

Tuesday, September 3, 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 August 6, 2024, Parks & Recreation Committee meeting.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the proposed McFarland Soccer Club Operating Agreement.
- b. Discussion and action to make a recommendation to the Village Board regarding Chapter 2, Parks and Recreation Facility Policy.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, October 1, 2024, at 6:30 p.m.

6. ADJOURNMENT.

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, August 6, 2024 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Leamy called the regular meeting of the Parks and Recreation Committee to order at 6:32 PM in the Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

Members present: Trustee Fessler (arrived at 6:50 pm), Trustee Leamy, Sarah Kuba, Tanya Lancaster, Jessica Tokar, Lori Wisnicky

Members not present: Anita Iwanski

Staff Present: Village Administrator Matt Schuenke, Director of Public Works Lee Igl, Community and Economic Development Director Andrew Bremer, Associate Planner Kong Thao, 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 July 2, 2024, Parks & Recreation Committee meeting.*

Motion by Kuba, seconded by Lancaster, to approve the minutes of the July 2, 2024, Parks & Recreation Committee meeting. Motion carries 5 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the award of contract for the Lewis Park lake access project.*

Igl provided an overview of the Lewis Park lake access project. MacDonald of Parkitecture reviewed the bid results. MacDonald explained that the extra cost was

included in the mobilization portion of the bid as Highway Landscapers would be utilizing a crane for installation.

- Trustee Leamy asked when the project would begin. MacDonald explained that the substantial completion date for the project is December 13, 2024, and the contractor prefers to begin work in November.
- Lancaster asked if there were any concerns about the utilization of a crane. MacDonald explained it would be a smaller crane and timbers would be utilized to minimize damage. Lancaster asked if any trees would be in the way. MacDonald explained the only tree that would be impacted is planned for removal as part of the project as the tree is in decline.
- Trustee Leamy asked what the capital project fund balance was. Igl explained that these funds are from other projects that were under bid within the capital projects fund.
- Lancaster asked if Highway Landscapers had completed similar work. MacDonald responded that, yes, this contractor has completed similar boardwalk installations.
- Wisnicky asked if the project would have any impact on migrating birds. MacDonald responded that the DNR had not presented any concerns. Igl explained that if construction was in October there might be concerns, but not with the projected timeline.

Motion by Trustee Leamy, seconded by Lancaster, to recommend approval to the Village Board regarding the award of contract to Highway Landscapers, Inc., of Little Chute for the Lewis Park lake access project for the amount of \$251,850 with additional expenses for consulting and permitting for a total project cost of \$276,694. Motion carries 5 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding a potential parkland dedication for a proposed multi-family housing development at 4719 Burma Road by MCGN Properties.

Bremer reviewed the potential parkland dedication for the proposed multi-family housing development at 4719 Burma Road, identified as Lot 2.

- Trustee Leamy asked what would happen to the fee the developer would pay if the park is not created. Bremer explained the fee would be put into reserve and utilized for future acquisition of parks.
- Trustee Leamy asked if there are future plans for parks in this area. Bremer stated there is not a park currently planned.
- Trustee Fessler asked for clarification on why the area is trending to not be utilized for a park. Bremer explained that as conceptual design has progressed and the required area for bioretention basins has grown, and the driveway area increased, the area available for a park has had to shrink.
- Trustee Leamy asked if the developer would pay \$49,424.12 with the partial parkland dedication. Bremer responded that the developer would pay that fee, which would not cover the entire cost of a playground structure.
- Kuba asked about the possible trail access to the Indian Mound Conservancy.

Bremer responded that there is access from Burma Road, but this would be an improved access point. Bremer added that this access would be an easement, not village land, and a walking path.

- Lancaster asked if neighboring properties have expressed comments regarding the park. Bremer responded that comments were not received regarding the park.
- Trustee Fessler asked if the land was dedicated, then it would have to be a park. Bremer responded that yes, if dedicated as a park, the area would need to be a park.
- Lancaster clarified if there is or would be a sidewalk. Bremer explained that a sidewalk would be installed as part of the project for this lot, but additional sidewalk along Burma Road would be required to be a village project.

