1. 6:00 P.M. 05.18.2020 - PRC Packet

   Documents:

   PRC -5.18.2020 PACKET.PDF

2. 6:00 P.M. Parks, Recreation And Conservancy Meeting Materials

   Documents:

   05.18.2020 - PR AGENDA.PDF

Parks/Recreation Committee

Regular Meeting Notice and Agenda

Village of Cross Plains Municipal Office
2417 Brewery Road
Cross Plains, WI 53528
(608) 798-3241

Monday, May 18, 2020
6:00 pm

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:

Zoom Virtual Meeting Link:
https://us02web.zoom.us/j/81114218362

Conference telephone line:
+1 312 626 6799

Meeting ID: 811 1421 8362

I. Call to Order

II. Public Comment – This is an opportunity for anyone to address the Committee on **ANY** issue **EITHER ON OR NOT ON THE** current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING MUST REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU ARE ENCOURAGED REGISTER YOUR COMMENT BY SENDING AN EMAIL TO MAXON@CROSS-PLAINS.WI.US AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING ROOM WILL BE OPENED 30 MINUTES BEFORE THE MEETING TO COLLECT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

III. Reports

1. Committee Chairperson

2. Committee Members

3. Parks and Recreation Director

IV. Committee Discussion

1. Discussion and possible action to approve the minutes of January 20, 2020.

2. Discussion and possible action regarding the Cross Plains Swimming Pool Opening for the 2020 season.

3. Discussion and possible action regarding Recreation Program offerings for Summer 2020.

4. Discussion and possible action regarding the review of the Driftless Downs Mixed-Use Mountain Biking Trail.

5. Discussion and possible action regarding policy on naming rights for Parkland, Conservation Land, Regional Trails and/or Facilities.

V. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us

Village of Cross Plains

Parks and Recreation Department

Memorandum

To: Parks, Recreation and Conservancy Committee
From: Michael Axon, Village of Cross Plains Parks, Recreation and Conservancy Director
Date: February 12, 2020
Re: Director's Report

Glacial Valley Playground Update

Staff provided information to the Village Board on Monday, April 27, 2020 for the purchase of new playground equipment at Glacial Valley Park. Staff recommended Option 3 (Green) at a price not to exceed $141,199.00 to complete the project. Staff recommended paying for the equipment:

- *Capital Fund: $105,000.00 (Earmarked)*
- *Parks and Recreation Fund Balance: $36,199.00 (Currently: $168,665.00)*
- *Grand Total: $141,199.00*

Following discussion, the Village Board approved the purchase from Boland Recreation, Option 3 (Green), at the price not to exceed $141,199.00 and to be payed out of the Parks and Recreation Fund Balance. (Left Over: $27,456.00) Following the meeting, staff was asked to hold off on all capital purchases until further notice. At this time, the playground purchase is on hold.

Letter to Community – COVID19

Staff has prepared a letter to the community regarding planning for the opening of summer programs and facilities. We're currently receiving calls and emails and wanted a consistent and clear message to relay. As guidelines and decisions change daily, this message has been tough to keep consistent. Staff appreciates the community's reaction to this pandemic and patience as we assess, monitor and plan accordingly.

We here at the Parks and Recreation Department hope this message finds your family happy and healthy, as we all navigate through this new approach to summer, and the effects it has on both our personal and professional lives. As you read this, despite everything we know becoming increasingly limited, postponed or cancelled, we here at the Parks and Recreation Department encourage you to stay active and engaged throughout our Parks and Open Space system.

We hope you've been able to use this time with your family to explore new trails within our 160 acres of conservancy land or take a beautiful stroll along the Black Earth Creek, on the newly constructed boardwalk. As we encourage this exploration, we also ask that you observe the 6 feet of social distancing, as we all work together to keep our community both happy and healthy.

Due to COVID-19, the Parks and Recreation Department has postponed the opening and offering of facilities and programs until further notice. The Department is directly following Dane County Health's "Safer at Home Order" and the "Badger Bounce Back Plan" as guidance in providing safe facilities and services to our community and staff. On April 27, 2020, the Village Board postponed the opening of the Cross Plains Swimming Pool until July 1, 2020. Discussions on this topic will continue over the next month as more information is provided by Dane County Public Health and other professionals in our field.

If you have signed up for a program, membership or rental, we appreciate your patience as we work to prepare a solid solution and timeline for activities. Our goal for the summer is to provide programming and facilities at some capacity. If we aren't given the green light, we will certainly process refunds for all who have signed up. Again, we know the uncertainty is tough during these times and appreciate your patience.

As guidelines are updated daily, we continue to assess, monitor and plan accordingly. As we move through this unprecedented challenge, we will do our best to communicate such plans as they become available. Staff will be working and discussing options to our Parks, Recreation and Conservancy Committee (3rd Monday each Month) and our Village Trustees (4th Monday each Month). These meetings are open to the public via zoom, allowing you to stay engaged and communicate as plans and policy decisions are discussed. For more information, please go to our Village Website (www.cross-plains.wi.us)

As we continue down this path of uncertainty, having been jolted out of our comfort zones in ways most of us have never experienced, our Cross Plains community will prevail and adapt as that's what makes this community special. Continue to stay engaged, observe and explore as we all work together to move our community forward. If you have any questions, please feel free to contact me at maxon@cross-plains.wi.us or 798-3241.

Sincerely,

Michael Axon
Parks and Recreation Director
Village of Cross Plains

Accomplishments during COVID19

Outside of webinars, phone calls, and zoom meetings staff has used this time to catch up on projects that are normally quite limited during the Spring/Summer months. Pictures from a few of our projects

- Prairie Burns – Westview Conservancy, Gils Way Conservancy, Zander Park, Library

- **Restoration continued Dorothy Statz Park/Conservancy**

- **Cut and repair lips – Baer Park Small Diamond**

- **Weeding – Garlic Mustard**

Village of Cross Plains

Parks and Recreation Department

Memorandum

To: Parks, Recreation and Conservancy Committee
From: Michael Axon, Village of Cross Plains Parks, Recreation and Conservancy Director
Date: December 9, 2019
Re: Parks, Recreation and Conservancy Agenda

2. ***Discussion and possible action regarding the Cross Plains Swimming Pool Opening for the 2020 season.***
Staff continues to work on planning for the opening of the pool facility for the 2020 season. Continuing to discuss options with Dane County Public Health and other Parks and Recreation Professionals has been on ongoing objective over the past 10 weeks. Staff did postpone the start date to July 1, 2020 with direction from the Village of Cross Plains Trustees on April 27, 2020. This was the date chosen to allow for planning around policy and providing staff with time for training such policies. Over the last few days, Dane County Public Health has started to provide more information on start up and what that could look like. To date, staff has worked on tentative staffing manuals along with budget projections. At this time, we still don't have a definitive cost estimate as very little information regarding patron load has been addressed by the county or state. Staff hopes to have more definitive guidelines (20% capacity, 50% capacity) regarding policy and restrictions to allow for the Village Board (May 26, 2020) to make an educated decision.

3. ***Discussion and possible action regarding Recreation Program offerings for summer 2020.***
Staff continues to work alongside the Executive Order provided by Dane County through May 26, 2020 and the "Badger Bounce Back" program designed for implementing business as usual. Staff have been working with the National Recreation and Park Association and Wisconsin Park and Recreation Association along with professionals in our field to best plan for providing recreational programs in a safe manner. To date, we're still in a holding pattern and looking for guidance for offering programs starting June 8, 2020.

4. ***Discussion and possible action regarding the review of the Driftless Downs Mixed-Use Mountain Biking Trail.***
In July 2017, the Village of Cross Plains Board of Trustees with recommendation from the Village's Parks, Recreation and Conservancy Committee, entered into a Memorandum of Understanding with the Capital Offroad Pathfinders, Inc to establish a mixed-use mountain biking trail on Cedar Hill Conservancy. Since that date, CORP has assisted in planning, construction and maintenance of a 4.5 mile single loop, mixed-use mountain biking trail that has received remarkable support both inside and outside of our community. The commitment and determination by our local volunteers has been a tremendous service to our community. The communication and follow through by the Chapter volunteers, Michael Cliff and Ron Knutowski, allows me to recommend without reservation an update and extension of the Memorandum of Understanding. I personally and professionally would like to thank Michael Cliff, Ron Knutowski and the other volunteers for the foresight and commitment to this project over the last 3-4 years.

5. ***Discussion and Possible Action to establish a policy for naming rights within Parks, Conservation Areas and/or Facilities.***
- As new land for parks, conservation and facilities is created with development, the Department is looking for ways to achieve continuity for the namesake of such land and facilities. Staff has provided the committee with a policy to discuss and is asking for adoption or changes they'd like to see. **(Exhibit A)**

Financial Activity GL Summary Report

Payments From 01/01/2019 To 05/15/2019

SALES REVENUE ACCOUNTS

Account		Paid	Adj	Disc	Total
Adult Programs	46725-001	5,810.00	0.00	0.00	5,810.00
After School Care	46736	7,717.50	30.00	0.00	7,747.50
Credit Card Fee	46725-004	2,764.53	0.00	0.00	2,764.53
Credit from Account	Credit from Account	-1,317.00	-298.00	0.00	-1,615.00
Credit to Customer	Credit to Customer	1,053.75	315.50	0.00	1,369.25
Park Shelter	46722	850.00	0.00	0.00	850.00
Pool Membership	43734-001	5,105.00	30.00	0.00	5,135.00
Swimming Lessons	43734-002	18,906.00	0.00	0.00	18,906.00
Youth Programs	46725-002	108,787.25	198.00	0.00	108,985.25
Youth Programs	46725-003	6,188.50	40.00	0.00	6,228.50
		155,865.53	**315.50**	**0.00**	**156,181.03**

PAYMENT ACCOUNTS

Account		Paid	Adj	Disc	Total
Cash/Checks	Cash	64,740.00	0.00	0.00	64,740.00
Courtesy	ADJUSTMENTS	0.00	315.50	0.00	315.50
Credit Card	Credit Card	94,424.53	0.00	0.00	94,424.53
Refund Check	Refund Check	-3,299.00	0.00	0.00	-3,299.00
		155,865.53	**315.50**	**0.00**	**156,181.03**

Financial Activity GL Summary Report

Payments From 01/01/2020 To 05/15/2020

SALES REVENUE ACCOUNTS

Account		Paid	Adj	Disc	Total
Adult Programs	46725-001	4,278.00	0.00	0.00	4,278.00
After School Care	46736	16,692.00	0.00	0.00	16,692.00
Credit Card Fee	46725-004	2,913.51	0.00	0.00	2,913.51
Credit from Account	Credit from Account	-481.15	-110.00	0.00	-591.15
Credit to Customer	Credit to Customer	1,137.00	425.00	0.00	1,562.00
Park Shelter	46722	50.00	0.00	0.00	50.00
Pool Membership	43734-001	1,925.00	0.00	0.00	1,925.00
Swimming Lessons	43734-002	10,289.00	0.00	0.00	10,289.00
Youth Programs	46725-002	73,337.75	35.00	25.00	73,397.75
Youth Programs	46725-003	3,865.50	75.00	0.00	3,940.50
		114,006.61	**425.00**	**25.00**	**114,456.61**

PAYMENT ACCOUNTS

Account		Paid	Adj	Disc	Total
Cash/Checks	Cash	19,310.00	0.00	0.00	19,310.00
Courtesy	ADJUSTMENTS	0.00	425.00	25.00	450.00
Credit Card	Credit Card	99,772.11	0.00	0.00	99,772.11
Refund Check	Refund Check	-4,783.00	0.00	0.00	-4,783.00
Refund Credit Card	Refund Credit Card	-292.50	0.00	0.00	-292.50
		114,006.61	**425.00**	**25.00**	**114,456.61**

MEMORANDUM OF UNDERSTANDING
BETWEEN CAPITAL OFFROAD PATHFINDERS, INC. AND
VILLAGE OF CROSS PLAINS

THIS MEMORANDUM OF UNDERSTANDING ("MOU") effective this July 24th, 2017 (the "Effective Date") is made and entered into between the Village of Cross Plains, a Wisconsin Municipal Corporation having an address of 2417 Brewery Road, Cross Plains, WI 53528 (the "Village"), and the Capital Off-Road Pathfinders, Inc a Wisconsin nonprofit non-stock corporation ("CORP") having an address of PO Box 44572, Madison, WI 53744, in connection with the International Mountain Bicycling Association (IMBA). A copy of the CORP bylaws may be obtained at: http://www.madcitydirt.com/index.php?topic=1283.msg9317#msg9317

Introduction

The Village is interested in planning, creating, maintaining, and managing off road bicycle trails in the Cedar Hill and Cedar Glen Conservancies (the "Conservancies"). CORP is interested in assisting in the planning, construction, and acting as steward of the multi-use mountain bike trails located in the Conservancies.

Description of the Property

The Cedar Hill Conservancy is more particularly described on the attached Exhibit A. The Cedar Glen Conservancy is more particularly described on the attached Exhibit B. Both exhibits are hereby incorporated by reference.

NOW, THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the Village and CORP agree as follows:

AGREEMENT

I. Permission to Enter Onto and Use the Conservancies for Recreational Activities:
The Village hereby agrees to permit CORP and its members to enter upon and use the Conservancies for the construction and maintenance of off road mountain bike trails. These rights are granted only during the time periods listed in this MOU as set forth Paragraph II below and subject to the remaining terms and conditions of this MOU.

This MOU is entered into in accordance with Wis. Stat. § 895.52.

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II. Term:

RESOLUTION NO. 2-2017

A Resolution authorizing execution of a memorandum of understanding between the Village of Cross Plains and the Capital Off Road Pathfinders, Inc for off road bicycle trails in the Cedar Hill and Cedar Glen Conservancies

The Board of Trustees of the Village of Cross Plains adopts the following Resolution:

WHEREAS, the Village of Cross Plains is interested in providing its citizens with a wide variety of recreational activities; and

WHEREAS, the Capital Off Road Pathfinders Inc., a Dane County Chapter of the International Mountain Bicycling Association, has proposed a plan to build and maintain a network of off-road trails in the Cedar Hill Conservancy with all oversight and approval from the Village of Cross Plains Parks and Recreation Department; and

WHEREAS, the Village of Cross Plains has reviewed this proposal and finds this project to be consistent with its overall planning goals and staff planning guidelines; and

WHEREAS, the Village of Cross Plains Attorney has reviewed the memorandum and finds the agreement to be in order.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of Cross Plains hereby approves the attached Memorandum of Understanding between the Village of Cross Plains and the Capital Off-Road Pathfinders, Inc. and authorizes the Village President and Village Administrator to execute the Memorandum of Understanding.

This resolution shall take effect upon its passage and publication or posting as provided by Law.

Dated this ~~26th~~ 24th day of ~~June~~ July 2017

Village of Cross Plains:

By: J. Patrick Andreoni

J. Patrick Andreoni, Village President

Attest:

By: Caitlin Stene

Caitlin Stene, Village Administrator

This MOU shall be in effect for a 3 year period. After 3 years, this MOU may be renewed or a new MOU with similar terms and conditions may be executed with the mutual agreement of the Village and CORP, provided that CORP has complied with all of the terms and conditions of this MOU.

III. Termination:

1. Either party may terminate this MOU for cause, by giving notice in writing thereof to the other party at least 30 days prior to the date on which termination is to take effect. At the end of the 30-day period, all Uses of the property under this MOU shall be immediately revoked.
2. Before providing written notice to terminate as set forth in Paragraph III(1), the terminating party shall provide the other party with a 30-day opportunity to cure any non-compliance with any provision herein or any condition within the Conservancies within its control. If the terminating party determines, in its sole discretion, that such conditions have not been satisfied within 30 days of providing the right to cure, it may terminate the MOU in accordance with Paragraph III(1).
3. The Village may additionally terminate this MOU in the event the Village determines that the continued use of the Trails would be inconsistent with the management needs or objectives of the Village. In exercising its termination rights under Paragraph III(3), the Village shall give CORP 180 days' notice of termination.

IV. Obligations of the Village:

The Village Shall:

1. At no charge to CORP for the entire duration of this MOU, the Village conveys by this MOU the right to CORP to use the Conservancies for the purpose of constructing and maintaining a year-round single-track mountain bike trail system for non-motorized use by the public for recreational purposes and for no other use. It is understood that "constructing and maintaining a trail system" may include: , "cutting or removing wood", "harvesting products of nature", or "operating a utility terrain vehicle"
2. Maintain trailheads and related park facilities as they come to fruition.
3. Publicly acknowledge CORP contribution to the construction and maintenance of the trail(s).
4. With sufficient advance notice, publicize CORP/IMBA workdays on Village media; (email, social media, website)
5. Consult with CORP on the development of new mountain biking trails within the Conservancies.
6. Work with CORP to develop and review placement of proposed signage, including trailhead entrances, property boundaries, crossings, information kiosks, and interpretive signage.
7. The Department may allow temporary on property storage for maintenance equipment on a year by year basis;
8. Meet with CORP annually to discuss conditions and seasonal needs of the Trails, and discuss the potential for new trails within the Conservancies.

V. Obligations of CORP

Capital Off-Road Pathfinders, Inc Shall:

1. Design, layout, and construct a mixed-use trail in the Conservancies to be approved by the Village Parks and Recreation Director;
2. Mutual determination of the **route** and **width** of the Trails, staying off the already established walking trail;

3. Perform the initial clearing of the Trails at the direction of the Village Parks and Recreation Director, including the trimming, removal and treatment of vegetation with herbicide necessary for the creation of such trail.;
4. Work with the Village Parks and Recreation Director to review the placement of proposed signage, including trailhead entrances, boundary markers, crossings, information kiosks, donation tubes, and interpretive signage.
5. CORP shall comply with all Village volunteer requirements for land management activities, safety, reporting, required trainings, and safety equipment. The Village Parks and Recreation Director will provide CORP with all required forms and documents.
6. Inspect and maintain the Trails including checking for erosion, obstacles, overhanging branches or brush, downed trees or any other potential hazards and report to the Village Parks and Recreation Director
7. Meet with the Village Parks and Recreation Director annually to discuss conditions and seasonal needs of the Trails, and discuss the potential for new trails within the Conservancies;
8. Not develop any new trails without gaining approval from the Village and shall not modify existing trails without approval from the Village Parks and Recreation Director;
9. Submit a written report on CORP's trail building activities and maintenance of the Trails to the Village, including where the work was done, what was done, number of volunteers, hours worked, and any other recommendations CORP or the volunteers may have;
10. No cutting of any tree exceeding ten inches (10 in) in diameter at breast height (DBH) in the Conservancies without permission from the Village Parks and Recreation Director nor cut any oak trees or roots between April 15th and October 1st.
11. CORP shall hold no races or competitive, events within Conservancies.
12. Promote the Village of Cross Plains and Parks and Recreation Department in printed materials and electronic publications.
13. Restrict the use of chain saw and other power equipment to trained volunteers working within the scope of approved trail maintenance and construction.
14. All pruning and tree removal shall be done pursuant to Village standards.
15. Corp will assist with the control of invasive and non-native plants.

VI. Mutual Hold Harmless

1. CORP agrees to release, indemnify, defend, and hold harmless the Village, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, resulting from or arising out of the negligent acts or omissions of CORP, its officers, officials, employees, agents or assigns while carrying out this MOU.
2. Subject to the provisions of Chapters 893 and 895 of the Wisconsin Statutes, the Village agrees to release, indemnify defend and hold harmless CORP, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability resulting from or arising out of the intentional acts or negligent acts or omissions of the Village, its officers,

officials, employees agents or assigns. The Village does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapters 893 and 895 and related statutes

VII. General

1. CORP shall not assign, sell, or otherwise transfer or encumber in any manner whatsoever, any of the rights, duties, or obligations under this agreement. Any such transfer or encumbrance shall be null and void.
2. This MOU and Exhibits attached hereto constitute the full and complete understanding of the parties regarding the subject matter thereof. This MOU replaces, supersedes and invalidates all prior agreements by and between the parties herein concerning use of the Property described in this MOU.
3. All the terms, conditions and covenants of this MOU shall be binding and shall inure to the benefit of the successors of the parties hereto for which appropriate documentation shall be provided to the other party.
4. This MOU may be amended only by written amendment duly signed by both parties.
5. This MOU shall be construed in accordance with and governed by the laws of the State of Wisconsin.
6. This MOU may be executed in one or more counterparts, which may be transmitted by facsimile or electronic mail, and each of which will be deemed to be an original copy of this MOU and all of which, when taken together, will be deemed to constitute one and the same agreement.
7. If any provision of this MOU is declared invalid by a court of competent jurisdiction, the remaining provisions of the MOU continue in full force and effect.
8. This MOU in no way restricts the Department from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.
9. The principal contacts for this MOU are:

The Village
Michael Axon
Parks and Recreation Director
2417 Brewery Road
Cross Plains, WI 53528
608-798-3241
maxon@cross-plains.wi.us

CORP
Michael Cliff
CORP Trail Steward
Capital Off Road Pathfinders Inc.
PO Box 44572
Madison, WI 53744
Michael.Cliff@madcitydirt.com

Either Party may change its address or contact information by providing written notice to the other party.

IN WITNESS WHEREOF, Village and CORP have caused this MOU to be executed in their respective names by their respective duly authorized representatives.

J. Patrick Andreoni, Village President

7/24/17
Date

Caitlin Stene, Village Administrator

7/24/2017
Date

William Lorman, CORP President

Date

J. Patrick Andreoni, Village President	Date
Caitlin Stene, Village Administrator	Date
William Lorman, CORP President	7/27/17 Date

Parks/Recreation Committee

Regular Meeting Notice and Agenda

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2. Committee Members

3. Parks and Recreation Director

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