

Tuesday, June 4, 2024

6:30 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81165360391>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 811 6536 0391

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 May 7, 2024, Parks & Recreation Committee meeting.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding a proposal from Parkitecture for design services for Community Park Phase 2.
- b. Discussion and action to make a recommendation to the Village Board regarding a proposal from Parkitecture for Brandt Park shelter renovation design services.
- c. Update regarding the Inclusive Park project.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, July 2, 2024 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, May 7, 2024 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Fessler 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: Trustee Luke Fessler, Trustee Alisa Leamy, Anita Iwanski, Sarah Kuba, Tanya Lancaster, Jessica Tokar, Lori Wisnicky

Staff Present: Village Administrator Matt Schuenke, Public Works Director Lee Igl, Parks Superintendent Sayer Larson, Associate Planner Kong Thao, Assistant to the Public Works Director Aimee Irwin

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Parks and Recreation Committee 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 April 3, 2024, Parks & Recreation Committee meeting.*

Motion by Lancaster, seconded by Kuba, to approve the minutes of the April 3, 2024, Parks & Recreation Committee meeting. Motion carries 7 - 0 - 0.

4. BUSINESS.

a. *Discussion and action regarding a request by CAPA (Capital Area Pickleball Association) to host a pickleball tournament*

Larson provided an overview of CAPA's request for the use of all pickleball courts for a tournament. Kevin Mcpherson, CAPA President, provided a brief overview of the Capital Area Pickleball Association including that tournaments are held around the county.

- Trustee Fessler inquired about the time of the request and suggested the full hours from 6:00 am to 10 pm.
- Kuba asked for clarification on the number of tournaments being held at pickleball per year. Trustee Fessler stated, while the number of tournaments had been discussed, there had not been a set standard.
- Trustee Fessler asked what CAPA did with the net proceeds from tournaments. Mcpherson responded that net proceeds have been donated to the Boys and Girls Club.
- Larson asked if any banners or signs would be displayed during the tournament. Mcpherson stated that they typically had a banner behind the victory stand which would show the host and sponsor of the event.

Motion by Trustee Leamy, seconded by Wisnicky, to approve a request by CAPA to host a pickleball tournament on the dates of Friday, August 16th, Saturday, August 17th, and Sunday August 18th. Motion carries 7 - 0 - 0.

b. Discussion regarding updates to the Dane County Parks and Outdoor Recreation Plan, presented by Dane County Parks' Alex DeSchmidt.

Alex DeSchmidt, Senior Landscape Architect for Dane County Parks, provided an overview of Dane County Parks, current projects, and their plan to update the Parks & Open Space Plan for Dane County. DeSchmidt stated the plan was to adopt the new Parks & Open Space Plan for Dane County in the Spring of 2025.

c. Discussion and action regarding the playground replacement at Highland Oaks Park.

Larson presented various designs and quotes for the Highland Oaks Park playground replacement. Larson explained that the playground replacement was included in the CIP for replacement in 2024.

- Committee members discussed the various designs presented within the packet.
- Kuba asked what parameters the designers had been provided. Larson stated that accessibility was a factor, but no additional parameters were provided.
- Trustee Fessler clarified the task for the meeting regarding this item. Larson responded that staff are seeking approval of one of the enclosed designs.
- Iwansky asked why this playground was selected for replacement. Larson explained the current playground had reached an age that replacement typically occurs. Trustee Fessler commented that once the restroom is in place at this park, the park could experience increased traffic.
- Iwansky asked what the warranty was for playground equipment. Larson explained it varies depending on the vendor, but generally five to ten years.
- Schuenke explained that the Parks Fund is utilized for playground replacements as it's an eligible expense.

Motion by Trustee Fessler, seconded by Trustee Leamy, to recommend approval to the Village Board regarding the Lee Rec Option 2 design and quote with the addition of monkey bars. Motion carries 7 - 0 - 0.

d. Discussion regarding updates to the Village's Comprehensive Outdoor and Recreational Plan.