Motion by Trustee Leamy, seconded by Trustee Fessler, to recommend to the Village Board that MCGN Properties provide a full parkland fee in lieu of dedication as related to the comprehensive plan amendment and rezoning applications for the proposed multi-family housing development at 4719 Burma Road with an easement for access to the Indian Mound Conservancy. Motion carries 6 - 0 - 0.

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

Bremer explained that work continues on the draft Comprehensive Outdoor and Recreational Plan (CORP) and that the plan could contain more projects than what is in the Capital Improvement Plan (CIP). Thao presented the draft maps of the village's parks and explained that revisions continue on the draft maps.

- Trustee Fessler asked what the urban escape path identifies on the Existing Parks & Trails map. Bremer explained this path identifies on-road biking.
- Trustee Fessler recommended a map showing the distance to major amenities. Thao stated a map with this information is being worked on.

Thao explained there are additional projects to consider that are not in the current draft CIP, including Well House #2 totlot playground, master planning for Siggelkow Road park, and additional park amenities that were missed or desired based on survey responses.

- Trustee Fessler suggested additional lighting at Lewis Park on the trail to Marsh Woods Drive, lighting at the dog park, widening the entrance at McDaniel Park, gender-neutral bathroom study, and reviewing accessibility.
- Lancaster suggested the creation of a walking trails map.
- Trustee Fessler asked if developing a master plan for Siggelkow Park would focus on that single park and keeping it a green space. Thao responded that a master plan could be more comprehensive than a single park. Bremer added that the plan could end up showing low-key amenities.

d. Discussion and action to make a recommendation to the Village Board regarding the proposed McFarland 2025-2029 Capital Improvement Plan

Schuenke reviewed the changes to the Capital Improvement Plan that was presented to the committee in July. Schuenke reviewed the key themes of the changes, including the phasing of Community Park Phase 2.

- Trustee Leamy asked if no parking lot and no structure would be installed, would there be gravel and portable restrooms? Schuenke explained that a parking lot would be constructed that would be a hard surface. Igl explained that the gravel would be graded out and a binder of asphalt would be installed. Trustee Leamy asked if the structure would be planned for 2027. Schuenke stated that in the proposed plan, yes, the structure would occur in 2027.
- Trustee Leamy asked what delays would occur at William McFarland Park if Community Park Phase 2 is adjusted. Schuenke responded that the ball diamonds, new playground, basketball court, and outdoor fitness court would be some items impacted at William McFarland Park.
- Wisnicky asked for clarification about the Siggelkow Trail project and the plan for moving the project forward. Schuenke explained that the project would continue forward in conjunction with the roadway project.
- Trustee Fessler asked what the \$15,000 Lake Access study would be for. Schuenke responded that the study would be for the dead end street lake access points.
- Lancaster asked if the McDaniel Park permit was not submitted. Igl and Schuenke responded that the permit was not submitted as the DNR informed the village it would likely be denied. Schuenke explained additional expertise would be needed prior to submitting the permit, including a possible fish expert and/or an attorney who would specialize in this area.

Schuenke reviewed the projects that remain in the CIP following the changes.

- Lancaster asked if Egner Park design had been moved. Igl explained that Well #5 is planned for 2025 and would need to be online prior to additional well rehabilitation work. Igl added that the rehabilitation at Well #4 would include restrooms in the design.
- Kuba asked when a meeting with soccer was going to occur. Schuenke responded that a meeting with soccer is planned for August 7th for discussion about the proposed plan and to gain their feedback.
- Committee members discussed their concerns about adjusting Phase 2 for Community Park and the domino effect this has on other parks such as William McFarland Park.

Motion by Trustee Fessler, seconded by Trustee Leamy, to recommend approval to the Village Board regarding the proposed McFarland 2025-2029 Capital Improvement Plan as presented with one change to keep Community Park Phase 2 as one phase. Motion carries 6 - 0 - 0.

- e. Discussion and action to make a recommendation to the Village Board regarding Chapter 2, Parks and Recreation Facility Policy.

Trustee Fessler suggested tabling this item until the next Parks & Recreation Committee meeting.

