

**Parks, Recreation, and Natural Resources Committee
Meeting Minutes
March 17, 2016**

1. **Call to order.**

Chair Kolk called the March 17, 2016 meeting of the Parks, Recreation and Natural Resources Committee to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

Members Present: Chair Dan Kolk, John Feldner, Chuck Rolfsmeyer, Rick Ruecking, Judy Sauer, Jacob Schkirkie, Greg Smith, Clair Utter and Darrel Waldera

Members Absent: Kate Barrett

Staff Present: Allan Coville and Linda Dieckhoff

Others Present: Jerry Adrian, Roman Andrew, Wendy Andrew and Tom TeBeest (Town & Country)

2. **Public Comments.** Roman Andrew introduced himself to the Committee and will be working on an Eagle Project in constructing an agility course for dogs at the dog park. His design will be safe for the dogs. The Village has offered a slide to be used in the design of the project. Roman is to submit a plan design back to this Committee before construction begins. Judy Sauer and Rick Ruecking will be his liaison. The project will not start until after school is out.

3. **Review and possible approval of draft Minutes of the Parks, Recreation, and Natural Resources Committee meetings of January 21 and February 18, 2016.**

Motion by Rolfsmeyer, second by Ruecking, to approve the minutes of the January 21, 2016 meeting. Motion carried 9-0 by acclamation.

Motion by Kolk, second by Smith, to approve the minutes of February 18, 2016 meeting with date change. Motion carried 9-0 by acclamation.

4. **Review and discussion of bid tabulations for 2016 Grandview Conservancy Path improvements. Possible recommendation to the Village Board from the Parks, Recreation, and Natural Resources Committee regarding the award of a construction contract for the 2016 Grandview Conservancy Path Improvements.**

Tom TeBeest of Town & Country indicated that the pre-bid estimate was \$84,185. Since we are disturbing less than 10,000 square feet of wetland, we do not have to get an individual permit through the DNR permitting process. We do

not recommend installing the boardwalk due to the higher cost. The low bidder was Raymond P. Cattell, Inc. and Town & Country recommends that we accept the Cattell base bid of \$74,075.

The elevation of the path is lower than the high water mark line. It is recommended that the culverts be upsized to 24". Town and Country feels confident there will not be any water back up problems to homes.

The bid included culverts that are 12". We could upsize to 24" culverts – preferably concrete. There would also be an extra cost for more fill. We would install end walls on the culverts. The PARC grant would pay up to \$42,500 and the project needs to be completed before the end of 2016.

Motion by Utter, second by Rolfsmeyer, to recommend to the Village Board to award the 2016 Grandview Conservancy Path Improvements contract to Raymond P. Cattell, Inc. in the amount of \$74,075 with approval of spending up to \$80,000 total for change orders for adjustments to increase the size of pipes up to 24".

Utter amended motion of up to \$85,000. Rolfsmeyer seconded amendment.

Amended motion carried 9-0 by acclamation.

Utter would like maps of wetland delineation before any other projects are bid.

5. **Review and possible recommendation to the Village Board regarding raised gardens by the Cottages on property owned by the Village of McFarland (request by Lions Club).**

Jerry Adrian on behalf of the Lions Club would like to install a 4' x 8' raised garden by the Cottages which would be on Village property. This would be built and maintained by the Lions Club. The Cottages would provide the water.

There was considerable discussion regarding liability to the Village and if there should be agreements similar to the Community Garden. Some committee members felt the Cottages had enough property of their own without encroaching on Village property.

Motion by Rolfsmeyer, second by Feldner, to recommend to the Village Board to approve the placement of a 4' x 8' raised garden by the Cottages on property owned by the Village of McFarland. Motion passed 5-3-1. Utter, Kolk and Smith nays and Sauer abstained.

6. **Review and possible recommendation to the Village Board regarding changes to Village Ordinances – Natural Lawns, Trees and Shrubs, Oak Tree Cutting and Noxious Weeds.**

Kolk reminded the committee this request came from the Village Garden Group to remove milk weed from the noxious weed ordinance.