Thao provided an overview regarding the Comprehensive Outdoor and Recreational Plan including that the survey will be live on June 9, 2024, and that the Public Information Meeting (PIM) will be held on May 15, 2024, at the Municipal Center.

- Iwansky asked if a map would be included with the survey. Thao explained that a regional map would be included. Iwansky and other committee members recommended a map of the parks be included with the survey.
- Iwansky asked if the gender question was reviewed. Thao stated that the questions were reviewed by the Diversity, Equity and Inclusion Strategist.
- Wisnicky asked if postcards were being mailed about the survey and PIM. Thao responded that a mailer was not planned but publication in the Outlook, on the village's website, the village's social media, and through the school district was planned.
- Larson commented that Juniper Ridge and Eco-Park should be split into two parks.
- Trustee Fessler asked when the plan would next be reviewed by the committee. Thao stated that the updated plan would return during the July Parks & Recreation meeting.

e. Discussion and action to make a recommendation to the Village Board regarding an agreement with the McFarland School District for the development of the Inclusive Park at Waubesa Intermediate School.

Schuenke provided an overview of the Inclusive Park project and provided the enclosed agreement with the McFarland School District. Schuenke explained that as part of the agreement, the Village would complete an annual review with the School District of the equipment for needed maintenance.

- Lancaster recommended a correction to the enclosed agreement as it stated DeForest. Schuenke noted that this error would be corrected.
- Iwansky asked for information regarding the funding for the project. Schuenke explained that the project was included in the 2024 budget. Schuenke stated that a portion of the funding was from ARPA funds awarded to the village and the remaining expense would be from the Parks Fund.
- Trustee Fessler asked for clarification if park usage was limited. Schuenke responded that this could be clarified prior to the Village Board meeting.
- Trustee Fessler asked if maintenance was the district's responsibility. Schuenke stated that overall maintenance would be completed by the district but if larger repairs are required, the village may assist.

Motion by Trustee Leamy, seconded by Kuba, to recommend approval to the Village Board of an agreement with the McFarland School District for the development of the Inclusive Park at Waubesa Intermediate School. Motion carries 7 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, June 4, 2024 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Kuba, seconded by Tokar, to adjourn at 8:18 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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, June 4, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal from Parkitecture for design services for Community Park Phase 2.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended to the Village Board the award of contract for Phase 1 at their June 6, 2022, meeting.

ISSUE SUMMARY:

Community Park phase one started and was completed in 2023. It included digging the well for irrigation, installation of the irrigation system along with grading and seeding all the soccer fields. The fields will need to grow and mature for two years and will be ready for play in the fall of 2025.

Phase Two is scheduled to begin design in 2024 and will include the following:

- Site design, including grading, utilities and storm sewer plans
- Utility connection plans for shelter (sanitary and water)
- Restroom/shelter building plans include interior fixtures and finish schedules.
- Exterior rendered elevations
- Mechanical, electrical and plumbing plans (MEP) for the shelter
- Playground site plan and restoration plan

The enclosed proposal is for Parkitecture to complete the phase 2 design of the park and put the project out for bid, by late 2024.

FINANCIAL/BUDGET IMPACT:

The 2024 budget includes funds for design services up to \$175,000.

VILLAGE PLAN REFERENCE:

[Outdoor Recreation and Open Space Plan 2019-2023](#) - One of the key recommendations of this plan was the acquisition of 20-40 acres of land for a future Community Park on the Village's eastside (page 2). The Village acquired the land in 2019 and then established the master plan for its development in 2021. Guidelines for Community Park development are located on Page 13 of this plan.



McFarland 2020-2030 Strategic Plan - This plan established a goal to "support the development of active and passive recreational amenities that appeal to all age groups and abilities" (Page 10). One of the strategies to achieve this goal as outlined within the plan is to "develop individual park master plans that prioritize future developments, including a new community park" (Page 10). The master plan for this park was completed in the fall of 2021. Annually the Village Board has reviewed this as part of its goals and objectives from year to year, and continues to place an emphasis through the funding adopted for the project.

