

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