Following adjournment, the committee reconvened at 8:45 pm. Motion by Trustee Fessler, seconded by Lancaster to table item 4e. Discussion and action to make a recommendation to the Village Board regarding Chapter 2. Motion passed 6-0-0.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, September 3, 2024, at 6:30 p.m.

6. ADJOURNMENT.

Motion by Trustee Fessler, seconded by Kuba, to adjourn at 8:43 pm.

The committee reconvened at 8:45 pm to provide a motion regarding business item 4e of the agenda.

Motion by Trustee Fessler, seconded by Lancaster, to adjourn at 8:46 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, September 3, 2024

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the proposed McFarland Soccer Club Operating Agreement.

PREVIOUS ACTION:

The McFarland Soccer Club presented to the Committee at their meeting on April 3, 2024 to discuss their current operations.

ISSUE SUMMARY:

Enclosed within the packet is the draft agreement with the McFarland Soccer Club to outline ongoing operational responsibilities between parties within their existing location at McFarland Park. We already have an agreement in place for the development of the facility, and the addition of this agreement helps address various aspects of their use within the parks. The agreement is established as followed with a summary as provided:

Preamble - This section is an introduction to the agreement to outline who the parties are, their purpose, timelines, locations, and need for the agreement.

Article I - Status of the Club: Outlines who the McFarland Soccer Club is and how they are established.

Article II - Club Obligations: Addresses responsibilities of the club related to operations within the park as identified within the agreement. Main items are communicating schedule, facility restoration following use, lining fields, trimming around goals, and small turf repair. Main items include aeration, fertilizer/herbicide application, mowing, watering, and cleaning of the facility.

Article III - Village Obligations: Addresses responsibilities of the Village related to operations within the park as identified within the agreement.

Article IV - Miscellaneous Provisions: These items are included to ensure a record is created of other aspects that are relevant to ongoing operations.

Article V - Termination of Agreement: Either party can end the agreement according to the terms included.



Article VI - Notices: When communicating formally between each other these are the channels in which contact is made. Informal communication is still available for day to day matters, but this is required to ensure formal contact is established.

Most of these obligations in Article II and III are already long established with a few other new things addressed within the agreement to ensure continuity in the operations. The Club is agreeable to this draft, and presented for Committee review as a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

Existing costs have been built into current operational budgets to maintain parks in accordance with their intended use (i.e. soccer field has to be mowed so often to be a soccer field). Other costs that might be needed or frequency adjusted would continue to be funded through the operating budget with the current allocations authorized.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to make a recommendation of approval regarding the proposed McFarland Soccer Club Operating Agreement.

ATTACHMENTS:

1. McFarland Soccer Club Operating Agreement 08272024 mgs

**Agreement Between
the Village of McFarland
and the McFarland Soccer Club**

This agreement is between the Village of McFarland ("**Village**") and the McFarland Soccer Club ("**Club**").

WHEREAS, the principal purpose of the Club is to organize and promote soccer for youth residing in the McFarland School District. The Club is dedicated to providing a fun, recreational activity for all youth of McFarland and strives to provide a positive soccer experience that enhances player's self-esteem, confidence, and personal pride while promoting the qualities of good sportsmanship, cooperation, teamwork, respect for others, and discipline;

WHEREAS, the Club operates primarily within William McFarland Park located in and around 4820 Marsh Road, McFarland, WI 53558. The soccer schedule is established annually by the Club generally with a Spring season, Fall season, Summer special events/training, and Fall tournament.

WHEREAS, the Club was granted approval of, and entered into an agreement with the Village as of February 26, 2018 (the "2018 Agreement"), for, the construction of a restroom/concession/storage/shelter building (the "Facility") consisting of approximately 4,000 square feet of building space within William McFarland Park, which serves as the focal point of general operations for the Club;

WHEREAS, per the terms of the 2018 Agreement, the Club completed an Acknowledgement and Waiver of Interest on January 14, 2019 to transfer ownership and ongoing maintenance of the building to the Village;

WHEREAS, the Village is responsible for general maintenance of the William McFarland Park property; and

WHEREAS, the parties intend to enter into this agreement to more clearly define their respective obligations with regard to the use of the Facility and the ongoing operations of the Village and the Club within William McFarland Park.

