

VILLAGE OF MCFARLAND

Parks and Recreation Committee Minutes

Tuesday, November 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, Luke Fessler, Sarah Kuba, Justin Rupert, Lori Wisnicky, Jessica Tokar

Members not present: Tanya Lancaster

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 Blake Theisen

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 October 3, 2023 Parks & Recreation meeting.*
Motion by Trustee Jerke, seconded by Trustee Fessler, to approve the minutes of the October 3, 2023 Parks & Recreation meeting. Motion carries 6 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action regarding the Inclusive Park site plan at Waubesa Intermediate School.*
Theisen reviewed the enclosed site plan for the Inclusive Park at Waubesa Intermediate School.
Motion by Trustee Jerke, seconded by Kuba, to approve the Inclusive Park site plan at Waubesa Intermediate School. Motion carries 6 - 0 - 0.

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

Theisen provided an overview of the design services for lake access at Lewis Park. Theisen explained there is a heavy permitting component to the design services and bidding is planned for February 2024.

Motion by Trustee Jerke, seconded by Tokar, to recommend approval to the Village Board regarding the proposal from Parkitecture in the amount of \$24,844 regarding design services for lake access at Lewis Park. Motion carries 6 - 0 - 0.

c. Discussion and action to make a recommendation regarding the Highland Oaks restroom.

Igl reviewed the enclosed proposal for the prefabricated building and plan set by Huffcutt. Igl explained that utilities would be installed in the spring of 2024 and then connected to the building.

Motion by Trustee Jerke, seconded by Kuba, to approve the proposal for a prefabricated building at Highland Oaks Park, as presented, for a total cost of \$61,950. Motion carries 6 - 0 - 0.

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

Trustee Jerke and Schuenke provided an overview of the updates to the Chapter 1 Parks and Park Facilities Naming Policy. Jerke explained that sponsorships are referenced within the policy. However, the committee can provide their recommendation on whether this would be contained in this policy or created as a new policy.

Motion by Trustee Jerke, seconded by Trustee Fessler, to recommend approval to the Village Board regarding updates to Chapter 1 Parks and Park Facilities Naming Policy and creating a new policy for sponsorships. Motion carries 6 - 0 - 0.

e. Discussion regarding updates to Chapter 2 - Parks and Recreation Facility Policy

Schuenke introduced the Chapter 2 Parks and Recreation Facility Policy to the committee. This was an introduction of the policy to allow committee members to review and bring back their questions or updates to the next meeting in which the policy is reviewed.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, December 5, 2023 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Wisnicky, seconded by Rupert, to adjourn at 7:20 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