VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

PARKS, RECREATION, AND NATURAL RESOURCES COMMITTEE

Thursday, October 20, 2016 **7:00 P.M.** **Lewis Park Shelter**
5012 Highland Drive

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 September 15, 2016.

4. BUSINESS
   a. Discussion and possible action on request for a recognition plaque on the Egner Park basketball court.
   b. Discussion on landscaping, storm water and lighting at Lewis Park.
   c. Discussion on operation of Lewis Park shelter.
   d. Discussion on Jaeger Park dock replacement.
   e. Discussion on park review/improvement request form.
   f. Discussion on policy/ordinance for naming and recognition of Village Parks and facilities.
   g. Discussion and final review of budget requests for 2017

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 9th day of September 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.

Cassandra Suettinger, Clerk/Deputy Treasurer

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

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

   Members Present: Dan Kolk, Clair Utter, Judy Sauer, Jacob Schkirkie, Greg Smith, Darrel Waldera, Kate Barrett, Rick Ruecking, and John Feldner.

   Members Absent: Chuck Rolfsmeyer, Jacob Tisue

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

   Others Present: George Keeler, Jim Kubicek, and Steve Schoenberger

2. **Public Comments**
   None

3. **Review and possible approval of draft minutes of the Parks, Recreation, and Natural Resources Committee meeting of August 18, 2016.**
   Motion by Kate Barrett, second by Greg Smith, to approve the draft minutes of the Parks, Recreation, and Natural Resources Committee meeting of August 18, 2016. Motion carries 9-0 by acclamation.

4. **Discussion and possible approval of upgrades to McDaniel Park pier and installation of a recognition plaque.**
   Representative: George Keeler

   George Keeler, representative of the McFarland Sailing club, discuss concerns and request upgrades in regard to the McDaniel Park pier. Mr. Keeler reported the pier was originally approved to have 14 lifts; however, the current pier cannot accommodate that many lifts. He proposed the following recommendations:

   1. Purchase additional fingers for the pier – four 10 foot fingers (three on the north side and one on the south side).
   2. Limit the length of the boats allowed to use the pier to 23 feet.
   3. Make a lift a requirement for boats over 16 feet.
   4. Put bumpers at the end of the pier.
   5. Addition of 3 or 4 cleats.
   6. Explore additional lighting to prevent vandalism.
   7. Creation of a policy regarding the use of the pier (George will provide a draft policy for discussion at a later date)

The expenditures would need to be considered as part of the 2017 budget. Director Coville estimated the cost of the upgrades at approximately $4,000.

The Committee discussed the desire to detail out the arrangement between the Village and the sailing club. The club current has special access and special responsibilities that should be identified.

Mr. Keeler additionally requested the pier be dedicated to longtime resident John Gaffney. John Gaffney was a big contributor to the sailing club and the club would like to recognize his contribution.

Motion by Dan Kolk, second by Kate Barrett, to authorize Director Coville to move forward with the evaluation and budgeting quotes for the improvements requested for potential exclusion in the 2017 capital budget. Motion carries 9-0 by acclamation.

The Committee directed Public Works Director Coville to work with the organization on the requested dedication plaque.

5. **Discussion and possible action regarding the outfield lights and field alignment at Brandt Park**
Representatives: Jim Kubicek, McFarland Softball Assocation and Steve Schoenberger, Matt Splinter tournament

Jim Kubicek appeared to discuss the challenges and safety concerns with both the deterioration of the lights at Brandt Park and the field alignment. A recent inspection of the lights yielded the assessment that the lights need to be replaced immediately. It is a looming safety issue that must be addressed. Additionally, the McFarland Softball Association has been exploring the concept of changing the field alignment. With the current field alignment balls from the lower diamonds are hit into the upper diamond. One proposal is a small shift of the diamonds and the other proposal is a complete reconfiguration to put the diamonds back to back.

Public Works Director Coville noted the life of the lights is already on borrowed time, and the lights should be replaced in the spring of 2017.

Jim explained the immediate need to replace the deteriorating lights creates a time crunch to make a decision on the field alignment.

