances that serve the interest of the Village and ensure a worthy and enduring legacy. Therefore, the potential names should be drawn from the following broad categories for consideration:

- (a) **Geographic Location or Natural Feature.** This can include reference to the natural aspects of the park, its adjacency to a natural feature, or proximity to an adjoining subdivision or street.
- (b) **Historic Events or People.** When considering a naming request to recognize events, people, and places of historic cultural or social significance, requests must demonstrate this significance through research and documentation and show there is continued importance to the city, region, state, and/or nation.

- (c) **Outstanding Individual.** This category is designed to acknowledge the sustained contribution that has been made by such individuals to the Village and/or the development and management of the Village's park system. Quality of the contribution should be considered in kind along with the length of service by the individual. The Applicant requesting the naming shall be responsible to fully substantiate the contributions made by this individual. ~~Preference will be given to a request in which the individual has a tie to the park being requested to be named. Naming requests for an outstanding individual is encouraged only for those who have been deceased for at least three years in order to ensure that person's significance and good reputation have been accepted. This provision can be waived at the Village Board's directive. The naming requests for people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event, a minimum of three years, has lessened within the community.~~

(d) **Major Donations.**

- (1) Submission of a naming request to recognize a donation in honor of or at the request of the donor will be considered. The threshold for naming under these circumstances will include one or more of the following:
- (i) Land for the majority of the park was deeded to the Village.
 - (ii) Largest single contributor ~~Contribution of a minimum of 50%~~ of the capital construction costs associated with the development of the park and/or park facility.
 - (iii) Establishment of a minimum time period for an 20-year endowment to be determined at the discretion of the Village for the continued maintenance and/or programming of the park and/or park facility.

(e) **Donation of a Major Feature.**

- (1) Naming of major features will be considered, ~~but the threshold is as follows:~~. The threshold for naming under these circumstances will include one or more of the following:
- (i) Contribution of 100% of the capital construction costs associated with the development of the major feature.
 - (ii) Establishment of a minimum time period for an long term endowment to be determined at the discretion of the Village for the repair and maintenance of the donated major feature.

(f) Sponsorships.

NEED TO ADD POLICY LANGUAGE TO ADDRESS SPONSORSHIP OPPORTUNITIES.

(g) **Other Considerations.**

- (1) Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding individual. Exceptions to this will be considered on their own merits at the discretion of the ~~PRNR-Committee~~ and approval of the Village Board. Naming parks and/or park facilities with a company name is not permitted; however, company names will be considered for major features. Corporate logos, insignias, brands, or direct advertising text shall not be included within ~~naming requests~~ the proposed name requested.
- (2) Renaming proposals, whether for a major gift or by community request, are not encouraged. Likewise, names that have become widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.
- (3) To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major facilities within parks will be permitted. Under these circumstances, such names should be different to the park name to avoid user confusion.
- (4) All signs that indicate the proposed name shall comply with the style guide established for the Village ~~brandgraphic and design standards~~. Specialized naming signage not adhering to brand standards will not be permitted.
- (5) The ~~PRNR-Committee~~ reserves the right to recommend to the Village Board the renaming any park, park facility, and/or major feature if it is found that the continued use of the name would not be in the best interest of the Community~~the person, entity, or event for which it is named turns demonstrates malfeasance, is found to be disingenuous, and/or subsequently acts in a disreputable way.~~
- (6) In accordance with Section 2-385(e) regarding recommendations on parkland dedications and proposed park improvements within new subdivisions, the PRC shall review and include as part of their recommendation the proposed name of the park submitted as part of the project.

- (7) The Village may make application to change the name of a park, park facility, and/or major feature subject to the terms of this policy. In such cases the PRC will review the request and make recommendation to the Village Board for final approval.

SECTION 1.06 Procedures

The following procedures have been established to ensure that naming requests are considered in a consistent manner:

- (a) All naming requests shall be made by submitting an application ~~to the Director of Public Works.~~
- (b) The naming application will contain the following minimum information:
 - (1) The proposed name.
 - (2) Written narrative justifying the reasons for the proposed name.
 - (3) Written documentation indicating community support for the proposed name.
 - (4) Description/map showing location and boundaries of the park.
 - (5) If proposing to name a facility or major feature within a park, include a description/map showing the location of the facility.
 - (6) If proposing to rename a park or facility, include justification for changing an established name.
 - (7) If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the Village's, State's, or Nation's history.
- (c) Upon receipt of a naming request, the following assessment shall be applied by the Village to consider the request:
 - (1) Review the proposed request for its adherence to the policies of the Village and to ensure it is in the best interest of the Community.
 - (2) Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.

- (3) Seek input from relevant neighborhood associations, historical groups, and other organizations, if deemed appropriate.
- (4) Upon completion of Items (c)(1)-(3) above, ~~a recommendation will be provided to the PRNR Committee by~~ the Director of Public Works, or his/her designee, will determine if the application regarding the naming request that has been proposed is complete and if compliant with policy send to the PRC for review and recommendation.
- (5) The ~~PRNR Committee~~ will allow for at least two meetings to consider naming requests once a recommendation has been provided by the Director of Public Works.
 - (i) **First Meeting.** The naming request shall only be introduced for discussion ~~only~~ as part of the ~~PRNR Committee's~~ first consideration. Additionally, pPublic comment will be solicited ~~by the Village regarding the naming request as part of the discussion. prior to the second meeting.~~ The Village shall use regular and available means of communication to announce the naming request as it has been presented prior to the meeting. ~~A Class I Public Hearing notice will be issued in conjunction with the Second Meeting for the Committee to receive comments from the Public regarding the naming request.~~
 - (ii) **Second Meeting.** Following the introduction in the first meeting and the receipt solicitation of public comments, the ~~PRNR Committee~~ may take action ~~following a Public Hearing~~ to forward a recommendation of the naming request to the Village Board.
- ~~(6) The recommendation of the PRNR Committee and Director of Public Works regarding the naming request will be presented to the Village Board for consideration and final action.~~

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 7, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Lee Igl, Public Works Director,
Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding updates to Chapter 2 - Parks and Recreation
Facility Policy

PREVIOUS ACTION:

The policy was recommended for approval by the Committee on January 23, 2020 and adopted by the Village Board on February 10, 2020.

ISSUE SUMMARY:

Please find enclosed Chapter 2 Parks and Recreation Facility Policy. This policy was put in place in 2020 after extensive work throughout 2019 to help outline maintenance and management of our facilities within the park system. As we continue to review and develop our policies, the intent here is to introduce the policy within this meeting as we begin the process to update its contents.

FINANCIAL/BUDGET IMPACT:

There are certain impacts on revenue gained through rentals and expenses needed for ongoing operations. We will discuss those elements as needed within the review.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. No action planned with this item.

ATTACHMENTS:

1. Chapter 2 - Athletic Field Use Policy 02102020

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