

**PARKS, RECREATION, AND
NATURAL RESOURCES COMMITTEE**

Thursday, January 19, 2017

7:00 P.M.

McFarland Municipal Center
Conference Room "A"

AGENDA

1. CALL TO ORDER.
2. PUBLIC COMMENT.
3. APPROVAL OF MINUTES
 - a. Review and possible approval of draft Minutes of the Parks, Recreation, and Natural Resources Committee meeting of December 15, 2016.
4. BUSINESS
 - a. Discussion and recommendation to proceed with the Grandview Conservancy Path.
 - b. Discussion on policy/ordinance for naming and recognition of Village Parks and facilities.
 - c. Discussion and possible action regarding Main St., library block, and Urso Park master plan RFP.
5. STAFF REPORT
 - a. Public Works Director update.
6. Adjournment.

NOTES:

- 1) Persons needing special accommodations should call 838-7287 at least 24 hours prior to the meeting.
- 2) A quorum of The Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village trustees. No matter shall be considered nor shall any action be taken by said Village Board members at this meeting.
- 3) More specific information about agenda items may be obtained by calling 838-7287.

This agenda was posted, or caused to be posted, by my hand on the 13th day of January at the following three (3) posting places in the Village of McFarland: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy. 51.

Cassandra Suettinger, Clerk/Deputy Treasurer

Parks, Recreation, and Natural Resources Committee
Meeting Minutes – DRAFT
December 15, 2016

1. CALL TO ORDER.

Chair Kolk called the December 15, 2016 meeting of the Parks, Recreation and Natural Resources Committee to order at 7:00 p.m.in Conference Room A of the Municipal Center.

Members Present: Dan Kolk, Clair Utter, Judy Sauer, Jacob Schkirkie, Chuck Rolfsmeyer, Jacob Tissue, Darrel Waldera, and Rick Ruecking,.

Members Absent: Greg Smith, Kate Barrett, and John Feldner

Staff Present: Public Works Director Allan Coville and Community Development Director Pauline Bonness.

Others Present: Tom TeBeest, Town & Country Engineering.

2. PUBLIC COMMENTS

None

3. APPROVAL OF MINUTES

- a. Review and possible approval of draft minutes of the Parks, Recreation, and Natural Resources Committee meeting of November 17, 2016.**

Approved unanimously.

4. BUSINESS

- a. Update on the progress of Purple Cow compost applications.**

Purple cow compost has been applied to the playing area of the fields at Brandt Park and the soccer fields at McFarland park.

Ryan, representative from Purple Cow compost, provided an update on the progress they have made with the compost application. This is the third year of the application. They have only applied the compost to the playing field area to be economical. This is an entry level turf care program. He noted the Village may be able to reduce the application amount and begin to now monitor what is necessary.

The Committee discussed exploring additional funding sources such as grants as way of ensuring sustainability. The committee noted they do not want to see application of the compost reduced if it yielding positive results.

- b. Discussion and possible action regarding Prairie Place Subdivision.**

Tom Gannon appeared to provide the committee an update on the Prairie Place subdivision. He updated the committee on the progress of the restoration of the wetlands. A copy of the management plan for the restoration was included in the packet. The developers on this project felt there is a great benefit to taking non-functioning wetlands of this nature, and turning them back to a prairie. The developer will be responsible for maintenance of the wetland for three years and maintenance of the bio-retention basin for three years or 80% sale of the lots. He also noted they had to go to CARPC to obtain variances from the setbacks in reference to the wetlands. They obtained the variances and are now looking to get final plat approval and break ground this spring.

Mr. Gannon provided an overview of the different style and size lots that will be included in the subdivision. He noted the lots will likely sell in the range of \$65,000-85,000, but they will know more as the process proceeds.

Community Development Director Pauline Bonness explained the committee needs to decide if they will accept the proposed wetlands as a portion of the required parkland dedication.

Mr. Gannon requested the committee review the definition of wetlands. The soil types determine the wetland delineation. The wetlands proposed for parkland have prairie type soils, which makes them different from the stereotypical wetland with cattails and wet soils. He stated he believes if the soils were re-tested in ten years, they will not be classified as wetlands. The area proposed as parkland is the green and gold portion on the map provided making up approximately 5 acres. This would not be a highly active park, it would more for observation. This would not be an area the Village would want to build trails, but perhaps consider a natural observation area.

The committee discussed accepting wetland as parkland would be precedent setting decision that will affect parkland dedication for future Village projects.

Motion by Chuck Rolfsmeyer to accept the green and gold area and the retention pond as presented as passive recreation.

Motion dies for lack of second.

Motion by Rick Ruecking, not to accept land designated as wetlands for parkland. Motion dies for lack of second.

Motion by Judy Sauer, second by Jacob Tisue, to accept out lot 5 and the land underneath the paved path as parkland dedication. Motion fails with a vote of 3-3.

Motion by Jacob Tisue, second by Chuck Rolfsmeyer, to accept outlet 5, the length of the path (outlet 4), outlet 1 (excluding the basin areas), and the green area around the detention basin (outlet 2), and exclude outlet 3 as parkland

dedication for Prairie Place subdivision. Motion carries 5-1 by acclamation with Utter abstaining

c. Discussion on policy/ordinance for naming and recognition of Village Parks and facilities.

Item postponed.

d. Discussion and possible action to make a recommendation to the Personnel Committee regarding the position description for the Parks/Public Works Crewperson position, including the establishment of the pay grade, and directing Village Staff to fill the position.

Public Works Director Allan Coville provided an overview of the position. While the position will be mainly Parks, the position can still help Public Works out when needed. The example was provided if there was a blizzard, this employee could help Public Works with snow removal.

The Committee discussed removing Public Works from the position title. While the other Public Works duties can be built into the job description, it segregates that the position is intended to be a parks employee.

Motion by Kolk, second by Chuck Rolfsmeyer, to recommend approval to endorse the position description as written, with the Public Works portion removed from the title, and that the position be filled as written.

5. STAFF REPORT

a. Public Works Director Update

Public Works Director Coville provided an update on recent duties performed in the Parks by Public Works

6. ADJOURNMENT

Motion by Rick Ruecking, second by Jacob Schkirkie, to adjourn at 9:47 p.m.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk/Deputy Treasurer

Purpose

The purpose of this policy is to provide policy, standard, and guidance for the naming or renaming of public parklands, features, and recreational facilities under the jurisdiction of the Village of McFarland. This policy may not be consistent with existing names of Village parks and facilities and existing names should not be changed to comply with this policy, which is intended as a basis for future naming.

1) Authorization

The naming of sites shall be the function of the Parks, Recreation, and Natural Resources (PRNR) Committee. Diversity, balance, and creativity will be sought through the selection and recommendation process. All requests for naming of a facility must go through the RNRC. Selected name recommendations shall be advanced to the Village Board for consideration and final approval.

2) Definitions

Naming- the permanent name assigned by the Village Board to a given park or recreational facility

Parks- All traditionally designed parks, gardens, natural open spaces, woodlands, and specialized parks under the stewardship of the Village of McFarland Public Works Department.

Recreational Facilities- Major structures such as community centers, pools, and enclosed pavilions within lands under the over sight of the Village of McFarland.

Major features- permanent components of park and recreational facilities, e.g. sports fields, tennis courts, playgrounds, shelters, fountains, artwork, or physical features such as ponds, lakes or distinctive natural elements.

Amenities- smaller furnishings and facilities in the parks and rec system such as benches, drinking fountain, tables, etc. Amenities are not formally named but recognition for donated amenities is possible.

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".

3) Objectives

- a. Provide name identification for individual parks, park area, park facilities, or major features;
- b. Provide criteria for citizen input into the process of naming parks, park areas, or facilities;
- c. Insure that the naming of parks, park areas, or park facilities is approved by the McFarland Village Board after receiving recommendations from the Parks, Rec, and Natural Resources Committee.

4) **Selection Criteria**

The naming of McFarland parks and/or recreational facilities should be reserved for circumstances that serve the interest of the city and ensure a worthy and enduring legacy for the Village's park and recreation system. Therefore, the potential names should be drawn from four broad categories for consideration: **Geographic location or outstanding natural feature; Historic Events and People; Outstanding Individual; and Major Donations.**

1. **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.
2. **Historic Events and People:** When considering naming a park and/or recreational facility after 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.
3. **Outstanding Individual:** This category is designed to acknowledge the sustained contribution that has been made by such individuals to the City and/or the development and management of the City's park and recreation system. Quality of the contribution should be considered along with the length of service by the individual- this to be fully substantiated by the person making the recommendation. Preference will be given to a request in which the individual has a tie to the park being requested to be named.

Naming or renaming a park and/or recreational facility 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 Board's directive. The naming of a park and/or recreational facility after 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.

4. **Major Donations:** Recognition of this donation by naming/renaming a park and/or recreation facility in honor of or at the request of the donor will be considered. The threshold for naming under this circumstance will include one or more of the following:
 - Land for the majority of the park was deeded to the city.
 - Contribution of a minimum of 50% of the capital construction costs associated with developing the park/recreational facility.
 - Establishment of a minimum 20-year endowment for the continued maintenance and/or programming of the park/ recreational facility.

Naming of Major Features within a park or recreation facility can occur, but the threshold for this situation is recommended to be:

- Contribution of 100% of the capital construction costs associated with the developing of the Major Feature;
- Establishment of a long-term endowment for the repair and maintenance of the donated Major Feature.

5. **Other considerations:**

- i) 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. Naming parks and/or

recreational 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 used in park and/or recreational facility naming text.

- ii) Proposals to rename parks and/or recreational facilities whether for a major gift or 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.
- iii) 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 recreational facilities within parks will be permitted; under these circumstances such names should be different to the park name to avoid user confusion.
- iv) All signs that indicate the name of a park and/or recreational facility shall comply with Village of McFarland graphic and design standards. Specialized naming signage will not be permitted.
- v) Village of McFarland PRNRC reserves the right to rename any park and/or recreational facility if the person for whom it is named turns out to be disreputable or subsequently acts in a disreputable way.

5. PROCEDURES

These procedures have been established to ensure that the naming or renaming of parks, recreational facilities, and/or major features is approached in a consistent manner.

a. Requests for naming/renaming of parks, recreational facilities and/or major features

All requests for the naming or renaming of a park, recreational facility, and/or major feature shall be made by submitting a Naming Application to the Director of Public Works.

The Naming Application will contain the following minimum information:

- i. The proposed name
- ii. Reasons for the proposed name
- iii. Written documentation indicating community support for the proposed name
- iv. Description/map showing location and boundaries of the park
- v. If proposing to name a facility or major feature within a park, include a description/map showing the location of the facility.
- vi. If proposing to rename a park or facility, include justification for changing an established name.
- vii. If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the City's, State's or Nation's history.

b. Assessing and approving naming/renaming requests

Upon receipt of a naming request, the Public Works Director shall:

- a) Review the proposed request for its adherence to the policies of the Village of McFarland ;
- b) Ensure that supporting information has been authenticated, particularly when an individual's name is proposed
- c) Seek input from relevant neighborhood association(s), historical groups, and other organizations, if deemed appropriate

The Public Works Director will then present a recommendation regarding the naming request at a public meeting to the Parks, Recreation and Natural Resources Committee. At this meeting, the PRNRC will hear the request and allow 30 days following the public meeting for public comment. At the subsequent meeting the PRNRC will develop a recommendation regarding the request to be presented to the Village Board.

Final decision by Village Board

The PRNRC's recommendation regarding the naming/renaming request, along with the Public Works Director's recommendation if different, will be presented to the Village Board at a public meeting for a final decision.

PRELIMINARY JURISDICTIONAL DETERMINATION FORM

This preliminary JD finds that there "may be" waters of the United States on the subject project site, and identifies all aquatic features on the site that could be affected by the proposed activity, based on the following information:

District Office: St. Paul District File/ORM #: 2016-00987-KJH PJD Date: Aug 8, 2016

State: <u>WI</u>	City/County: <u>Dane County</u>	Name/Address of Person Requesting PJD: <u>Allan Coville Village of McFarland 5915 Milwaukee Street P.O. Box 110 McFarland, Wisconsin 53558</u>
Nearest Waterbody: <u>Wetlands abutting Mud Lake</u>		
Location: TRS, Lat/Long or UTM: <u>Sec. 2, T. 6 N, R. 10 E</u>		

Identify (Estimate) Amount of Waters in the Review Area: Non-Wetland Waters: _____ Stream Flow: _____ _____ linear ft _____ width _____ acres Wetlands: <u>0.20</u> acre(s) Cowardin Class: <u>Palustrine, emergent</u>	Name of Any Water Bodies Tidal: _____ on the Site Identified as Section 10 Waters: Non-Tidal: _____ <input checked="" type="checkbox"/> Office (Desk) Determination <input type="checkbox"/> Field Determination: _____ Date of Field Trip: _____
--	--

SUPPORTING DATA: Data reviewed for preliminary JD (check all that apply - checked items should be included in case file and, where checked and requested, appropriately reference sources below):

- Maps, plans, plots or plat submitted by or on behalf of the applicant/consultant: Applicant - Village of McFarland
- Data sheets prepared/submitted by or on behalf of the applicant/consultant.
 - Office concurs with data sheets/delineation report.
 - Office does not concur with data sheets/delineation report.
- Data sheets prepared by the Corps _____
- Corps navigable waters' study: _____
- U.S. Geological Survey Hydrologic Atlas:
 - USGS NHD data.
 - USGS 8 and 12 digit HUC maps.
- U.S. Geological Survey map(s). Cite quad name: 1:24k Quad WI - Madison East
- USDA Natural Resources Conservation Service Soil Survey. Citation: NRCS Web Soil Survey
- National wetlands inventory map(s). Cite name: _____
- State/Local wetland inventory map(s): WWI
- FEMA/FIRM maps: _____
- 100-year Floodplain Elevation is: _____
- Photographs: Aerial (Name & Date): WDNR Surface Water Data Viewer
 - Other (Name & Date): _____
- Previous determination(s). File no. and date of response letter: _____
- Other information (please specify): _____

IMPORTANT NOTE: The information recorded on this form has not necessarily been verified by the Corps and should not be relied upon for later jurisdictional determinations.

<p style="text-align: center;"><i>[Signature]</i> Signature and Date of Regulatory Project Manager (REQUIRED)</p>	<p><u>August 8, 2016</u></p>	<p style="text-align: center;"><i>[Signature]</i> Signature and Date of Person Requesting Preliminary JD (REQUIRED, unless obtaining the signature is impracticable)</p>
---	------------------------------	--

EXPLANATION OF PRELIMINARY AND APPROVED JURISDICTIONAL DETERMINATIONS:

1. The Corps of Engineers believes that there may be jurisdictional waters of the United States on the subject site, and the permit applicant or other affected party who requested this preliminary JD is hereby advised of his or her option to request and obtain an approved jurisdictional determination (JD) for that site. Nevertheless, the permit applicant or other person who requested this preliminary JD has declined to exercise the option to obtain an approved JD in this instance and at this time.

2. In any circumstance where a permit applicant obtains an individual permit, or a Nationwide General Permit (NWP) or other general permit verification requiring "preconstruction notification" (PCN), or requests verification for a non-reporting NWP or other general permit, and the permit applicant has not requested an approved JD for the activity, the permit applicant is hereby made aware of the following: (1) the permit applicant has elected to seek a permit authorization based on a preliminary JD, which does not make an official determination of jurisdictional waters; (2) that the applicant has the option to request an approved JD before accepting the terms and conditions of the permit authorization, and that basing a permit authorization on an approved JD could possibly result in less compensatory mitigation being required or different special conditions; (3) that the applicant has the right to request an individual permit rather than accepting the terms and conditions of the NWP or other general permit authorization; (4) that the applicant can accept a permit authorization and thereby agree to comply with all the terms and conditions of that permit, including whatever mitigation requirements the Corps has determined to be necessary; (5) that undertaking any activity in reliance upon the subject permit authorization without requesting an approved JD constitutes the applicant's acceptance of the use of the preliminary JD, but that either form of JD will be processed as soon as is practicable; (6) accepting a permit authorization (e.g., signing a proffered individual permit) or acceptance of the use of the preliminary JD, and that either form of JD will be processed as soon as is practicable; (7) whether the applicant elects to use either an approved JD or a preliminary JD, that JD will be processed as soon as is practicable. Further, an approved JD, a proffered individual permit (and all terms and conditions contained therein), or individual permit denial can be administratively appealed pursuant to 33 C.F.R. Part 331, and that in any administrative appeal, jurisdictional issues can be raised (see 33 C.F.R. 331.5(a)(2)). If, during that administrative appeal, it becomes necessary to make an official determination whether CWA jurisdiction exists over a site, or to provide an official delineation of jurisdictional waters on the site, the Corps will provide an approved JD to accomplish that result, as soon as is practicable.