The Committee discussed reconfiguration of the diamonds would be an enormous undertaking both financially and logistically. Reconfiguration of the diamonds would almost certainly close Brandt Park for at least one full season if not more.

Jim conceded the immediate need to replace the lights may eliminate the ability to re-configure the diamonds. He agreed the need to replace the lights is a necessity for 2017. The McFarland Softball Association will get an updated quote on replacing the lights.

The Committee recognized and thanked the McFarland Softball Association for their hard work. The McFarland Softba Association's upkeep and maintenance of Brandt Park provide large financial savings to the Village.

Motion by Clair Utter, second by John Feldner, recommend to the VB include in the 2017 capital budget up to 350,000 for electrical improvements including lighting at Brandt Park. Motion carries 9-0 by acclamation.

Jim Kubicek also reported the association is looking into the additional projects for Brandt Park:

1. Installation of a Plexiglas display case for posting of schedules and league information.
2. Installation of a vending machine. They no longer do concessions during league play, and are looking for an alternative.
3. New playground equipment – this would be brought back to the committee at a later date for consideration and discussion
4. Upgrading the back stops.

6. **Review and discussion regarding the parks funding expenditure policy.**
The Committee reviewed the parks capital fund account and the policy for the disbursement of those funds. The parks fund is comprised of both fee in lieu of parkland dedication and park improvement impact fees. Funds must be expended within 7 years of acquisition and tied to the project in which the funds were donated. If the funds are not expended within the required timeline, they are returned to the developer.

The Committee noted they should conduct a review of the policy and fund before the end of the year to assess if any funds must be expended by the end of 2016. Additionally, the committee directed staff to explore creation of a schedule to keep the committee informed of the timeline of funds that must be spent. The schedule should include a breakdown of projects in the fund, pools of money available, and a timeline of required disbursement of the funds.

7. **Discussion and possible action on prioritization of 2017 budget projects.**
The committee reviewed the list of 2017 budget projects, and provided the following comments/changes:

Brandt Park – remove Reconfigure diamonds and change new lights to $350,000
Discovery Garden – upgrade to $5000 for plan creation. The actual construction would be planned for 2018.

Grand View Conservancy – the $160,000 does not include the PARC grant. The Village is still waiting for a determination from Dane County on extension of the grant.

Indian Mound Conservancy - Be more aggressive with the Oak Wilt near Indian Mound. Allan will look into additional eradication measures. The committee discussed other

concerns with invasive species in the Village. Also noted a new sign may be necessary. The committee increased the budget by $4000.

Lewis Park - Additional furnishing needed outside, as well as additional side walk, wall and plantings. The committee increased the budget by $15,000.

Wm McFarland Park – The 2017 re-paving should be left in the budget. Any future upgrades to Williams McFarland park will be dependent on the School Districts discussion on the future of the park.

Juniper Ridge – New bathrooms will be postponed until the water lines and sewer can be run to the area.

Director Coville discussed staffing requests for 2017 include a full time park employee and possibly a summer intern.

8. **Public Works Director update.**
   Public Works Director Coville provided an update. The full update is included in the packet.

9. **Adjournment.**
   Motion by, Second by Judy Sauer, to adjourn at 9:47 p.m.
   Respectfully Submitted by,
   Cassandra Suettinger, Village Clerk/Deputy Treasurer

DRAFT

To whom this may concern:

I wish to make a request that the asphalt basketball court located at Egner Park on Creamery Rd. be named on the court surface, a stationary plaque (paid for by me), or other recognition options as "CHEDD COURT-HOME OF THE 8 FOOTS". I will give you the background behind this request. My son, Brett Kaether (known as Chedd), was a scholar-athlete at McFarland High School from 2007-2011. He was on the high honor roll all 16 grading periods and achieved the following athletic honors: academic all state cross country, academic all state golf, first team all conference basketball twice, and others. He had a wonderfully positive MHS experience. He attended UW-Madison and graduated this past May in kinesiology. He is presently an athletic director, coach, and health and phy ed teacher in Barranquilla, Colombia, South America. During his UW-Madison years, he also coached freshman basketball at McFarland High School so as to continue his connection to this community.

