VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

PARKS, RECREATION, AND NATURAL RESOURCES COMMITTEE

Thursday, February 18, 2016 **7:00 P.M.** **McFarland Municipal Center Conference Room "A"**

AGENDA

1. Call to order.
2. Public Comments.
3. Review and possible approval of draft Minutes of the Parks, Recreation, and Natural Resources Committee meeting of January 21, 2016.
4. Presentation and discussion of bid tabulations for Lewis Park Shelter project.
5. Recommendation to the Village Board from the Parks, Recreation and Natural Resources Committee regarding the award of the contract for the Lewis Park Shelter project.
6. Review and possible recommendation to the Village Board to remove milk weed from Village Ordinance Chapter 20, Section 20-25 (c) (3).
7. Continue discussion and possible action regarding park utilization policies.
8. Discussion on procedure by which we name the new shelter, potentially, and/or the new park space at Juniper Ridge.
9. Discussion and possible recommendation to add porta potties in other parks and an additional one at Lewis Park.
10. Public Works Director update.
11. 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 12th day of February, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy. 51.

Tracey Berman, Clerk/Deputy Treasurer

Public Utilities Committee
Meeting Minutes – DRAFT
January 19, 2016

Members Present: Mary Pat Lytle, Stephanie Brassington, Marc Nielsen, Ernie Peterson and Craig Weiss

Members Absent: None

Staff Present: Allan Coville, Linda Dieckhoff and Eric Rindfleisch

Others Present: Brian Berquist (Town & Country)

1. **Call to Order.** The meeting was called to order at 6:00 p.m. by Chair Lytle in Conference Room "A" at the Municipal Center.

2. **Public Comments.** None

3. **Review and possible approval of draft Minutes from the Public Utilities Committee Meeting of December 15, 2015.**

   Motion by Lytle, second by Nielsen, to approve the draft minutes from the Public Utilities Committee Meeting of December 15, 2015 with changes. Motion carried 5-0 by acclamation.

4. **Holscher Road and Lift Station #5 update.**

   Lift station construction is in process. Plan is to have the lift station online the end of February or first part of March. The heat will be turned on tomorrow in order to get the masonry dried out. The pumps, generators and control panels are in the 608 area code. Overhead lines will be put underground and the transformer will be hugging the right-of-way on Holscher Road. Landscaping around the lift station is not part of the contract.

5. **Update on preliminary plans for Broadhead/MN and Alben construction project.**

   Finalized drawings are scheduled to be completed the first week in February and open bids on February 25. We will be having a joint Public Works and Public Utilities meeting to make a recommendation to the Village Board at their first meeting in March.

6. **Update on Siggelkow Road water main project.**

   Plans are on track. Open bids a week later than Holscher and Broadhead/MN projects. Bids would be awarded at the same Village Board meeting.

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7. **Discussion and recommendation to Village Board regarding Adaptive Management full-scale agreement.**

Coville indicated that more changes are being done to the current agreement. Committee decided to postpone until we have all the changes. The changes are minor in nature and are more clarification of wording. Committee would like red line version of changes. The Village's current plan is to update the slam model prior to September.

8. **Discussion and possible recommendation on vacant cell tower building to be turned into public restroom.**

Coville indicated that a couple of cellular phone tenants on the Holscher Water Tower have exercised their option to remove equipment from the water tower. The two recently departed are Sprint and Cricket. We now have two vacant buildings. The wiring and antennas have been removed. With the new Veridian development, it has been suggested that we may want to convert these two buildings into restrooms.

Lytle asked what the cost would be. Coville indicated that between the church and water tower there would need to be a sanitary sewer line installed. We would also need to run water lines t the two buildings. The buildings have air conditioning and would need to be winterized. This would be part of the Parks budget to operate and maintain the facilities.
The basic plan would be to install sinks and toilets. If we decide this is an option we would budget in the future.