DEPARTMENT OF THE ARMY
ST. PAUL DISTRICT, CORPS OF ENGINEERS
180 FIFTH STREET EAST, SUITE 700
ST. PAUL MN 55101-1678

REPLY TO
ATTENTION OF

August 8, 2016

Operations
Regulatory (2016-00987-KJH)

Allan Coville
Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, Wisconsin 53558

Dear Mr. Coville:

We have completed our review of a permit application by the Village of McFarland to discharge fill material into 8,885 square feet of wetlands for the construction of a 10 foot wide by 1,100 linear foot long trail segment to connect existing paths between Pheasant Run and Creamery Road (WDNR Number: GP-SC-2016-13-00918). The project site is in the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Sec. 2, T. 6 N, R. 10 E, Dane County, Wisconsin.

This work is authorized by Department of the Army General Permit (GP-002-WI) for Recreational and Public Development (Category 2.a.10) provided the enclosed conditions are followed and you obtain confirmation that Clean Water Act Section 401 water quality certification (WQC) has been granted or waived for the project by the Wisconsin Department of Natural Resources (WDNR). All GP-002-WI authorizations are provisional and require you obtain confirmation of WQC from the WDNR.

If your project will require off-site fill material that is not obtained from a licensed commercial facility, you must notify us at least five working days before start of work. A cultural resources survey may be required if a licensed commercial facility is not used.

This General Permit is valid until July 14, 2021, unless reissued, or revoked. In general, the time limit for completing work ends on that date. For additional information regarding the time limit for completing work, please review GP-002-WI General Condition 1. It is the permittee's responsibility to remain informed of changes to the General Permit program. If this authorized work is not undertaken within the above time period, or the project specifications have changed, our office must be contacted to determine the need for further approval or re-verification.

It is your responsibility to ensure that the work complies with the terms of this letter and the enclosures. It is also your responsibility to obtain all required state and local permits and approvals before you proceed with the project.

A preliminary jurisdictional determination (JD) has been prepared for the site of your project. The preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps representative identified in the final paragraph of this letter. You also may provide new information for further consideration by the Corps to reevaluate the JD. If this JD is acceptable, please sign and date both copies of the

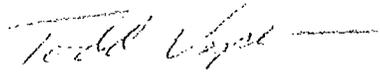
Operations – Regulatory
(2016-00987-KJH)

Preliminary Jurisdictional Determination form and return one copy to the address below within 15 days from the date of this letter.

U.S. Army Corps of Engineers
Attn: Kerrie J Hauser
1114 South Oak Street
La Crescent, Minnesota 55947

If you have any questions, please contact Kerrie J. Hauser in our La Crescent office by phone at (651) 290-5903, or via email at kerrie.j.hauser@usace.army.mil. In any correspondence or inquiries, please refer to the Regulatory number shown above.

Sincerely,



Todd Vesperman
Chief, Southeast Section

cc:
WDNR-Wendy Peich Water Management Specialist

GP-002-WI GENERAL AND STANDARD CONDITIONS

GENERAL INFORMATION

In ALL cases, GP-002-WI requires that adverse impacts on water and wetland resources be avoided and minimized to the maximum extent practicable. Also, activities that would adversely affect federal endangered plant or animal species or certain cultural or archaeological resources, or that would impair reserved Native American tribal rights, including, but not limited to, reserved water rights and treaty fishing and hunting rights, are not eligible for authorization under GP-002-WI.

Department of the Army
General Conditions:

1. GP-002-WI expires on July 14, 2021. Unless activities authorized under the GP-002-WI issued on July 15, 2016, have commenced construction or are under contract to commence construction by July 14, 2021, the time limit for completing work ends upon the expiration date of GP-002-WI. Activities authorized under GP-002-WI which have commenced construction or are under contract to commence construction by July 14, 2021, will have until July 13, 2022, to complete their activities under the terms and conditions of GP-002-WI. If you find that you require additional time to complete authorized activities, submit your time extension request to this office for consideration at least three months before the expiration date is reached.
2. You must maintain the activity authorized by GP-002-WI in good condition and in conformance with the terms and conditions of this permit. You are not relieved of this requirement if you abandon the permitted activity. Should you wish to cease to maintain an activity authorized by the reporting GP, or abandon it without a good faith transfer; you must obtain a modification of the Corps of Engineers (Corps) authorization, which may require restoration of the area. If you wish to transfer

responsibility for project completion or maintenance, please contact this office so we may provide you with the necessary documentation to transfer the authorization.

3. If you discover any previously unknown historic or archaeological remains while accomplishing any activity authorized by GP-002-WI, you must immediately stop work and notify the Corps. The Corps will initiate the federal and state coordination required to determine if the remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.
4. You must allow representatives from this office to inspect the proposed project site and the authorized activity at any time deemed necessary to ensure that it is being or has been accomplished in accordance with the terms and conditions of GP-002-WI.
5. If a conditioned water quality certification has been issued for your project by the Wisconsin Department of Natural Resources (WDNR), you must comply with the conditions specified in the certification as special conditions to this permit.
6. You must also comply with the other GP-002-WI terms and conditions specified below as well as any project specific conditions imposed by the St. Paul District.

Further Information:

1. Congressional Authorities: Authorization to undertake the activities described above is pursuant to Section 404 of the Clean Water Act (33 U.S.C. 1344). Work that requires authorization under Section 10 of the Rivers and Harbors Act must be authorized separately through other GPs or individual permits.
2. Limits of this Authorization:
 - a. GP-002-WI does not obviate the need to obtain other federal, state, or local authorizations required by law.

b. GP-002-WI does not grant any property rights or exclusive privileges.

c. GP-002-WI does not authorize any injury to the property or rights of others.

d. GP-002-WI does not authorize interference with any existing or proposed federal project.

3. Limits of Federal Liability. In authorizing work, the Federal Government does not assume any liability, including for the following:

a. Damages to the permitted project or uses thereof as a result of other permitted or unpermitted activities or from natural causes.

b. Damages to the permitted project or uses thereof as a result of current or future activities undertaken by or on behalf of the United States in the public interest.

c. Damages to persons, property, or to other permitted or unpermitted activities or structures caused by the activity authorized by this permit.

d. Design or construction deficiencies associated with the permitted work.

e. Damage claims associated with any future modification, suspension, or revocation of this permit.

4. Reliance on Applicant's Data. The determination by this office that an activity is not contrary to the public interest will be made in reliance on the information provided by the applicant.

5. Reevaluation of Decision. This office may reevaluate its decision on an authorization at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following:

a. The applicant fails to comply with the terms and conditions of this general permit.

b. The information provided by the applicant in support of the permit

GP-002-WI GENERAL AND STANDARD CONDITIONS

application proves to have been false, incomplete, or inaccurate (see 4 above).

c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.

A reevaluation may result in a determination that it is appropriate to use the suspension, modification, and revocation procedures contained in 33 CFR 325.7 or enforcement procedures such as those contained in 33 CFR 326.4 and 326.5. The referenced enforcement procedures provide for the issuance of an administrative order requiring the permittee to comply with the terms and conditions of the permit and for the initiation of legal action where appropriate.

6. This office may also reevaluate its decision to issue GP-002-WI at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following: significant new information surfaces which this office did not consider in reaching the original public interest decision. Such a reevaluation may result in a determination that it is appropriate to use the suspension, modification, and revocation procedures contained in 33 CFR 325.7.

GP-002-WI Standard Conditions:

1. Discretionary Authority: The Corps retains discretionary authority to require a standard individual permit review of any activity eligible for authorization under GP-002-WI based on concern for the aquatic environment.

2. Federal Trust Responsibility to Indian Tribes: Projects the Corps finds to have potential to affect tribal interests will be coordinated with the appropriate Indian Tribal governments. The Tribe's views and the federal trust responsibility will be considered in the Corps evaluation. Based on treaty rights, no activity or its operation may impair reserved

treaty rights, including, but not limited to, reserved water rights and treaty fishing and hunting rights.