Upon his graduation from MHS in 2011, he organized a summer basketball tournament for some 36 former McFarland athletes at the 8 foot baskets at Egner Park to help keep McFarland alumni connected to this community. He schedules the drug and alcohol free event the day following Alys Honky Tonk Hustle, a local cancer fund raiser. This event has grown in popularity from year to year and can be characterized by the following: neighbors of the park support the drug, alcohol, profanity free event (Seeligers), your parks dept and neighbors appreciate the fact that the park is cleaned up at the end of each event, the numbers of MHS alumni spectators grows from year to year (including an annual appearance by Mr. Craig Howery-school board member), and the event is recognized on social media by additional alumni. This very positive event is something to be recognized as communities today continually search for and appreciate all positive PR they can. Secondly, with the recognition and promotion of this annual event, this basketball court has become the most popular, used park in McFarland. Kids and even parents of all ages now use the court at all times of the day and year. Kids even replace used and torn nets themselves. In a community where many of our parks are underused, I find it refreshing to see a park with this volume of positive use.

Nobody is aware that I am making this request (including Brett), but I felt the need to request this as a deserved recognition for all the time and effort that he has put in annually to organize, promote, direct, and grow this positive event in our community. I believe that through his efforts, this park is now a wonderful place for our community to further exercise, spend time with family and friends, and help our community stay connected with past and present students in a healthy, positive way. I will appear at your meeting on Oct. 20, 2016 at 7:00 to discuss.

I realize that there may be village ordinances, etc. that guide requests and decisions of this nature. Thank you for your time and consideration to this request. I appreciate the time you commit to making McFarland the positive place it is!

Respectfully- Bill Kaether bkaether@charter.net 6204 Forest Ridge Ct
Bill Kaether

MEMORANDUM
To: Parks, Recreation, and Natural Resources Commitee
From: Cassandra Suettinger, Village Clerk/Deputy Treasurer
Date: October 14, 2016
RE: Park Improvement/Maintenance/Review request form

Background:
The Parks, Recreation, and Natural Resources committee receives a number of requests for park improvements, maintenance, recognition plaques, etc. for the numerous parks Village wide. I would propose the committee consider establishing a parks request form. The goal would be for the committee to receive a complete request for review, with all of the key pieces of information, prior to the meeting. Additionally, I think it helps provide a tool for interested residents to be informed about the requests on the agenda. It may also provide effiency in decreasing the amount of time necessary for presentation. The form may not fit for every request the committee receives, but hopefully it will help bring some standardization to the types of information the committee would like to have provided for each request.

The form also includes consideration for maintenance requests. The addition of this was intended to address larger maintenance requests such as the $250,000 for repairing the lights at Brandt Park, and not the day to day maintenance requests received by Public Works.

Attachments:
I have attached a draft parks request form to begin discussion and consideration.

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558-0110 • FAX: (608) 838-3619 • www.mcfarland.wi.us

Administration	Community Development	EMS	Fire	Outreach	Police
838-3153	838-3154	838-3152	838-3278	838-7117	838-3151

Village of McFarland
Park Improvement/Maintenance/Review Request

Requester Contact Information

Name/Organization:	Phone:
Current Address:	
Email:	Best contact time:

Information about request

*Briefly describe your request for improvements or area for review. Please attach any additional information for your request (ex: examples of proposed equipment, pictures of current issues/areas for review, etc.)

1. Park Name/Location:
2. Type of improvement/maintenance/review requested:
3. Please briefly explain the justification and need for the requested improvement/maintenance/review.
4. Requested Timeline:
5. Preliminary Cost estimate:
6. Proposed funding Source:
   ☐ Self/Organization ☐ Village ☐ Fundraising ☐Other:_____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Committee/Board Action ☐ NOT APPLICABLE

Discussed by:	Date:	Action taken:

Date requestor notified of committee/Board meeting:

FINAL RESOLUTION

Final Action Taken:

Completed by:	Date: