

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

Thursday, December 15, 2016

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 November 17, 2016.
4. BUSINESS
 - a. Update on the progress of Purple Cow compost applications.
 - b. Discussion and possible action regarding Prairie Place Subdivision.
 - c. Discussion on policy/ordinance for naming and recognition of Village Parks and facilities.
 - 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.
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 December 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.

Parks, Recreation, and Natural Resources Committee
Meeting Minutes – DRAFT
November 11, 2016

1. Call to Order.

Chair Kolk called the November 17, 2016 meeting of the Parks, Recreation and Natural Resources Committee to order at 7:01 p.m. in the new Lewis Park Shelter on Highland Drive McFarland, Wisconsin.

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

Members Absent: Greg Smith, Kate Barrett,

Staff Present: Assistant Public Works Director Jim Hessling.

Others Present: Steve Dindle

2. Public Comments

None

3. Review and possible approval of draft minutes of the Parks, Recreation, and Natural Resources Committee meeting of October 20, 2016.

Motion by Clair Utter, second Jacob Tisue, to approve the draft minutes of the Parks, Recreation, and Natural Resources Committee meeting of October 20, 2016. Motion carries 9-0 by acclamation.

4. Business

a. Discussion on grant funds for replacement of McFarland dock on Jaeger Road.

While the property is owned by the WI DNR, the Village is responsible for upkeep and maintenance. Assistant Public Work Director Jim Hessling reported the Village is looking into replacement of the dock on Jaegar Road. There are a couple different grants the project may be eligible for. He noted one of the grants; the Knowles-Nelson stewardship program would possibly require an amendment to the parks and open space plan. The current outdoor plan does not refer to the actual dock structure. The committee requested clarification from the attorney on whether an amendment is needed to the plan.

The committee discussed while there is a boat launch at the site, the main focus is replacement of the dock.

Motion by Jacob Tisue, second by Clair Utter, to move to task the public works department with further research on grants that reference the parks and open space plan to see if it needs to be amended, to leave the boat launch as is and research the canoe and kayak launch. Motion carries 9-0 by acclamation.

b. Discussion on flooding the hockey rink at Lewis park for the 2016-2017 season.

The committee discussed whether or not the hockey rink at Lewis Park should be flooded for the 2016-2017 season. While the grass has begun growth, there is a possibility if flooded for the whole winter, the Village may need to start over in the spring.

Steve Dindle, representative from the McFarland Hockey Association, spoke in favor of flooding the hockey rink at Lewis Park for the 2016-2017 season. He noted in the event the grass does not come back, the association is more than willing to help both physically and financially assist in the repair of grass in the spring.

Motion by Chuck Rolfsmeyer, second by Clair Utter, to flood the hockey rink for the 2016-2017 season with the understanding the Hockey Association will support the re-seeding and maintenance as necessary in the Spring. Motion carries 9-0 by acclamation.

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

The committee discussed the policy/ordinance for naming and recognition of Village Parks and facilities. Changes included clarification that the policy does not conflict with the Wisconsin Geographic Names council, and discussion on simplification and condensing of the policy. Committee members were instructed to review the policy and submit any changes to Chair Kolk for discussion at the next meeting.

d. Discussion and review of fee schedule.

The committee discussed item d. and e. together.

e. Discussion on Lewis Park operation Policy

The Committee agreed to raise the deposit for Lewis Park to \$200, but did not support raising the rental fee. They noted the fee was already raised prior to the construction in preparation for the new shelter.

The Committee emphasized the new shelter is a public property paid for with public funds and that should be considered with the operational policy. The Committee agreed the outside bathroom hours of operation shall be from 7:00 a.m. to 9:00 p.m. Inside the shelter will be open when the shelter is rented or a volunteer is available to man the shelter. They noted this will be a work in progress. If issues begin to arise, the policy will be changed accordingly. Public Works shall have the authority to designate when the doors are allowed to be kept open for rentals weather dependent.

Motion by Dan Kolk, second by Chuck Rolfsmeyer, accept the shelter operation document and recommendations from public works with the understanding that there will not be an increase in the shelter fees from the current fee structure for Lewis Park and that the roll up doors remain open during the hours the shelter is open during the summer. Motion carries 9-0 by acclamation.

5. STAFF REPORT

Assistant Public Works Director Hessling provided an update on items that been accomplished in the parks over the last month.

6. ADJOURNMENT

Motion by Rolfsmeyer, second by Utter, to adjourn at 8:35 p.m.

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

DRAFT



Village of McFarland

Prairie Place

Revised 12/9/16

Preliminary Parkland Dedication/Fee Analysis

Total Plat Acreage: 33.52 acres

Without CUP (LOT 57)

Proposed single family lots:	56
Proposed multi-family units:	<u>49</u>
Total Units	105

Required Parkland Dedication (1 acre per 15 d.u.)

$105/15 = 7.0$ acres

Proposed by Developer Parkland Dedication – Land

Outlot 3 (less 2 year storm event)	1.98 acres
Outlots 1,2,4,5, (less bio-retention bottoms)	3.03 acres
Total	5.01 acres (75 units)

Proposed Parkland Dedication – fees (\$4115 per d.u.)

$7.0 - 5.01 = 1.99$ acres (30 units)
 $30 \times \$4115 = \$123,450$

Required Park Impact Fees

$49 \times \$443.93 = \$21,752.57$
 $56 \times \$731.47 = \$40,962.32$
Total = \$62,714.89

With CUP approval (LOT 57)

Proposed by Developer single family lots:	56
Proposed by Developer multi – family units:	<u>92</u>
Total units	148

Required Parkland Dedication (1 acre per 15 d.u.)

$148/15 = 9.86$ acres

Proposed by Developer Parkland Dedication – Land

Outlot 3 (less 2 year storm event)	1.98 acres
Outlots 1,2,4,5, (less bio-retention bottoms)	3.03 acres
Total	5.01 acres (75 units)

Proposed Parkland Dedication – fees (\$4115. per d.u.)

9.86 – 5.01 = 4.85 acres (73 units)

73 x \$4115. = \$300,395

Required Park Impact Fees

92 x \$443.93 = \$40,841.56

56 x \$731.47 = \$40,962.32

Total = \$81,803.88

DRAFT



Technical Capability

Tallgrass Restoration, LLC has been specializing in the installation and continued maintenance of native habitats for nearly 20 years. Our diverse and experienced staff are dedicated to the restoration and improvement of natural communities throughout Wisconsin and the surrounding area. As discussed in the provided Statement of Qualifications we have worked with a large variety of land owners that range from small private residences all the way up to large state owned preserves and natural areas. We are well equipped to manage any size parcel of land, and capable of working with homeowners, corporations, local governments, and land managers. We have experience managing the on-the-ground stewardship of all types of natural communities which includes all local varieties of woodlands, wetlands and prairies. Our unique field staff is comprised of primarily college educated individuals with the skills, knowledge, experience and desire to manage all of the projects they are involved with. Each of our field crew members are fully capable of engaging with the public on site and capable of clearly describing the work they are performing and the intended restoration or management goals.

After the installation of the silt fence, Tallgrass Restoration will drill seed the specified native prairie seed mixes using a Truax Flex-II No-Till drill seeded pulled behind our John Deere tractor. It is anticipated to take a day to seed all four mixes. The project manager will be onsite to verify the site conditions at the time of planting. The seed will be PLS rated and of as local genotype as possible to the jobsite. The seeding will occur during the late fall of 2016 prior to the freeze-up. An alternate proposal for the source of the native seed from Agrecol has also been submitted. They are a cheaper and more local source of seed. We use them on 98% of our projects and are very satisfied with their product. I would also propose to use common oats as an alternate rather than annual rye. Some studies have shown that annual rye has negative effects on the germination of certain prairie species. The oats also do not grow as tall or as thick as the rye and offers more room for the young prairie seedlings to get the sunlight and rainwater for growth.

Tallgrass Restoration will conduct the mowing maintenance using a tractor-batwing mower combination. In accordance with the specifications, the vegetation will be mowed to a height of at least 7" when the vegetation reaches approximately 12" high



during the first and second growing seasons. This is expected to be three mowings in the first growing season and two mowings in the second year. Exact dates will be determined based on the site conditions, vegetation height, and weather. Each mowing will be completed in half a day. The project manager will visit the site between mowings to verify site conditions, mowing height, and the germination of the prairie. We will also have an additional crew member onsite to spot herbicide any invasive weeds that may hinder the establishment of the prairie. The third year of maintenance will have four visits to control weeds. We will install any additional seed to fill in any bare spots during the fall seeding windows. Following each growing season we will visit the property and conduct a floristic quality assessment and submit a report based on our findings. It is included in the price of each visit. At the start of the fourth growing season we usually conduct the first prescribed burn. If needed, we can submit a proposal for that at a later date.

Tallgrass Restoration is dedicated to delivering a project that will reflect stringent Quality Control Standards on all levels. As shown in our past experience, Tallgrass Restoration has a history of completing projects on the contracted time schedule and at a high quality. Based on the current work load of our Wisconsin office, there is no reason this project would not be completed by contract end date as we possess both the required equipment as well as a sufficient number of employees.

Tallgrass will provide responsible staff members to manage the fieldwork for the project that will be responsible for project implementation and ensuring quality control. Quality control measures are taken while all work is being performed. At the end of each workday, a Daily Work Report will be filled out and turned into the project manager. This system allows Tallgrass to track time spent on-site and to make sure work is completed in a safe and timely manner. After work has been completed, site visits will be performed to evaluate the quality and effectiveness of the tasks performed. Additional work will be scheduled to complete or enhance previous efforts as needed to ensure all installation or management goals are achieved.

Jordan Rowe
Tallgrass Restoration
Project Manager
608-302-9530



tallgrass

RESTORATION, LLC

This mix was designed to be a cost-effective way to establish native plants in large rain gardens, detention basins, and bioretention areas. The extensive root systems of these plants will increase infiltration rates, reduce erosion, and manage rainwater while creating a visually appealing prairie garden in a location that was once just a muddy puddle.

SCIENTIFIC NAME	COMMON NAME	OZ./ACRE
WILDFLOWERS		
ASCLEPIAS INCARNATA	MARSH MILKWEED	3.00
ASTER ERICOIDES	HEATH ASTER	0.10
ASTER NOVAE-ANGLIAE	NEW ENGLAND ASTER	1.50
BAPTISIA LEUCANTHA	WILD WHITE INDIGO	4.00
EUPATORIUM MACULATUM	SPOTTED JOE PYE WEED	0.80
EUPATORIUM PERFOLIATUM	BONESET	0.50
LIATRIS PYCNOSTACHYA	PRAIRIE BLAZING STAR	2.50
LIATRIS SPICATA	MARSH BLAZING STAR	5.00
LOBELIA CARDINALIS	CARDINAL FLOWER	0.25
LOBELIA SIPHILITICA	GREAT BLUE LOBELIA	0.50
MONARDA FISTULOSA	WILD BERGAMOT	1.50
PHYSOSTEGIA VIRGINIANA	OBEDIENT PLANT	1.50
PYCNANTHEMUM VIRGINIANUM	MOUNTAIN MINT	0.30
RATIBIDA PINNATA	YELLOW CONEFLOWER	2.25
RUDBECKIA HIRTA	BLACK-EYED SUSAN	2.00
RUDBECKIA SUBTOMENTOSA	SWEET BLACK-EYED SUSAN	2.00
SOLIDAGO OHIOENSIS	OHIO GOLDENROD	0.50
TRADESCANTIA OHIENSIS	SPIDERWORT	1.25
VERBENA HASTATA	BLUE VERVAIN	1.00
VERNONIA FASCICULATA	IRONWEED	1.00
GRASSES, SEDGES & RUSHES		
BROMUS CILIATUS	FRINGED BROME	20.00
CALAMAGROSTIS CANADENSIS	BLUE JOINT GRASS	1.00
CAREX BEBBII	BEBB'S SEDGE	2.00
CAREX CRAWFORDII	CRAWFORD'S SEDGE	1.00
CAREX CRINITA	FRINGED SEDGE	0.75
CAREX STIPATA	COMMON FOX SEDGE	1.50
CAREX VULPINOIDEA	BROWN FOX SEDGE	1.00
ELYMUS CANADENSIS	CANADA WILD RYE	24.00
ELYMUS VIRGINICUS	VIRGINIA WILD RYE	32.00
GLYCERIA GRANDIS	REED MANNA GRASS	1.00
PANICUM VIRGATUM	SWITCH GRASS	3.50
SCIRPUS ATROVIRENS	DARK-GREEN BULLRUSH	0.50
SCIRPUS CYPERINUS	WOOL GRASS	0.30
SORGHASTRUM NUTANS	INDIAN GRASS	5.00
SPARTINA PECTINATA	PRAIRIE CORD GRASS	3.00



Tallgrass Prairie For Wet to Mesic Soils

Our Tallgrass Prairie mixes feature these mighty grasses and over 50% wildflowers by seed count with almost 30 species in each. The most distinguished grasses of these prairies were Big Bluestem, Indian Grass, and Switchgrass. Average Tallgrass Prairie heights can reach 6 to 8 feet with some Silphiums reaching almost 10 feet! With high diversity and a high seed count, this is an excellent choice for full sun, moist areas that are not quite saturated. Can be used as a transitional zone mix between mesic and emergent areas.

10.75 PLS LBS/Acre - 112 seeds/sq ft

SCIENTIFIC NAME	COMMON NAME	OZ./ACRE
WILDFLOWERS Oz./Acre		
ASCLEPIAS INCARNATA	MARSH MILKWED	3.0
ASTER NOVAE-ANGLIAE	NEW ENGLAND ASTER	2.0
ASTER PUNICEUS	RED-STEMMED ASTER	1.0
BAPTISIA LEUCANTHA	WILD WHITE INDIGO	4.0
CASIA HEBECARPA	WILD SENNA	4.0
DESMODIUM CANADENSE	CANADA TICK TREFOIL	1.0
ECHINACEA PURPUREA	PURPLE CONEFLOWER	4.0
EUPATORIUM MACULATUM	SPOTED JOE PYE WED	0.50
EUPATORIUM PERFOLIATUM	BONESET	0.20
HELENIUM AUTUMNALE	SNEZEWED	0.25
HELIANTHUS GROSESERATUS	SAW-TOOTH SUNFLOWER	0.25
HYPERICUM PYRAMIDATUM	GREAT ST. JOHN'S WORT	0.10
LIATRIS SPICATA	MARSH BLAZING STAR	0.75
MIMULUS RINGENS	MONKEY FLOWER	0.20
MONARDA FISTULOSA	WILD BERGAMOT	1.0
PARTHENIUM INTEGRIFOLIUM	WILD QUININE	1.50
PYCNANTHEMUM VIRGINIANUM	MOUNTAIN MINT	0.25
RATIBIDA PINNATA	YELLOW CONEFLOWER	3.0
RUDBECKIA HIRTA	BLACK-EYED SUSAN	4.0
RUDBECKIA SUBTOMENTOSA	SWEET BLACK-EYED SUSAN	2.0
SILPHIUM INTEGRIFOLIUM	ROSLIN WED	1.0
SILPHIUM PERFOLIATUM	CUPLANT	3.0
SILPHIUM TEREBINTHINACEUM	PRAIRIE DOCK	1.50
SOLIDAGO OHIOENSIS	OHIO GOLDENROD	1.0
SOLIDAGO RIDDELI	RIDDEL'S GOLDENROD	2.0
SOLIDAGO RIGIDA	STIFF GOLDENROD	0.75
TRADESCANTIA OHIENSIS	SPIDERWORT	0.75
VERBENA HASTATA	BLUE VERVAIN	0.75
VERNONIA FASCICULATA	IRONWED	2.50
VERONICASTRUM	VIRGINICUM CULVER'S ROOT	0.50
ZIZIA AUREA	GOLDEN ALEXANDERS	3.50

GRASES, SEDGES & RUSHES

Oz./Acre

ANDROPOGON GERARDI	BIG BLUESTEM	16.0
BROMUS CILIATUS	FRINGED BROME	20.0
CALAMAGROSTIS CANADENSIS	BLUE JOINT GRASS	0.75
CAREX BEBI	BEB'S SEDGE	0.50
CAREX CRAWFORDI	CRAWFORD'S SEDGE	0.20
CAREX CRINITA	FRINGED SEDGE	1.0
CAREX SCOPARIA	OVAL SEDGE	1.0
CAREX VULPINOIDEA	BROWN FOX SEDGE	1.0
ELYMUS CANADENSIS	CANADA WILD RYE	32.0
ELYMUS VIRGINICUS	VIRGINIA WILD RYE	32.0
PANICUM VIRGATUM	SWITCH GRASS	2.0
SCIRPUS ATROVIRENS	DARK-GREN BULRUSH	0.50
SCIRPUS CYPERINUS	WOOL GRASS	0.30
SCIRPUS PENDULUS	RED BULRUSH	0.50
SORGHASTRUM NUTANS	INDIAN GRASS	10.0
SPARTINA PECTINATA	PRAIRIE CORD GRASS	4.0

MANAGEMENT PLAN SCOPE OF WORK FOR RESTORATION CONTRACTOR FOR PRAIRIE PLACE DEVELOPMENT - GANNON CONSTRUCTION, INC. 9/23/2016

Restoration contractor shall use this worksheet for establishing costs and scope of work/level of effort for management. Reporting using this form will be used by owner or design engineer staff to assess progression of restoration. INSERT date and initials as completed.

Installation or Management Component	Anticipated Dates	Low Maintenance Fescue Buffer Area	Wet Detention Basin Seed Mix Area	Wet-Mesic and Mesic Seed Mix Area	Comments
Soybean Harvest	Oct 2016				NA-ongoing cropping may occur on future plat.
Fallow-area and Stubble Mowing	Oct 2016				
Silt Fence Installation	Nov 2016				
Fall 2016 No-Till Seeding	Nov-Dec '16				
Winter 2016-2018 Dormant Seeding as needed	TBD				
2017 Maintenance Mowing (Maximum 3x)					Maintenance mowing to prevent quick-growing weeds from reseeding, shading, or over-competing with native seedlings. Mow each time weed growth > 12", cut to height of 6-7". Anticipated as needed 3x in 2017.
	May/June '17				
	June/July '17				
	July/Aug '17				
2017 - Growing Season Vegetation Summary via meandering Floristic Quality Assessment determinations	Oct 2017	Species = CC = FQI =	Species = CC = FQI =	Species = CC = FQI =	Data to be reviewed annually and confirmed independently by design engineer/ecologist of Strand Associates, Inc. and owner.
2017 Spot Spraying/Other Weed Control	~as needed~				Estimate 3 site visits and 2 treatment periods, as needed or required per restoration contractor.
2017 Anticipated start of construction of Prairie Place subdivision	July 2017	NA	NA	NA	See above notes and notes on left regarding maintenance mowing.
2018 Maintenance Mowing (anticipate 2x)	May/June '18 June/July/Aug '18				See 2017 Comments
2018 - Growing Season Vegetation Summary via meandering Floristic Quality Assessment determinations	Oct 2018	Species = CC = FQI =	Species = CC = FQI =	Species = CC = FQI =	Data to be reviewed annually and confirmed independently by design engineer/ecologist of Strand Associates, Inc. and owner.
2018 Spot Spraying/Other Weed Control	~as needed~				Estimate 2 site visits and 2 treatment periods for Spot-spraying and selective invasive species and woody species removals. Special emphasis shall be on inhibiting willow, box-elder, and cottonwood invasion.
2017-2018 Keep erosion control measures in place until development site complete/stabilized. Maintaining contact with owner regarding potential contracting for installation of native plantings (seeding or plugs) associated with cumulative development/restoration plan. Plantings may include witness-post type tree plantings of 1.5 to 2" diameter Swamp White Oak, Swamp Chestnut Oak and Bur Oak as vended through Johnson's Nursery, McKay's, Taylor Creek Nursery, McKay's, Taylor Creek Nursery.					Concluding review with contractor, owner, design engineer/ecologist of Strand Associates, Inc. required after 1x maintenance mowing. Any annual deficiencies in plantings in year 2017-2019 shall be addressed by frost seeding needed amounts of an off-the-shelf mix noted above in "seeding conditions".
2019 - Final Growing Season Vegetation Review (Final Site Evaluation and FQA determinations)	Oct 2019	Species = CC = FQI =	Species = CC = FQI =	Species = CC = FQI =	

Coefficient of Conservatism (cc), Floristic Quality Assessment/Index (FQA/FQI)



- Legend**
- No Mow Seed Mix
 - Bioretention Basin
 - Native Mosaic Prairie Seed Mix
 - Wet Detention Seed Mix
 - Wet Mosaic Prairie Seed Mix
 - Path
 - Multi Family
 - Single Family Residential
 - Proposed Storm Sewer
 - Wetland Boundary

Scale: 1" = 50' (0, 25, 50, 100 Feet)

North Arrow

Plan: S:\MCD\1803-1809\1809\02\DWG\STWMP\STWMP.dwg

User: dave

Date: 12/7/2016

Time: 3:27:24 PM

PRAIRIE PLACE STORMWATER MANAGEMENT PLAN

GANNON CONSTRUCTION, INC.
PRAIRIE PLACE STORMWATER MANAGEMENT PLAN
VILLAGE OF MCFARLAND
DANE COUNTY, WISCONSIN

Parks/Public Works Crewperson

POSITION DESCRIPTION

Position Title: Parks/Public Works Crewperson

FLSA: Non-exempt

Department: Public Works/Parks

Represented: No

Reports to: Public Works Director

Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a wide variety of unskilled and semi-skilled work associated with the operation and maintenance of parks, conservancies, playgrounds, Park/Village facilities, tree trimming, facility grounds maintenance streets, and storm sewers. The work includes construction, operation, repair, maintenance, and involves the operation of a variety of different vehicles, machinery and equipment.

Supervision Received

Performs under the general direction and/or supervision of the Public Works Director, Assistant Public Works Director, and designated officers based on assignment, but is expected to exercise some independent judgment in setting work priorities and determining work procedures.

Supervision Exercised

May occasionally exercise responsibilities related to the coordination, training, and communication of work responsibilities and work schedules for Seasonal Employees under the close direction of Supervisor.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Mows and trims grass/weeds; rakes and collects leaves; and trims trees/shrubs.
- Applies herbicides, fertilizers and other turf maintenance products.
- Maintains and cleans parks, recreational facilities, playgrounds/equipment, natural areas, drainage ways, and other related areas.
- Maintains Village owned/leased buildings, grounds, and parking lots including plumbing, lighting, painting, staining and HVAC systems.
- Insures the proper maintenance of equipment/tools by cleaning & checking after use.
- Operates a variety of machinery and equipment, including tractors, loaders, rollers, mowers, trimmers, pumps, compressors, generators, and related small engine equipment.
- Drives trucks, light utility vehicles of various sizes in the loading, hauling, and unloading of various equipment and materials including snow removal and ice control operations.
- From time to time, may be assigned essential duties and responsibilities of the Public Works Crewperson Position as assigned by the Public Works Director or Assistant Director Public Works including but not limited to pothole patching, street sign installation, holiday decoration install/take down, utility maintenance, and other related duties.
- Performs other related duties as required.

Equipment Used

A variety of motorized vehicles and equipment, including dump trucks, utility vehicles, and construction equipment, trailers, mowers and trimmers; chain saws, pumps, compressors, and generators; snow plows and snow blowers; compactor; common hand and power tools; telephone, computer, mobile and portable radio.

Work Environment and Working Conditions

Work is primarily performed Monday through Friday from 7:00 am to 3:30 pm unless otherwise specified by the Director or Assistant Director; subject to 24-hour emergency call-in. The unpredictable and essential nature of this position may require work at any time of the day or night, on any day of the week, sometimes with little advance notice. Work is typically performed in a normal shop setting and under uncontrolled field conditions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat or cold, wet and/or humid conditions, or snow and/or ice conditions. The employee is occasionally exposed to fumes and toxic/caustic chemicals. The employee is frequently required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. While performing the duties of this job, the employee is frequently required to talk, hear, use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.

As a CDL holder, the employee is subject to pre-employment reasonable suspicion, post-accident, and random drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991.

TECHNICAL REQUIREMENTS

Knowledge of

- * Methods, materials, tools, and equipment used in the construction, operation and maintenance of public works and park facilities.
- * Ability to read drawings including building drawings, maintenance manuals, safety and training materials.
- * Methods used in the general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- * The operation of construction equipment and power tools.
- * Occupational hazards and standard safety precautions common to this field of work.

Ability to

- † Operate and care for a variety of vehicles, equipment, hand, and power tools.
- † Perform heavy manual tasks for extended periods of time.
- † Interpret and work from charts, technical manuals, diagrams, and construction plans.
- † Maintain accurate records and complete required reports.
- † Establish and maintain effective working relationships with those contacted in the course of work.
- † Maintain a valid Wisconsin driver's license with applicable CDL endorsements.

GENERAL COMPETENCIES

The employee must use power and hand tools, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins and construction plans.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Graduation from high school; five (5) years of related experience in the maintenance of parks and public works, operation of vehicles and equipment commonly used in this type of work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin drivers' license with applicable Commercial Driver's License endorsements.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20 ____ .

Employee

Supervisor

Created: December 6, 2016

Amended:



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

December, 2016

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

McDaniel Park:

- ▶ The park was laid up for the winter season.
- ▶ 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 park was laid up for the winter season.
- ▶ The Village is planning to replace the outfield lights in 2017.
- ▶ The Village had compost spread on the outfields. This was the third year this application was applied.

Indian Mound Park:

- ▶ Removal of the Phase III trees is scheduled to take place later this year or early next 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:

- ▶ The park was laid up for the winter season.
- ▶ A big "Thank You" goes out to the Lions Club who decorated the gazebo for the Christmas Season.

Flower Corner:

- ▶ The Public Works / Parks staff decorated the large pine tree at flower corner along with installing seasonal banners along Stoughton Road and lighted snowflakes along County Trunk Highway MN through the Village.

Lewis Park:

- ▶ The construction of the new park shelter is complete. Punch list items are complete. The cleaning and staining of the observation deck was also completed in late October / early November.
- ▶ The Public Works and Parks staff prepared and flooded the two outdoor ice rinks. Volunteers will install the hockey boards once the ice is thick enough.
- ▶ Had carpet installed on the interior of the shelter.

Grandview Conservancy:

- ▶ The Village received the permit from the State Historic Society which allowed our consultant to do an archeological evaluation of the area where portions of the path were to be installed. This information was then submitted to the State Archeologist and was approved. The project information was also submitted to the Army Corp of Engineering and they also approved the project. The decision was made to not install the path this year but wait until 2017 and also explore making the path a board walk which runs through the middle of the conservancy. This change will require new permits to be reviewed by the DNR and the Army Corp of Engineering. This project is under review by the Village Board.

William McFarland Park:

- ▶ The park was laid up for the winter season. This includes the bathrooms next to the Curling Club and also the drinking fountain by the Bocce Ball Courts.

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 Village staff responded to the first snow event of the season.

Various Public Works Activities:

- ▶ Aerated and over seeded multiple parks throughout the Village.
- ▶ Prepped all snow equipment and vehicles.
- ▶ Ran the street sweeper through out the month of September to try and remove leaves that had fallen in the streets.
- ▶ Patched streets and prepped manholes for the snow removal season.
- ▶ Trimmed trees throughout the Village.
- ▶ Painted the inside of the Police Department in preparation for their Open House on December 10th.
- ▶ Replaced lights and ballast in the Library, Municipal Center, Public Works and associated parking lots for each of those facilities.
- ▶ Cleaning the Public Works Shop and putting away equipment in preparation for the school band booster fruit sale.
- ▶ Installed speed boards and crossing signs around various schools.