3. Form and Verification of Authorization: Every GP-002-WI authorization that requires submission of an application will be verified in writing by the Corps. Any verification issued may include required special conditions.

4. Case-by-Case Conditions: The authorized activity must comply with any special conditions that may have been added by the Corps or by a state, tribe, or the United States Environmental Protection Agency in its Section 401 Water Quality Certification or consistency determination under the Coastal Zone Management Act. Such conditions will be specifically identified in any Corps authorization.

5. Avoidance and Minimization: Discharges of dredged or fill material into waters of the United States must be avoided and minimized to the maximum extent practicable.

6. State Water Quality Certification and Coastal Zone Management (CZM) Consistency Determination: GP-002-WI authorizations are provisional and require that the Wisconsin Department of Natural Resources (WDNR) provide confirmation that the activity complies with state water quality certification. A CZM consistency determination may also be required or waived by the Wisconsin Coastal Management Program. If such a condition applies, it will be noted in the Corps authorization letter for the project.

7. Proper Maintenance: Any structure or fill authorized shall be properly maintained, including maintenance to ensure public safety.

8. Erosion and Siltation Controls: Appropriate erosion and siltation controls must be used and maintained in effective operating condition during construction, and all exposed soil and other fills, as well as any work below the ordinary high

water mark must be permanently stabilized at the earliest practicable date. Work should be done in accordance with state-approved published practices. Upon completion of earthwork operations, all exposed slopes, fills, and disturbed areas must be given sufficient protection by appropriate means such as landscaping, or planting and maintaining vegetative cover, to prevent subsequent erosion. Cofferdams shall be constructed and maintained so as to prevent erosion into the water. If earthen material is used for cofferdam construction, sheet piling, riprap or a synthetic cover must be used to prevent dam erosion. All non-biodegradable erosion controls must be removed within two weeks of site stabilization unless otherwise conditioned in the Corps project confirmation letter.

9. Removal of Temporary Fills: Any temporary fills, including construction mats, must be removed in their entirety and the affected areas returned to their preexisting elevation. The timeframe for completing this removal shall be:

a. Not later than the timeframe stipulated in the activity description (unless extended in writing by our office);

b. Not later than the timeframe stipulated in our office's verification letter; or

c. Not longer than two weeks from the date the temporary fill was placed in waters of the United States (condition c. applies only if a timeframe is not otherwise established by applying a. or b. above).

10. Federal Threatened and Endangered Species: GP-002-WI does not affect the Corps responsibility to insure that all Section 404 authorizations comply with Section 7 of the Federal Endangered Species Act (ESA).

a. No activity is authorized which is likely to jeopardize the continued

GP-002-WI GENERAL AND STANDARD CONDITIONS

existence of a threatened or endangered species or a species proposed for such designation, as identified under the ESA or which is likely to destroy or adversely modify the critical habitat of such species. Permittees shall notify the Corps if any listed species or critical habitat might be affected or is in the vicinity of the project, and shall not begin work on the activity until notified by the Corps that the requirements of the ESA have been satisfied and that the activity is authorized.

b. Authorization of an activity under GP-002-WI does not authorize the take of a threatened or endangered species as defined under the ESA. In the absence of separate authorization (e.g., an ESA Section 10 Permit, a Biological Opinion with incidental take provisions, etc.) from the United States Fish and Wildlife Service (FWS), both lethal and non-lethal takes of protected species are in violation of the ESA. Information on the location of threatened and endangered species and their critical habitat can be obtained directly from the offices of the FWS, WDNR or their internet pages.

11. Historic Properties, Cultural Resources: GP-002-WI does not affect the Corps responsibility to insure that all Section 404 authorizations comply with Section 106 of the National Historic Preservation Act (NHPA). No activity which may affect historic properties listed, or eligible for listing, in the National Register of Historic Places (NRHP) is authorized, until the Corps has complied with the provisions of 33 CFR Part 325, Appendix C. Project sponsors must disclose in the Corps permit application if the authorized activity may affect any historic properties listed, determined to be eligible, or which the prospective permittee has reason to believe may be eligible for listing on the NRHP, and shall not begin the activity until notified by the Corps that the requirements of the NHPA have been satisfied and that the activity is authorized. Information on the

location and existence of historic resources can be obtained from the State Historic Preservation Office (SHPO) and the NRHP. If cultural, archaeological, or historical resources are unearthed during activities authorized by this permit, work must be stopped immediately and the SHPO must be contacted for further instruction.

12. Spawning Areas: Discharges in spawning areas during spawning seasons must be avoided to the maximum extent practicable.

13. Obstruction of High Flows: To the maximum extent practicable, discharges must not permanently restrict or impede passage of normal or expected high flows or cause the relocation of the water (unless the primary purpose is to impound waters).

14. Adverse Effects from Impoundments: If the discharge creates an impoundment of water, adverse effects on the aquatic system due to the accelerated passage of water and/or the restriction of its flow shall be minimized to the maximum extent practicable.

15. Waterfowl Breeding Areas: Discharges into breeding areas for migratory waterfowl must be avoided to the maximum extent practicable.

16. Navigation: No activity may cause more than a minimal adverse effect on navigation.

17. Aquatic Life Movements: No activity may substantially disrupt the movement of those species of aquatic life indigenous to the waterbody, including those species which normally migrate through the area, unless the activity's primary purpose is to impound water.

18. Equipment: Heavy equipment working in wetlands must be placed on mats, or other measures must be taken to minimize soil disturbance. Where temporary construction mats are used, they must be placed in a manner that minimizes the matted area to the minimum necessary to

allow safe access to work areas and operation of equipment. To prevent the introduction of invasive species, all construction mats used shall be cleaned and free of debris (excess soil and plant material) prior to delivery at the project site.

19. Water Quality Standards: All work or discharges to a watercourse resulting from permitted construction activities, particularly hydraulic dredging, must meet applicable federal, state, and local water quality and effluent standards on a continuing basis.

20. Preventive Measures: Measures must be adopted to prevent potential pollutants from entering the watercourse. Construction materials and debris, including fuels, oil, and other liquid substances, will not be stored in the construction area in a way that allows them to enter the watercourse as a result of spillage, natural runoff, or flooding.

21. Disposal Sites: If dredged or excavated material is placed on an upland disposal site (above the ordinary high-water mark), the site must be securely diked or contained by an acceptable method that prevents the return of potentially polluting materials to the watercourse by surface runoff or by leaching. Construction of containment areas, whether bulkhead or upland disposal site, must be complete prior to the placement of any dredged material.

22. Suitable Fill Material: All fill (including riprap), if authorized under this permit, must consist of suitable material (e.g. no trash, debris, car bodies, asphalt, etc.) free from toxic pollutants in toxic amounts (see Section 307 of the Clean Water Act). In addition, rock or fill material used for activities dependent upon this permit and obtained by excavation must either be obtained from existing quarries or, if a new borrow site is opened up to obtain fill material, the State Historic Preservation Office (SHPO) must be notified prior to the use of the new site. Evidence of this

GP-002-WI GENERAL AND STANDARD CONDITIONS

consultation with the SHPO will be forwarded to the Corps.

23. Water Intakes/Activities: An investigation must be made to identify water intakes or other activities that may be affected by suspended solids and turbidity increases caused by work in the watercourse. Sufficient notice must be given to the owners of property where the activities would take place to allow them to prepare for any changes in water quality.

24. Spill Contingency Plan: A contingency plan must be formulated that would be effective in the event of a spill. This requirement is particularly applicable in operations involving the handling of petroleum products. If a spill of any potential pollutant should occur, it is the responsibility of the permittee to remove such material, to minimize any contamination resulting from this spill, and to immediately notify the state Emergency Management Duty Officer at 1-800-943-0003 and the National Response Center at telephone number 1-800-424-8802.

25. Other Permit Requirements: No GP-002-WI authorization eliminates the need for other local, state or Federal authorizations, including but not limited to National Pollutant Discharge Elimination System or State Disposal System permits.

26. State Section 401 Certification Conditions and Limitations: All GP-002-WI authorizations are provisional, and require individual Section 401 Clean Water Act Water Quality Certification or waiver from the Wisconsin Department of Natural Resources.