2021 William McFarland Park and New Community Park Master Plan (Appendices) - The master plan was created to help chart out future growth of this park. The first phase of implementation was the mass grading as described in this memorandum.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to recommend approval to the Village Board regarding a proposal from Parkitecture for design services related to Community Park Phase 2 in the amount of \$139,896.

ATTACHMENTS:

1. Com Park Phase 2 Proposal

Community Park Phase 2 Design Services

TASK ORDER - SCOPE OF SERVICES

General Project Scope:

Project scope includes design and engineering assistance for the construction of Phase 2 improvements at Community Park. We will utilize our partner Iconica for building and MEP engineering support for this project. The basis of the proposed building will be similar to the plans provided by the Village from the William McFarland Park shelter. Other project scope items shall include new paved parking, sidewalks, multi-use path, playground, parking lot lighting, landscape, and coordination with a well driller and septic system design/installer. Septic system and well design shall be by others. County AB interchange design shall be by others.

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:

- Meeting #1: Design Coordination

Parkitecture will attend one meeting/conference call with Village staff to review design parameters and interior space programming, playground size and theme, as well as confirm the remaining site elements to be included.

- Construction Document Preparation

Parkitecture will prepare construction documents for the proposed site improvements and building. Bid documents to include detailed construction plans and project specifications. Design elements may include:

- Site layout plans
- Site grading and storm sewer plans
- Utility connection plans for shelter (sanitary and water)
- Restroom/shelter building plans
- Interior fixtures and finish schedules
- Exterior rendered elevations
- MEP plans for the shelter
- Playground equipment plan
- Landscape/restoration plan
- Construction details

- Graphic Renderings

Parkitecture will produce graphical renderings of the proposed building for Village use in public relations and fundraising efforts.

- Meeting #2 and #3: Design Review

Parkitecture will attend two meetings with Village staff to review design development plans.

- Park Committee Meeting (#4)

Parkitecture will prepare exhibits of the proposed building and site elements. We will attend a Park Committee meeting to present the plans and take feedback.

Community Park Phase 2 Design Services

- Prepare Opinion of Probable Construction Costs

Parkitecture will assemble a detailed estimate of probable construction costs based upon the final design documents.

- Plan Set Revisions

Parkitecture will revise the final construction documents based upon Village comments (Meeting #2, 3, and 4).

- Project Approvals

Parkitecture will attend one plan commission meeting, and one Village Board meeting to seek approval of proposed building plans prior to construction.

- Project Permitting

Parkitecture will prepare and submit local and state permit applications including DSPS plumbing.

- Project Bidding

Parkitecture will assemble final bid documents and project manual and facilitate public bidding via Quest CDN. This will include RFI, Addenda, and bid tabulation. A recommendation memo will also be provided outlining the proposed contractor selection and bid analysis.

Deliverables:

Final project deliverables will include the following:

- PDF preliminary plan set for the review meeting (Meeting #2/3)
- PDF final estimate of probable construction costs
- PDF containing final bid-ready construction documents and specifications

Schedule:

Parkitecture is prepared to begin work on the project on or about June 15, 2024 and will complete the design portion of the project by January 15, 2025. This will position the Village for early winter bidding and spring 2025 construction. Construction administration services may be added as a separate Task Order should the Village request.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$139,896 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

4/22/2024

Date:

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, June 4, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal from Parkitecture for Brandt Park shelter renovation design services.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is a proposal from Parkitecture to provide design services for the Brandt Park restroom remodel. The project aims to make minor alterations for ADA clearances and general improvements in the two existing bathrooms and kitchen area. It is anticipated for construction to occur in the fall of 2024 after the shelter is closed for the season. The final design plans will return to the Parks & Recreation Committee for approval.

FINANCIAL/BUDGET IMPACT:

The 2024 budget includes funds in the CIP for Brandt Park development. \$185,000 in Fund 400.

VILLAGE PLAN REFERENCE:

[2024 to 2028 Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board of a proposal by Parkitecture regarding design services for the Brandt Park Restroom remodel in the amount of \$8,820.