NOW, THEREFORE BE IT RESOLVED, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree to the following terms and conditions:

Article I – Status of the Club

At the outset and throughout the term of this agreement, the Club shall:

- 1.1 Incorporate and remain incorporated as a legal entity under Chapter 181, of the Wisconsin Statutes.
- 1.2 Maintain a current registration with the State of Wisconsin Department of Financial Institutions, or successor office.
- 1.3 Take all actions necessary to maintain its certification as a tax-exempt entity under Sec. 501(c)(3) of the United States Internal Revenue Code.
- 1.4 Supply to the Village written verification of the Club's compliance with this Article, within 30 days of the Village's request for such documentation.

Article II – Club Obligations

The Club shall:

- 2.1 Provide the Village a detailed schedule of dates and times prior to the beginning of each season that Village facilities are to be used for their operations in accordance with Chapter 2 regarding Village Parks and Recreation Facility Policy.
- 2.2 Assure that upon completion of each use of the Facility, the Facility is restored to the condition it was in immediately prior to such use, reasonable wear and tear excepted, including:
 - a) Removing all perishable food products from the premises and securely storing all non-perishable food in insect proof and rodent proof containers;
 - b) Maintain compliance of all fire codes under discretion of the Fire and Rescue Department including but not limited to maintaining clear paths for ingress and egress and removing all propane tanks, other fuel from the Facility and storing them in a manner consistent with applicable fire codes;
 - c) Removing from the premises after use any alcohol or fermented malt beverages preventing access by the public unless otherwise a license has been approve for sale by the Village;
 - d) All appliances and equipment within the Facility is kept reasonably clean and free from food residue and in proper working order and condition;
 - e) All cooking appliances and equipment, and all lighting fixtures are turned off;
 - f) All exterior doors to the Facility are securely locked; and
 - g) Responsibility for damage caused to the Facility by Club operations to be repaired by the Village through its Staff or Contractors paid at the expense of the Club.
- 2.3 Line field dimensions according to Club and/or playing standards for the fields to be utilized.
- 2.4 Conduct string trimming around goals to limit overgrowth of vegetation.
- 2.5 Complete small turf repairs within high traffic areas on a regular basis with supplies (i.e. dirt, seed, etc.) provided by the Village.

Article III – Village Obligations

The Village shall:

- 3.1 Complete or cause to be completed soil aeration of playing surfaces typically within the Fall of each year.
- 3.2 Apply fertilizer and a broadleaf herbicide to the playing surfaces once within each Spring and Fall seasons in accordance with Chapter 3 regarding Village Vegetation Management Use Policy.
- 3.3 Mow the playing surfaces at least weekly during the growing season and twice during the week immediately prior to a scheduled tournament. The Village shall determine the mowing height in its sole discretion based on weather and other factors with the goal of avoiding damage to the long term health and functionality of the playing surfaces.
- 3.4 Water playing surfaces prior to a scheduled tournament and during extreme drought conditions as it determines, in its sole discretion. The Village shall have discretion in scheduling watering activities while coordinating with the Club as is needed.
- 3.5 Clean public accessible areas of the Facility on a daily basis and restocking necessary supplies for the use of these areas. Additional more frequent cleaning and supply provisions shall be the responsibility of the Club during scheduled tournaments.

Article IV – Miscellaneous Provisions

- 4.1 This agreement shall be governed by the laws of the State of Wisconsin.
- 4.2 This agreement shall be binding upon the parties hereto, their heirs, successors and assigns. Nothing in this Agreement is intended, nor shall be construed, to provide any benefit or rights to any third party not a party to this agreement. No party shall assign this agreement without the written consent of all other parties.
- 4.3 This agreement is intended to supplement, and not replace, the 2018 Agreement between the parties and shall not be construed to supersede, terminate, amend, or otherwise affect the term of the 2018 Agreement. Except with respect to the 2018 Agreement, this agreement supersedes any and all prior negotiations, representations or agreements, either written or oral between the parties dealing with the specific subject matter hereof. This agreement may only be amended by written instrument signed by all parties.
- 4.4 Village will notify designated Club members regarding shared use of the storage portion of the facility.