9. **Discussion and recommendation to do upgrades to Lift Station #2.**

Lift Station #2 is located on Pheasant Run and Marsh Woods by the Grandview Conservancy. We recently had some work done and found some issues. The existing lift station pump control panel needs to be upgraded. The junction box is exposed and not in a sealed box. The estimated cost $12,304. This work definitely needs to be done.

This is not included in the 2016 budget. The general maintenance budget item may run over.

Weiss indicated that the whole SCADA system needs to be upgraded. We should check into incorporating this as well. It would be a large dollar item but we should try to pull this together to upgrade the system. Eric Rindfleish recommended we do this sooner than later. Weiss indicated we should go to the next level. Money savings from the maintenance of pumping equipment could pay for this. There is focus on energy money available to do study.

10. **Review and possible approval of Stormwater Utility fixed and variable budget components for 2016.**

Eric Rindfleisch indicated most of the account lines were the same except for the debt service interest payments that were added in 2016 for 2015 debt.

Motion by Nielsen, second by Lytle, to adopt the 2016 Stormwater Utility fixed rate of 36.3% and variable rate of 63.7%. Motion carried 5-0 by acclamation.

11. **Staff Reports.**
    a. **Update on activities** – Received the DNR Response regarding our Compliance Maintenance Annual Report. We are required to develop a CMOM Program. Town & Country will develop the CMOM Program. This is a manual on how we operate our sanitary sewer utility and is due August 1, 2016.

    b. **Financial Reports** – No Report.
    c. **Impact Fee Summary** – Placed on file.

12. **Adjournment. Motion** by Weiss, second by Nielsen, to adjourn at 6:42 p.m. Motion carried 5-0 by acclamation.

Respectfully Submitted,
Linda L. Dieckhoff
Public Works/Utilities Clerk

Sec. 20-25. - Destruction of noxious weeds.

(a) The Village shall annually on or before May 15 apprise residents that every person is required by law to destroy all noxious weeds on lands in the Village which they own, occupy or control. A joint notice with other towns or municipalities may be utilized.

(b) If the owner or occupant shall neglect to destroy any weeds as required by such notice, then the Village shall give five days' written notice by certified mail to the owner or occupant of any lands upon which the weeds shall be growing to the effect that the Village, after the expiration of the five-day period, will proceed to destroy or cause to be destroyed all such weeds growing upon said lands and that the cost thereof will be assessed as a tax upon the lands upon which such weeds are located under the provisions of Wis. Stats. § 66.0407. In case the owner or occupant shall further neglect to comply within such five-day notice, then the Village shall destroy such weeds or cause them to be destroyed in the manner deemed to be the most economical method and the expense thereof, including the cost of billing and other necessary administrative expenses, shall be charged against such lots and be collected as a special tax thereon.

(c) As provided for in Wis. Stats. § 66.0407(1)(a), the Village shall require that all noxious weeds shall be destroyed prior to the time in which such plants would mature to the bloom or flower state. The growth of noxious weeds in excess of eight inches in height from the ground surface shall be prohibited within the Village corporate limits. Noxious weeds shall include any weed, grass or similar plant growth which, if allowed to pollinate, would cause or produce hayfever in human beings or would cause a skin rash through contact with the skin.

(1) Noxious weeds, as defined in this Section and in Section 20-26, shall include, but not be limited to, the following:

Alliaria petiolata (Garlic mustard)
Amaranthus retroflexus (Pigweed)
Ambrosia artemisiifolia (Common Ragweed)
Ambrosia trifida (Great Ragweed)
Arctium minus (Burdock)
Cannabis sativa (Hemp)
Chenopodium album (Common Lambsquarter)
Cirsium arvense (Canada Thistle)
Cirsium vulgaries (Bull Thistle)
Convolvulus arvensis (Creeping Jenny) (Field Bind Weed)
Euphorbia esula (Leafy Spurge)
Lythrum salicara (Purple Loosestrife)
Pastinaca sativa (Wild Parsnip)
Plantago iancellata (English Plantain)
Rhus radicans (Poison Ivy)
Rumex crispus (Curled Dock)
Securigera varia (Crown Vetch)
Toxicodendron diversilobrum (Poison Oak)
Tragopogon dubius (Goat's Beard)
Xanthium strumarium (Cocklebur)