ATTACHMENTS:

1. 24_0319 TO #13 Brandt Restroom Remodel - rev

Brandt Park Restroom Remodel
TASK ORDER #13 - SCOPE OF SERVICES

General Project Scope:

Project scope includes development of design and bid plans for the proposed restroom interior renovations at Brandt Park. This project will make minor alterations for ADA clearances and general improvements in the two existing bathrooms and kitchen. The desire is for plan completion in later spring 2024 in preparation for construction during the fall of 2024.

Task Items below are further described in the Master Agreement set forth between Parkitecture + Planning and the Village of McFarland.

Services to be completed:

1. Assemble survey/basemap

Parkitecture will utilize the existing building design files as provided by the Village as for the project base data.

2. Meeting #1: Design Coordination

Parkitecture will attend one meeting with Village staff to review design parameters, existing conditions analysis, measurement verification, and interior space programming.

3. Construction Document Preparation

Parkitecture will prepare construction documents for the proposed building renovations. Bid documents to include detailed construction plans and project specifications. Design elements may include:

- Demolition of existing facilities
- Restroom layout plan
- Concession room layout plan
- Interior utility modification plans for shelter (sanitary and water)
- Interior fixtures and finish schedules
- Construction details

4. Meeting #2: Design Review

Parkitecture will attend a meeting with Village staff to review design development plans.

5. Meeting #3 Park Board Meeting

Parkitecture will attend a Park Board meeting to review final design plans.

6. Prepare Opinion of Probable Construction Costs

Parkitecture will assemble a detailed estimate of probable construction costs based upon the final design documents.

7. Plan Set Revisions

Parkitecture will revise the final construction documents based upon Village comments (Meeting #2/3).

8. Project Bidding

Parkitecture will assemble final bid documents and project manual and facilitate public bidding via Quest CDN. This will include RFI, Addenda, and bid tabulation. A recommendation memo will also be provided outlining the proposed contractor selection and bid analysis.

Brandt Park Restroom Remodel

Deliverables:

Final project deliverables will include the following:

- PDF preliminary plan set for the review meeting (Meeting #2/3)
- PDF final estimate of probable construction costs
- PDF containing final bid-ready construction documents and specifications

Schedule:

Parkitecture is prepared to begin work on the project on or about May 1, 2024 with an anticipated bid window of early July 2024.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$8,820 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

____3/19/2023____

Date:

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, June 4, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Update regarding the Inclusive Park project.

PREVIOUS ACTION:

The Parks & Recreation Committee and Village Board approved the concept to develop the park at WIS. This included approval for Phase 1 of the proposal and entered into planning/design agreement for Phase 2.

At its August 1, 2023, Committee meeting, an update was provided on next steps for the project as the planning process that was now underway. The Committee began the planning process at its September 5, 2023, meeting. A Public Information Meeting was held for the project at an open event at the Municipal Center on October 4, 2023.

The proposed site plan for the improvements was reviewed and approved by the Committee at their meeting on November 7, 2023.

A draft of the planned equipment was discussed and reviewed by the Committee at its meeting on December 5, 2023.

The Committee and Village Board approved the Inclusive Park equipment in January 2024, along with final design for site work at its meetings in March 2024.

The Parks & Recreation Committee recommended approval of an agreement with the McFarland School District for the development of the Inclusive Park at Waubesa Intermediate School on May 7, 2024.

ISSUE SUMMARY:

Last Summer summer, the Village and District began the process to partner in the construction of an Inclusive Park at Waubesa Intermediate School. This helped both the Village achieve its objective to implement the master plan for this purpose and provide an enhanced experience for students at the school, all while sharing in the expense versus either party taking it on individually. Over the course of many meetings during that time, we have approved elements of the project for both Phase 1 and Phase 2 in order to align the project for completion later this Fall after Phase 1 was finished earlier this Spring. Once school is done, site work will begin for the first round of playground installation this summer.

Parkitecture will provide an update regarding the project at the meeting.



FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

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

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required on this item.

ATTACHMENTS:

None