Article V – Termination of Agreement

- 5.1 This agreement shall terminate automatically when the parties have reached a new agreement regarding the transition of the Club's operations to the McFarland Community Park located at 3234 County Highway AB, McFarland, WI 53558.
- 5.2 This agreement may be terminated by any party upon thirty (30) days written notice to the other parties hereto should any party fail to substantially perform in accordance with the terms of this agreement through no fault of the party initiating the termination.

Article VI – Notices

- 6.1 Notices required to be given under this Agreement shall be given as follows:

To the Village of McFarland:

Village of McFarland
Attn: Public Works Director
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558-0110

To the McFarland Soccer Club:

McFarland Soccer Club
Attn: Club President
PO Box 73
McFarland, WI 53558

This Agreement entered into this 10th day of September, 2024.

Signatures to follow on next page.

VILLAGE OF McFARLAND

MCFARLAND SOCCER CLUB

Carolyn A. Clow
Village President

Larry Gates
Club President

Cassandra Suettinger
Deputy Administrator/Clerk

Michell Sampson
Club Vice-President

APPROVED AS TO FORM:

Allen D. Reuter
Village Attorney

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 3, 2024

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding 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.

The Committee reviewed general comments and questions at its meetings on January 3, 2023 and November 7, 2023.

Initial comments and questions were introduced to the Committee at its meeting on January 2, 2024.

ISSUE SUMMARY:

Please find enclosed a revised version of Chapter 2 Parks and Recreation Facility Policy that are meant to address comments provided by Trustee Fessler and former Trustee Jerke. The Committee has reviewed this previously and the updates were meant to bring forward updates to address the areas of concern. 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 continue discussion about the policy and if acceptable the Committee can send to the Village Board for approval or continue its review at its next meeting.

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:

Recommended action:



Motion, second to make recommendation to the Village Board regarding Chapter 2, Parks and Recreation Facility Policy with changes as noted.

If ultimately we are not ready to make this recommendation at our next meeting, the motion could be adjusted to defer this to September for additional review.

ATTACHMENTS:

1. Chapter 2 - Athletic Field Use Policy 07302024 mgs

CHAPTER 2 Parks and Recreation Facility Policy

SECTION 2.01 Policy Purpose

The purpose of this chapter is to create policies and procedures for the use of Village owned McFarland parks and park recreational facilities. Village parks and park facilities are open to the responsible enjoyment for all, recognizing primary support is provided by Village residents 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 and Recreation, ~~and Natural Resources~~ Committee (“~~PRC~~Committee”). Regulations in general for Parks and Recreation within the Village are set through Chapter 44 of the McFarland Municipal Code. That code can be viewed by going to this link:

<https://mcfarland.municipalcodeonline.com/book?type=ordinances#name=CHAPTER 44 PARKS AND RECREATION>

SECTION 2.03 Definitions

- (a) **Athletic Field.** Land constructed and delineated explicitly for playing a game, sporting event, or other organized activity (i.e. soccer field, baseball diamond).
- (b) **Park.** Land dedicated as public outdoor green space allowing for active and passive recreational uses including the presence of athletic fields, park facilities, and other natural features.
- (c) **Park Facility.** A public improvement constructed within the park that provides programmable space available for private rental (i.e. – park shelter).

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 choose 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 or designee. 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, damage, or render the condition of the facility unplayable to the extent it may ~~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 or designee. 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 Park Recreational Facilities

(a) The Department is assigned the responsibility of master scheduling the use of all Village parks and park recreational facilities. All requests to reserve parks and park 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 park 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 ~~park 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, funding source, maintenance responsibilities, and other details.

(b) Any league organization that is proposing an improvement to a ~~park recreational~~ facility or requesting a change in maintenance practices beyond allocations in an approved budget shall submit their request to the Department where following review shall refer to PRC to make recommendation to the Village Board as needed.~~appear before the PRNR Committee to explain the need.~~

(c) Any equipment that is placed in a Village park or ~~park 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, or theft 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~~ 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 park ~~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: XX/XX/2024

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

McFarland Community ~~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