27. Wisconsin Coastal Management Program (WCMP) Conditions: The WCMP's Federal consistency determination for GP-002-WI provides that no GP-002-WI authorization for an activity taking place in coastal wetlands identified as ridge and swale complexes and/or wetlands adjacent to the Mink River (Door County), and the Kakagon and Bad Rivers (Ashland County) will be valid unless

and until a Federal consistency determination is granted or waived by the WCMP. This requirement therefore is incorporated as a permit condition of GP-002-WI. Project proponents will be notified of this condition in the Corps' GP-002-WI verification letter for projects in these areas.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
South Central Region Headquarters
3911 Fish Hatchery Road
Fitchburg, WI 53711-5397

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



July 20, 2016

GP-SC-2016-13-00918

Village of McFarland
Allan Coville
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

RE: Coverage under the wetland statewide general permit for wetland fill or disturbance for recreational development, located in the Village of McFarland, Dane County, also described as being in the SW1/4 of the SW1/4 of Section 2, Township 6 North, Range 10 East.

Dear Mr. Coville:

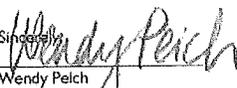
Thank you for submitting an application for coverage under the wetland statewide general permit for wetland fill or disturbance for recreational development, s. 281.36, Wis. Stats.

You have certified that your project meets the eligibility criteria and conditions for this activity. Based upon your signed certification you may proceed with your project to fill acres of wetlands. Please take this time to re-read the permit eligibility standards and conditions. The eligibility standards can be found on your application checklist or in the statewide general permit WDNR-GP4-2013 (found at <http://dnr.wi.gov/topic/waterways/construction/wetlands.html>). The permit conditions are attached to this letter. You are responsible for meeting all general permit eligibility standards and permit conditions. This includes notifying the Department before starting the project, and submitting photographs within one week of project completion. Please note your coverage is valid for 5 years from the date of the department's determination or until the activity is completed, whichever occurs first. This permit coverage constitutes the state of Wisconsin's wetland water quality certification under USCS s. 1341 (Clean Water Act s. 401).

The Department conducts routine and annual compliance monitoring inspections. Our staff may follow up and inspect your project to verify compliance with state statutes and codes. If you need to modify your project please contact your local Water Management Specialist, Wendy Peich at (608) 275-3481 or email wendy.peich@wisconsin.gov to discuss your proposed modifications. Please be sure to obtain any other local, state or federal permits that are required before starting your project.

For project details, maps, and plans related to this decision, please see application number WP-GP-SC-2016-13-X03-23T13-15-45 on the Department's permit tracking website at <https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx>.

If you have any questions, please call me at (608) 275-3481 or email wendy.peich@wisconsin.gov.

Sincerely,

Wendy Peich
Water Management Specialist

cc: Kerrie Hauser, (651) 290-5903, Project Manager, U.S. Army Corps of Engineers
Dane County Zoning Administrator
Conservation Warden

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customerurvey> to evaluate how I did.

WDNR-GP4-2013 Permit Conditions – Recreational Development

You agree to comply with the following conditions:

1. **Application.** You shall submit a complete application package to the Department as outlined in the application materials and section 2 of this permit. If requested, you shall furnish the Department, within a reasonable timeframe, any information the department needs to verify compliance with the terms and conditions of this permit.
2. **Certification.** Acceptance of general permit WDNR-GP4-2013 and efforts to begin work on the activities authorized by this general permit signifies that you have certified the project meets all eligibility standards outlined in Section 1 of this permit and that you have read, understood and have agreed to follow all terms and conditions of this general permit.
3. **Reliance on Applicant's Data.** The determination by this office that a confirmation of authorization is not contrary to wetland water quality standards will be based upon the information provided by the applicant and any other information required by the DNR.
4. **Project Plans.** This permit does not authorize any work other than what is specifically described in the notification package and plans submitted to the Department and you certified is in compliance with the terms and conditions of WDNR-GP4-2013
5. **Expiration.** This WDNR-GP4-2013 expires on July 19, 2018. The time limit for completing work authorized by the provisions of WDNR-GP4-2013 ends 5 years after the date on which the discharge is considered to be authorized under WDNR-GP4-2013 or until the discharge is completed, whichever occurs first.
6. **Other Permit Requirements.** You are responsible for obtaining any other permit or approval that may be required for your project by local zoning ordinances, floodplain ordinance, other local authority, other state permits and by the U.S. Army Corps of Engineers before starting your project.
7. **Authorization Distribution.** You must supply a copy of the permit coverage authorization to every contractor working on the project.
8. **Project Start.** You shall notify the Department before starting construction.
9. **Permit Posting.** You must post a copy of this permit coverage letter at a conspicuous location on the project site prior to the execution of the permitted activity, and remaining at least five days after stabilization of the area of permitted activity. You must also have a copy of the permit coverage letter and approved plan available at the project site at all times until the project is complete.
10. **Permit Compliance.** The department may modify or revoke coverage of this permit if it is not constructed in compliance with the terms and conditions of this permit, or if the Department determines the project will be detrimental to wetland water quality standards. Any act of noncompliance with this permit constitutes a permit violation and is grounds for enforcement action. Additionally, if any applicable conditions of this permit are found to be invalid or unenforceable, authorization for all activities to which that condition applies is denied.
11. **Construction Timing.** Construction should take place during frozen or dry conditions where practicable.
12. **Construction.** No other portion of the wetland may be disturbed beyond the area designated in the submitted plans.

13. **Project Completion.** Within one week of completion of the regulated activity, you shall submit to the Department a statement certifying the project is in compliance with all the terms and conditions of this permit, and photographs of the activities authorized by this permit. This statement must reference the Department-issued docket number, and be submitted to the Department staff member that authorized coverage.
14. **Proper Maintenance.** You must maintain the activity authorized by WDNR-GP4-2013 in good condition and in conformance with the terms and conditions of this permit utilizing best management practices. Any structure or fill authorized shall be properly maintained to ensure no additional impacts to the remaining wetlands.
15. **Site Access.** Upon reasonable notice, you shall allow access to the site to any Department employee who is investigating the project's construction, operation, maintenance or permit compliance with the terms and conditions of WDNR-GP4-2013 and applicable laws.
16. **Erosion and siltation controls.** The project site shall implement erosion and sediment control measures that adequately control or prevent erosion, and prevent damage to wetlands as outlined in NR 151.11 and 151.12, Wis. Adm. Code.
17. **Equipment use.** All equipment used for the project will be designed and properly sized to minimize the amount of disturbance to the wetland.
18. **Invasive Species.** All project equipment shall be decontaminated for removal of invasive species prior to and after each use on the project site by utilizing best management practices to avoid the spread of invasive species as outlined in NR 40, Wis. Adm. Code. For more information, refer to <http://dnr.wi.gov/topic/Invasives/bmp.html>.
19. **Federal and State Threatened and Endangered Species.** WDNR-GP4-2013 does not affect the DNR's responsibility to insure that all authorizations comply with Section 7 of the Federal Endangered Species Act, s. 29.604, Wis. Stats and applicable State Laws. No DNR authorization under this permit will be granted for projects found not to comply with these Acts/laws. No activity is authorized which is likely to jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act and/or State law or which is likely to destroy or adversely modify the critical habitat of a species as identified under the Federal Endangered Species Act.
20. **Special Concern Species.** If the Wisconsin National Heritage Inventory lists a known special concern species to be present in the project area you will take reasonable action to prevent significant adverse impacts to the species of concern.
21. **Historic Properties and Cultural Resources.** WDNR-GP4-2013 does not affect the DNR's responsibility to insure that all authorizations comply with Section 106 of the National Historic Preservation Act and s. 44.40, Wis. Stats. No DNR authorization under this permit will be granted for projects found not to comply with these Acts/laws. Information on the location and existence of historic resources can be obtained from the State Historic Preservation Office and the National Register of Historic Places. If cultural, archaeological, or historical resources are unearthed during activities authorized by this permit, work must be stopped immediately and the State Historic Preservation Officer must be contacted for further instruction.
22. **Preventive Measures.** Measures must be adopted to prevent potential pollutants from entering a wetland or waterbody. Construction materials and debris, including fuels, oil, and other liquid substances, will not be stored in the construction area in a manner that would allow them to enter a wetland or waterbody as a result of spillage, natural runoff, or flooding. If a spill of any potential pollutant should occur, it is the responsibility of the permittee to remove such material, to minimize any contamination resulting from this spill, and to immediately notify the State Duty Officer at 1-800-943-0003.