(2) Noxious grasses, as defined in this Section and in Section 20-26, shall include, but not be limited to, the following:

Agrostia alba (Redtop)
Dactylis glomerata (Orchard)
Phleum pratensis (Timothy)
Poa pratensis (Kentucky Blue)
Sorghum halepense (Johnson)
Setaria (Foxtail)

(3) Noxious weeds are also the following plants and other rank growth:

Ragweed
Thistles
Smartweed
Dandelions (over eight inches in height)
Milkweed (over eight inches in height)

(Code 1998, § 8-1-5; Ord. No. 98-10, § 1, 10-12-1998; Ord. No. 2003-05, §§ 26, 27, 3-24-2003)

State Law reference— Noxious weeds, Wis. Stats. § 66.0407.

DRAFT
Village of McFarland
Policy for Special Events In Parks

The Village of McFarland Parks are an extensive operation with a variety of parks and park users. The primary mission of the Parks Department is to provide citizens and visitors with open space and facilities for recreation and relaxation. However, special events may be allowed through the permitting process detailed here. Park event permits are intended to regulate and control the use of Village parks so that the safety and general welfare of the public and our parks can be protected and maintained.

What makes a park use request a special event?

Here are a few examples of when a park use request may be considered a special event:

- A large number of participants are expected.
- The event will be promoted to the general public.
- Admission will be charged.
- A park not normally used for events, such as a neighborhood park or beach, has been requested.
- Beer will be sold.
- The purpose of the event is to raise money, whether for a non-profit/charity or as a commercial venture.
- The event will use extensive space in a park.

If you are not sure whether your event qualifies as a special event, contact the Public Works Department at (608) 838-7287.

If your event requires a Park Event Permit:

STEP 1: Planning Your Event.

If the application is for a new event, approval by the Parks, Recreation and Natural Resources Committee (PRNR) and/or the Village Board may be required. In completing your application, please include the requested one page narrative. The application will be reviewed by Parks staff and, if necessary, presented to the PRNR Committee. Applications must be submitted at least two months (60 days) prior to the event to be considered.

Returning Community Events

Approval from the PRNR Committee may also be required if the plans for a returning event differ significantly from previous years' events. Examples of changes that may require Committee approval are: expansion of venue, gated admission, selling beer, additional stages, significantly increased attendance, etc. These applications must also

be submitted at least two months (60 days) in advance of the event. If your event has no significant changes, the application must be submitted at least two months (60 days) prior to the event.

Important Considerations

Review the Fee Schedule to estimate the costs for your event (this fee information is only to help you with budgeting). Actual fees will be determined by the Parks Department.

If your event requires a Certificate of Insurance, this document must be received by the Village of McFarland Parks Department 30 days prior to the event.

Contact the Public Works Department at (608) 838-7287 if you have any questions.

STEP 2: Application Requirements

The following information/documents are required of every event applying for a Special Event Permit. Be sure and provide the information and complete the forms as they pertain to your event:

- Park Event Schedule
- Park Event Site Map
- Emergency Action Plan
- Park Event Clean-Up and Recycling Plan
- Park Event Permit Application

STEP 3: Complete a Park Event Schedule

- The schedule begins when event set-up starts and ends when clean-up of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, such as:
    - Vending: When will vendors set-up, hours of operation, tear-down, leave park
    - Music/Performances: Stage set-up, performance schedule, tear-down
    - Displays, Exhibits, Demonstrations: Set-up, open hours, tear-down, leave park
    - Run/Walk/Parade, etc.: When does staging start, start time(s), end time(s)

STEP 4: Complete a Park Event Site Map

To ensure proper review of the event please attach a Park Event Site Map and a route plan (if applicable).

- Site plans should include, but are not limited to, the following: location of tents, stages, fencing, vendors, portable toilets, beer gardens, dumpsters, placement of

vehicles, exit location for outdoor events that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above.

➢ The site plan should also include areas within the requested park that will be used for the event including parking lots, shelters, ball diamonds, soccer fields, ped/bike paths, tennis courts, volleyball courts and any other specific park features that are included in the plans for the event.

➢ A detailed route map should also be provided if the event includes a run, walk, parade or other moving activity. A helpful online resource for route mapping is Map My Run.

➢ If the event includes a run/walk component, the approval of the Parks Department for the use of the park does not imply approval of the proposed route. Routes need to be approved with a Parade Permit.

STEP 5: Safety and Security Plan

➢ The plan should include, but is not limited to, the hiring of private security companies and licensed professional emergency medical services; plans for crowd control; alcohol containment; securing valuables and protecting event participants

➢ Village of McFarland Police and Fire Departments may make additional recommendations after review of the plan.

STEP 6: Clean-Up and Recycling Plan

➢ Each organization is responsible for clean-up of the event area. In accordance with Park policies, a clean-up deposit may be required.

➢ Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean-up.

➢ Please provide the name and contact information of the collection agency providing equipment and service for the event.

➢ Any group that leaves an area in a condition that requires special clean-up by Village crews will be charged the full cost of clean-up.

➢ If you need assistance with your clean-up and recycling plan, please contact the Village of McFarland at (608) 838-7287.

STEP 7: Insurance for your Event

➢ Most events will require insurance.

➢ Parks and the Village Administration Staff make the determination as to whether a Certificate of Insurance is required for an event or activity.

➢ The determination is based on the risk level of an event which is determined by such things as the size and nature of the event, activities planned for the event, the anticipated attendance, potential for injury, beer/alcohol, and other considerations.

➢ If a Certificate of Insurance is required, the event organizer will submit a general liability insurance policy certificate in the amount of $1,000,000 naming the Village of McFarland as Additional Insured. Special Event Permits will not be approved without this proof of insurance.

➢ The Village of McFarland Public Works Department must receive this certificate 30 days prior to the event date. This official certificate may be submitted electronically, mailed or faxed.

Indemnification Clause for Permits

The applicant for a Special Event Permit shall agree to indemnify, defend, and hold the Village and its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the Village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is issued. The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to $200 per falsified item.

STEP 8: Events with Amplification

➢ Public amplification is not allowed in Village Parks except by permission from the Parks Department, PRNR Committee or Village Board. Permission for amplification does not exempt a group from obeying Ordinance restrictions on the volume of sound. Please be considerate of park neighbors and other park users. Please be sure to include detailed information about any plans you have for amplified sound.

➢ The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

STEP 9: Vendors at your Event

➢ Special Event Vending Permits are required for anyone who sells anything in a Village Park. If vendors will be selling food, beverages, services and/or merchandise at your event, a Park Event Vending Permit is required. The fee for this license is dependent on the number of vendors at your event.

Food Vendors

➢ If a vendor is selling food, the Village of McFarland also requires a Temporary Food Establishment Permit which is available from the Dane County Public Health Department. They can provide more information on this permit and their requirements for the safe handling of food.

Insurance

➢ All vendors must supply a certificate of insurance for product and premises insurance in the amount of $1,000,000 in the aggregate naming the Village of McFarland as Additional Insured.

Permit Type

➢ Vendor Fee Required (see fee schedule)

* The Event Organizer's insurance must cover all vendors.

STEP 10: Temporary Structures

➢ A temporary structure is a tent (larger than a 10' x 10' pop up), staging, trailers, inflatables, and dunk tanks. Because of the increasing frequency of underground utilities and the danger to the public and to property from damaging them, the Parks Department **MUST** be involved when anyone wishes to install any temporary structure that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for the planning and performance of any type of ground penetration and excavation to provide advance notice to Diggers Hotline.

➢ A permit is required for the placement of any of these temporary structures. However, you are only required to contact Diggers Hotline if the ground will be penetrated by stakes, tools, or equipment. No permit is required for the placement of chemical toilets, volleyball nets, or pop-up tents that are 10' x 10' or smaller. ALSO, NO PERMIT IS REQUIRED TO HAVE A SMALL INFLATABLE AS LONG AS IT IS NO BIGGER THAN 15' x 15' AND IS NOT ANCHORED BY STAKES.

➢ Diggers Hotline is a statewide one-call notification system which provides advance notice to public utilities of intended excavation which may impact underground and overhead utility service.

➢ Prior to installation of structures which involve putting stakes in the ground in public parkland, the following steps must be taken:

- Temporary Structure Permit Application

➢ Diggers Hotline, 1-800-242-8511

➢ Call Diggers Hotline no earlier than 10 days before your event, and no later than 5 working days prior to the event. You MUST meet this timeline. There are no exceptions. They will ask for an address—please also tell them specifically that this is a park and give them the name of the park.

➢ Diggers Hotline will assign you a Ticket Number for each area that will be excavated. You must furnish this number to the Parks Department at least 5 days prior to your event. You may fax or call us. Be sure to give us your name, the park site, and the date that the tent will be installed.

STEP 11: Beer/Wine Sales at your Event

The Event Organizer must:

1. Obtain an application from the Village Administration Department
2. Fill out the application and review with the Village Police Department
3. Obtain final approval from the Village Board:

➢ Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. An adult member of the sponsoring organization or a security guard will check the identification of all persons entering the beer garden area.

➢ The enclosing fence shall be two four-foot-high fences placed at least seventy-two (72) inches apart. The fence shall be snow fencing or an equally impenetrable material.

➢ One or more security guards shall be on duty at all times during the operation of the event area to prevent entry of minors or intoxicated people into the area and to prevent beer from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.

➢ The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.

NO GLASS CONTAINERS ALLOWED IN THE PARK!

➢ Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on Village streets and public ways, and that Village Ordinances prohibit carrying out open containers containing alcohol from designated areas.

➢ No person under the age of twenty-one shall participate in serving or delivering beer to patrons.

Village of McFarland

McFarland Parks Department
Monthly Report

February, 2016

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

McDaniel Park:

- Emerald Ash Boer was discovered in McDaniel Park as they were removing trees for the new Lower Yahara River Trail.
- A request was made to have the contractor who is grubbing the trail path, to remove any Ash or dead trees that are still in the area of the trail.
- The bathrooms are closed and winterized for the season.
- Two large cotton wood trees were removed. The trees were located close to the adjoining residence and were removed for safety reasons.
- We received final notice from Dane County that in 2016, the Village will be receiving around $64,000 to install the Village's portion of the Lower Yahara River Trail path which connects McDaniel Park to Siggelkow Road. The Village is currently out for bids with the intention of building the Village's portion of the path this summer.

Brandt Park:

- The bathrooms are closed and winterized for the season.
- The Village is out for bids to replace the water main and re-construct Siggelkow Road between the railroad tracks and Terminal Drive. The goal is to have the project completed prior to softball season starting.

Arnold Larson Park:

- The park was winterized for the season.

Street Trees:

- We are continuing to trim various terrace trees through out the Village as time and weather dictates.

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

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

- The Village will again be going out for bids to plant additional terrace trees. This will help off set the amount of ash trees removed due to emerald ash borer.

Lewis Park:

- We are currently out for bids for the Lewis Park Shelter Project.
- The hockey boards have been installed and the grooming of the ice will continue as long as the weather cooperates.

Conservancies:

- Burnt the brush pile in Marshwoods conservancy. We tried to burn the wood pile at the Schutz property but were unable due to moisture in the wood.

William McFarland Park:

- The bathrooms were closed and winterized for the season.

Community Garden:

- Winterized all water lines running to the park.

Juniper Addition Park:

- Veridian paved the path through the park from the north end of the property to the south end of the property.
- Veridian cut and paved the path that extends from the water tower to the interior road way system.
- The Bruce Company planted numerous trees and bushes through out the park.
- None of the paths are being cleared during the winter.

Dog Park:

- The Public Works Crew continue to monitor the dog park as freeze thaw cycles tend to move the gate and fence posts.