Coville was asked if there have been any complaints about Natural Lawns. He indicated that the only complaints we have received is about people now mowing their lawns. To his knowledge, we have not had a problem with natural lawns.

Committee did not recommend any changes to the Natural Lawns Ordinance.

Kolk would like to look at area of oak wilt prevention and management for clarification. Coville to obtain the DNR requirements to give us some guidance.

Notations of Natural Resources Committee should be changed to PRNR Committee. The Village does not have a forester but we are using Kevin Hamm as a consultant. Mr. Hamm is a master arborist. Our ordinance does not address how we use Mr. Hamm. We need to change our ordinance or extend a contract to Mr. Hamm.

Kolk indicated that we need to take this in chunks. We need to determine the role of this committee, role of Public Works and role of Forestry. Not sure if we are in violation of our ordinance. Hamm does not have the authority to go on private property. We need to evaluate the components of ordinance that current staff has taken over and what needs to be addressed. This will be an agenda item next month.

We need to check to see if we have a heritage trees list.

For the noxious weed list we need to know what the standards are. We should use the guidelines used by the state. Next month have the state guidelines material.

7. Continue discussion and possible action regarding park special event policy and special event form.

Changes were made from last month. Need to make a change Under Step 10 last bullet – Applicants will not be issued a *park rental agreement* permit form until we receive proof that Diggers hotline has been contacted.

Motion by Rolfsmeyer, second by Smith, to approve the special park special event policy with one change under Step 10. Motion carried 9-0 by acclamation.

8. Update on Bird Festival planning.

The bird festival will be on April 9, 2016. There will be bird banding by Four Lakes and UW, kids games, face painting and refreshments for sale.

9. **Update to acknowledge the decision to place the Dane County bike trail in McDaniel Park and the fact that it was a decision deferred to the Public Works Committee.**

Coville indicated that the decision to place the Dane County Lower Yahara bike trail and extending the trail was deferred to the Public Works Committee. The Village has reached an agreement with Janke for a laydown area in McDaniel Park. A June 2017 completion date is expected. Dane County will be flying a drone monthly and post it to their website. The Village will link our website to theirs.

The Villages portion of the project will extend the trail from the McDaniel Park parking lot to Siggelkow Road, and then go east to Terminal Drive. The contract includes redoing the parking stalls and replacing the curb and gutter. The contractor will also replace the old water main. The completion date is May 3. Do to the Lower Yahara Trail Project on the north end of McDaniel Park, the present Village project will only include placing binder course of asphalt this year and surface course of asphalt next year. The Village has an agreement with the Village's contactor to repair any damaged binder coarse asphalt next year.

Coville indicated that Janke will cut down six cottonwood trees along the path, just north of the parking lot.

10. **Discussion on procedure by which we name the new shelter, potentially, and/or the new park space at Juniper Ridge.**

Defer tonight and put on top of the agenda next month.

11. **Public Works Director update.**

Work on the Indian Mound has begun. We still need to address the trail.

Conservancies – April and May is usually when we have good weather to burn. We have had some requests from residents to burn closer to homes. With current fire staff during the day, we cannot do that during the day and that will have to be done either at night or on the weekend.

The parks will be opening up soon. At McDaniel Park the restrooms floors need to be re-done. Next year we should look into bike racks by the restrooms to accommodate traffic from the bike path.

Coville will update next month on the placement of porta potties. At the present time Lewis Park will have only one.

We have received a request from the Softball Association for approval to the installation of vending machines. At times they have found it hard to man the stand. This should go to the Village Board.

Ruecking indicated that there was a mud problem at the dog park. He felt the park should be closed for a couple of months.

Utter indicated that the Village needs to budget money for the Park Master Plan. Utter would like this committee to start meeting at 6:00 p.m. at a park and then at 7:00 p.m. have the regular meeting. Utter recommends that we meet at Brandt Park next month.

12. **Adjournment. Motion** by Utter, second by Sauer, to adjourn at 9:28 p.m. Motion carried 9-0 by acclamation.

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