23. Suitable fill material. All fill authorized under this permit shall be free from hazardous substances as defined by s. 289.01(11), Wis. Stats., free from solid waste as defined by s. 289.01(11) and (33), Wis. Stats., and any fill must consist of clean, suitable soil material as defined by s. NR 500.03(214), Wis. Admin. Code.
24. Standard for Coverage. Wetland impacts from the project will cause only minimal adverse environmental impacts as determined by the Department.
25. Projects that impact wetland must comply with the wetland water quality standards outlined in Wis. Stat. s. 281.36(3g)(d) and Wis. Admin. Code NR 103, including the submission of a narrative describing avoidance and minimization of wetlands.
26. Transfers. Coverage under this permit is transferable to any person upon prior written approval of the transfer by the Department.
27. Limits of State Liability. In authorizing work, the State Government does not assume any liability, including for the following:
 - Damages to the permitted project or uses thereof as a result of other permitted or unpermitted activities or from natural causes.
 - Damages to the permitted project or uses thereof as a result of current or future activities undertaken by or on behalf of the State in the public interest.
 - Damages to persons, property, or to other permitted or unpermitted activities or structures caused by the activity authorized by this permit.
 - Design or construction deficiencies associated with the permitted work.
 - Damage claims associated with any future modification, suspension, or revocation of this WDNR-GP4-2013.
28. Reevaluation of Decision. The Department may suspend, modify or revoke authorization of any previously authorized activity and may take enforcement action if the following occur:
 - The applicant fails to comply with the terms and conditions of WDNR-GP4-2013.
 - The information provided by the applicant in support of the permit application proves to have been false, incomplete, or inaccurate.
 - Significant new information surfaces which was not available at the time of the application that this office did not consider in reaching the original decision.



WISCONSIN
HISTORICAL
SOCIETY

MC89
COVER

July 19, 2016

Mr. Brian R. Berquist
Town & Country Engineering, Inc.
2912 Marketplace Drive
Suite 103
Madison, WI 53719

RECEIVED
JUL 25 2016

TOWN & COUNTRY
ENGINEERING, INC.

IN REPLY, PLEASE REFER TO WHS CASE # 16-0367/DA

Re: Request to Conduct Ground-Disturbing Activity within the Uncatalogued Boundaries of the Sure Johnson Mound Group Human Burial Site (DA-073/BDA-0364)

Dear Mr. Berquist:

Based on the information you have provided in your submittal materials dated June 23, 2016 (received in this office June 27, 2016), regarding the above referenced project, we do hereby authorize the proposed ground disturbing activities within the uncatalogued boundaries of the Sure Johnson Mound Group human burial site (DA-073/BDA-0364), pursuant to the provisions of Wis. Stats. §§ 157.70 (4) and Wis. Admin. Code § HS 2.04 (4), and according to the provisions provided below.

Your Authorization to conduct this work shall be valid for a period of one year from the date of this letter.

This Authorization applies to the proposed work activity specifically described in your June 23, 2016 submittal. All ground-disturbing activities that occur within the uncatalogued boundaries of the burial site shall be monitored by a qualified archeologist, as defined at Wis. Stats. § 157.70 (1) (i). John G. Hodgson is such a qualified archeologist. You may find a list of other such qualified archeologists at the following web site:
<http://www.wisconsinhistory.org/pdfs/hp/HPR-Burial-Excavation-Consultants-List.pdf>.

Collecting, Preserving and Sharing Stories Since 1846

816 State Street Madison, Wisconsin 53706

wisconsinhistory.org

In the event that the proposed area of construction has been disturbed to a degree greater than that proposed to be disturbed to facilitate your project, or to a degree that would eliminate any possibility of finding intact human burials, please provide corroborating written information describing this finding to justify termination of monitoring activities. Otherwise, again, all areas of ground-disturbing shall be monitored.

If during the proposed ground disturbing activity you encounter human remains, you must stop work at that location and contact our office immediately for further coordination, and, in the event that human remains must be excavated and analyzed, for negotiation and execution of an appropriate contract.

Any deviation from the plans described in your June 23, 2016 submittal materials that may occur within the uncatalogued boundaries of the burial site that involves ground disturbing activity must be described in writing and said description forwarded to this office for further review and Authorization. Such modified work is not covered or authorized by this letter.

As well, I have reviewed this project for compliance with Wis. Stat. § 44.40, the State's historic preservation law, relevant to this case as there is a pending DNR permit necessary to carry out this proposed project. I concur with Mr. Hodgson's archeological survey report findings and recommendations in all respects, agreeing that no further archeological survey work is necessary prior to project commencement. I reiterate the provisions of the above burial site disturbance Authorization above, consistent with Mr. Hodgson's reported recommendations. By copy of this letter I am notifying DNR Preservation Officer Mark Dudzik of my findings. At this time, absent any non-human burial or non-historic property related issues, DNR may issue its permit.

With questions, please contact me. We anticipate receipt of your monitoring report, when it becomes available. Thank you for your continued attention to this matter.

Sincerely,

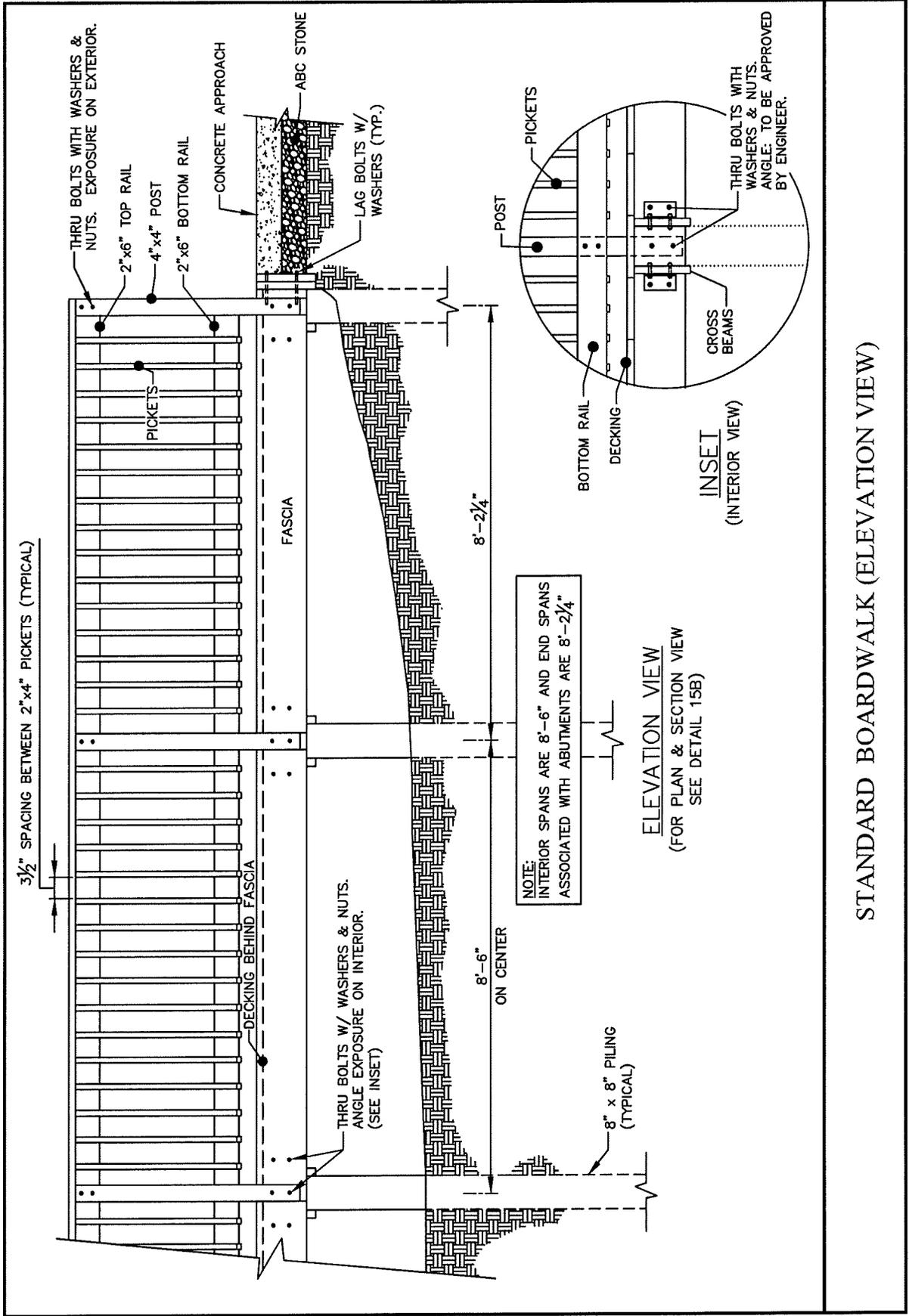


Chip Harry L. Brown III, J.D.
Government Assistance and Training Specialist

608-264-6508 (voice)

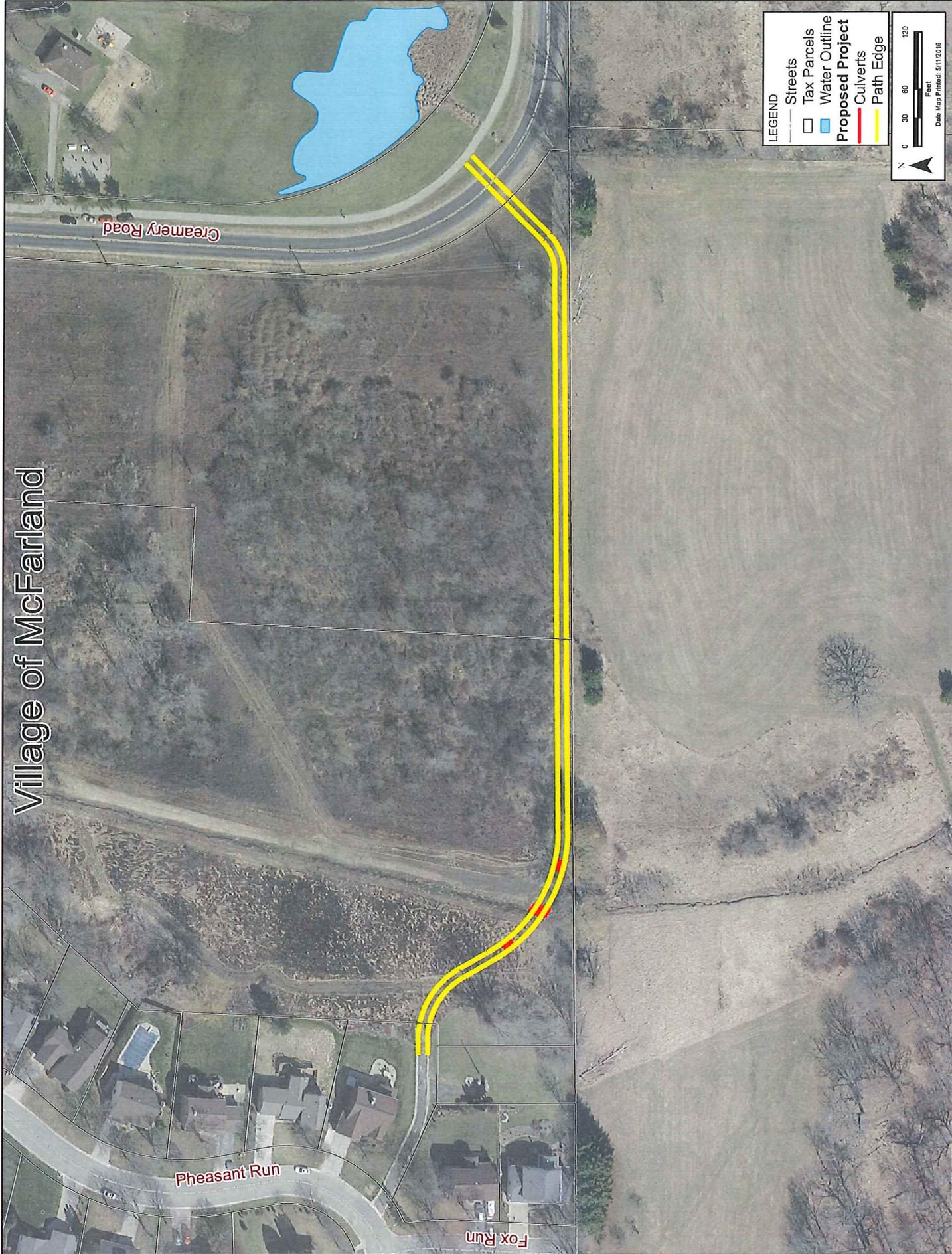
608-264-6504 (fax)

chip.brown@wisconsinhistory.org



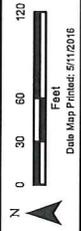
STANDARD BOARDWALK (ELEVATION VIEW)

Village of McFarland



LEGEND

- Streets
- Tax Parcels
- Water Outline
- Proposed Project**
- Culverts
- Path Edge





Request for Proposals (RFP) for Professional Services

Date: February 8, 2017

Re: **Master Planning Related to Main Street, Library, and Village Park Properties**

The Village of McFarland ("Village") is soliciting Proposals for Professional Services ("RFP") for the development of master planning and design services for the study of Main Street, E.D. Locke Public Library, and Urso/Schuetz Park. The services desired are those that can help the Village plan for the future development of certain amenities, layout concepts for streetscaping enhancements, and otherwise improve the look and feel of the areas in question. We would like to have your participation and look forward to receiving your proposal.

Please email your questions to Village Administrator/Treasurer Matt Schuenke: matt.schuenke@mcfarland.wi.us. All RFPs including pricing proposals must be received on or before, March 3, 2017 at 4:00 pm. Interested firms are required to submit the completed RFP in a sealed envelope identified as "MCFARLAND MASTER PLAN RFP" with the Respondent's name and address clearly indicated.

All Statements of Qualification/Proposals will be submitted to:

Village of McFarland
Attn: Matt Schuenke, Administrator
PO Box 110
McFarland, WI 53558

The following items need to be considered when submitting your proposal (the successful proposer of this project is hereafter referred to as the "Consultant").

5915 Milwaukee St	•	P.O. Box 110	•	McFarland, WI 53558-0110	•	FAX: (608) 838-3619	
Administration		Community Development		EMS	Fire	Outreach	Police
838-3153		838-3154		838-3152	838-3278	838-7117	838-3151

Section 1 Project Description Summary

The Village has several areas in need of updating in order to prepare for their revitalization and potential redevelopment within the Community. The work provided by the Consultant will help the Village properly plan and prepare concepts in association with other projects as deemed appropriate by the Village.

Section 2 Background

The Village of McFarland is a growing community of about 8,000 residents located in Dane County on US Highway 51. The Village is adjacent to the furthest southeast corner of the City of Madison, State Capital, and is a short distance from Interstate 90/39. In 2017, the Village has identified 3 areas as priorities for study to help improve their general aesthetic look and use as well as plan for future public development.

- Main Street – This includes the Village’s downtown area with several historical structures in the 2.5 block radius. The road also serves as County Highway MN and will be reconstructed in 2017 as part of a joint project with Dane County. General amenities are desired for inclusion when the project is finished later in the year.
- E.D. Locke Public Library – Adjacent to Main Street and located in the Downtown, the review of the Library will look at several features and their potential feasibility. This includes the redesign of Discovery Garden Park attached to the facility, possible creation of a patio along Main Street, and other recommendations for improvements to the site.
- Urso/Schuetz Park – A master plan for this park was created over 10 years ago and needs to be updated. The Village desires to review the former plan and update it for possible implementation over a multi-year period beginning in 2018.

Section 3 The Village’s Role

The Village Board is ultimately responsible for approving a contract as a result of the services offered by the Consultant within their RFP. However, several Village Boards and Committees will assist in the input and review process of the work to be preformed by the Consultant. Village Staff will also serve to facilitate the process and help lead the project to completion as is directed by these entities. The Village Administrator/Treasurer shall be the main point of contact for the project.

Section 4 Scope of Work

The work desired by the Village from the Consultant is included but not limited to the following categories (Review Authority Listed in Parenthesis):

- A. *Main Street (CDA and Landmarks Commission)*
 - i. Amenity Selection – The Village desires to install new amenities within its Downtown on Main Street. The Consultant will assist the Village in selecting a design or style of benches, bike racks, trash receptacles, and planters that are consistent and embrace the theme of their surroundings.
 - ii. Amenity Placement – Once a style is selected by the Village, the Consultant will utilize the design for Main Street (provided by the Village) to properly layout and place the amenities for efficient utilization.
 - iii. Parking Lot Development – The Consultant will help the Village create a concept of developing a new parking lot with related amenities on Parcel #0610-031-7111-2 (Village owned). This will include the concept of the Village acquiring Parcel #0610-031-7105-0 (not Village owned) and opportunities for possible synergies with this area and the Lower Yahara Trail to come through on Creamery Road.

- B. *E.D. Locke Public Library (Library Board and Parks Committee)*
 - i. Discovery Garden Park – The Village desires to redevelop this Park by making it more user friendly and accessible to all patrons, especially those with special needs and/or disabilities.
 - ii. Main Street Patio – With this road under construction and other streetscape amenities being considered, the Village wants to review the feasibility of a patio on the west side of the Library between the building and the sidewalk. The Consultant may review other alternatives on the property for this amenity with the objective to be close to Main Street.
 - iii. General Review/Recommendations – Consultant will review the entire Library property and make suggestions to improve landscaping, reduce hardscape, and enhance the outdoor look as well as usage of the facility.

C. *Urso/Schuetz Park (Parks Committee)*

- i. Update to the 2005 Master Plan – This park completed a Master Plan in 2005 that needs updating. Village will provide plan to Consultant for reference and background in order to provide update.
- ii. Lower Yahara Trail – Consultant will work with the Village and Dane County to efficiently work in this trail improvement into the updated Master Plan. The trail is scheduled to be completed between Madison and McFarland in 2017, and eventually will connect from McFarland to Stoughton in the near future.
- iii. General Amenities – Consultant will review and make recommendations on opportunities for natural restorations, development of various conservancy areas, networking of local trails, shelters, and other active/passive recreational uses as may be desired by the Village.

D. General Requirements (Apply to All Areas)

- i. Kick-off meeting with various entities listed above to review existing condition, discuss strengths and weaknesses, and outline goals/objectives with this project.
- ii. Consultant will conduct a visual assessment and functional review of the existing condition in order to note key deficiencies as well as positive attributes as they may exist.
- iii. Based on Village goals and assessment of existing condition, Consultant will develop recommendations in the form of options for enhancement of noted areas as listed. A draft will be submitted for review in order for the Village to provide input. Confirm Village's preferred option/strategy before proceeding with final report.
- iv. Consultant will prepare a written report summarizing the whole assessment project, recommendations, and projected budget level costs. Include a narrative describing the Village goals for the system, review of the existing condition, options presented for enhancement, and final recommendations (including projected budget level cost).
- v. Final written report(s) for Items A-C above will be prepared and presented independently of each other.

Section 5 Compensation and Reimbursement of Expenses

Compensation for services rendered shall be listed according to Task Items A-C with the costs to complete Task Item D included within each of the three other individual items. Reimbursement for expenses incurred by the Consultant shall be for actual costs incurred by Consultant to complete the work and shall be clearly defined in the proposal. Consultant shall submit invoices for review and approval detailing the services provided and associated reimbursable expenses. Each invoice shall be reviewed to determine whether the services provided have been completed in a manner that is satisfactory to the Village.

Section 6 Schedule

- RFP Notice – February 8, 2017
- Newspaper Notice – February 15 and 22, 2017
- RFP Due – March 3, 2017 at 4:00 pm
- Staff Review and Recommendation of RFPs – Week of March 6, 2017
- Village Board Consideration of Contract – March 13, 2017
- Contract Begin – April 1, 2017

Section 7 Proposal Content and Submittal Requirements

1. Submit five (7) bound proposal copies and one electronic copy on USB flash drive no later than 4:00 pm, Friday, March 3, 2017 to the Village of McFarland, Attn: Matt Schuenke, PO Box 110, McFarland, WI 53558. The proposal must be submitted in a sealed envelope/package clearly marked with the Consultant's name and "McFarland Master Plan RFP."

2. Proposals received late, for any reason, shall not be accepted.

3. A disclosure of all personal, professional or financial relationships with any officer or employee of the Village.

4. A detailed narrative of the project showing the Consultant's experience with the Scope of Work requested including the general requirements listed. The narrative should discuss the proposed approach and methodology to be used to meet the objectives of the project. The narrative should have general descriptions for the activities and how this approach will ensure timely completion of the project.

5. List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include an organizational chart of personnel involved in the project. The firm's project manager, who will be responsible for planning, coordinating and conducting the majority of the work, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.
6. A list of current and past work on similar projects, staff who worked on these projects and corresponding client's names, titles and phone numbers. List should also include website links to similar plans completed by the firm for similar government agencies.
7. All information developed as a part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format.
8. The successful Consultant shall be expected to fully meet all representations made in its proposal.

Section 8 Firms must meet the minimum requirements:

1. Within the last 10 years has been the lead consultant for a minimum of five (5) similar projects for a public agency.
2. Have knowledge of state of the art equipment and technology, and familiarity with a wide variety of manufacturers and models of equipment and materials. Not be a representative of any equipment manufacturer or vendor, nor have a financial interest in any equipment manufacturer or vendor companies.
3. Have sufficient staff and resources to be able to complete contract obligations in a timely manner.
4. Licensed and/or certified professionals as required to provide the services.
5. Have technical competence and capabilities in computer aided drafting, using a system that is compatible with the current AutoCad release.
6. Demonstrated longevity of the firm and demonstrated financial stability.
7. Ability to attend meetings and provide services in a timely manner, as related to distance of firm and sub-consultants from Village facilities.
8. The selected Consultant must demonstrate adequate insurance coverage.

Section 9 Method of Evaluation and Selection

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The District may reject any proposal if it is conditional, incomplete or contains irregularities. The District may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The District reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



**Parks / Public Works / Public Utilities
Monthly Report**

January, 2017

The following are items that have been accomplished in the Village over the last month:

McDaniel Park:

- ▶ The Lower Yahara Trail project will continue through June of 2017. Large 100' beams needed for the trail have been moved in.

Brandt Park:

- ▶ The Village is planning to replace the outfield lights in 2017.
- ▶ The Village had compost spread on the outfields in November. This was the third year this application was applied.

Indian Mound Park:

- ▶ Removal of the Phase III trees is scheduled to take place early this year. We are still waiting for State approval to proceed.
- ▶ We met with Kevin Hamm to discuss the oak wilt treatment plan that has been initiated over the last few years. Kevin is going to address additional trees that are subject to oak wilt in the area where the trees are adjacent to wilt pockets.

Arnold Larson Park:

- ▶ A big "Thank You" goes out to the Lions Club who decorated the gazebo for the Christmas Season.
- ▶ The Public Works Crew removed the Lions Head drinking fountain by the Municipal Center and prepared it for shipment to be renovated. The Lions Club made this request and are paying for the shipment and the renovation.

PUBLIC WORKS DEPARTMENT • (608)838-7287 • FAX (608)838-6823

5115 Terminal Drive • P.O. Box 110 • McFarland, WI 53558-0110

Flower Corner:

- ▶ The Public Works / Parks staff removed the lights on the Village Christmas Tree and also removed the lighted snowflakes that were on street light poles running through the Village.

Lewis Park:

- ▶ The Public Works / Parks staff flooded the two outdoor ice rinks and continue to groom the ice on an as needed basis. Volunteers installed the hockey boards and the season is underway.
- ▶ The shelter is now open from 7:00 am till 9:00 pm daily.

Grandview Conservancy:

- ▶ The Village is making preparations to proceed with the path through the conservancy.

William McFarland Park:

- ▶ The park was laid up for the winter season.
- ▶ Compost was also spread throughout the park with the intention of thickening the grass for next season.

Community Garden:

- ▶ The water system was shut off and the lines were winterized.

Juniper Addition Park:

- ▶ Staff continues to monitor the park area in Juniper Addition to make sure everything is maintained.

Dog Park:

- ▶ Continue to service the park on a weekly basis.

Snow Event:

- ▶ The Public Works / Parks Staff have continued to address the streets and paths from multiple snow and ice events.

Various Public Works Activities:

- ▶ Have started the yearly painting of Well Houses.
- ▶ Continue to work on all snow equipment and vehicles to make sure they are operating efficiently through the winter months.
- ▶ Continue with patching streets through the winter months.
- ▶ Continue with trimming trees throughout the Village.
- ▶ Continue replacing lights and ballast in the Library, Municipal Center, Public Works Building and associated parking lots for each of those facilities.
- ▶ Installed speed boards and crossing signs around various schools.