

1. Park Commission Agenda

Documents: [PARK_20150604_AG.PDF](#)

2. Agenda Packet

Documents: [PARK_20150604_PK.PDF](#)



Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone (608) 270-4200

**AGENDA
PARKS COMMISSION
THURSDAY, June 4th, 2015
7:00 P.M.**

Pursuant to Section 19.82 of the Wisconsin Statutes, notice is hereby given that the park commission of the city of Fitchburg, Dane County Wisconsin, will meet at 7:00 p.m. on Thursday, June 4th, 2015 in the Meeting Room at the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 to consider the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at <http://www.fitchburgwi.gov/677/Government-Channel>)

- 1. Call to Order**
- 2. Approval of Minutes – May 7th, 2015 meeting**
- 3. Election of Park Commission Temporary Chair**
- 4. Public Appearances - Non Agenda Items**
- 5. Communication**
 - A. Huegel/Jamestown Park shelter/bathroom/meter station updated.**
 - B. Dawley Park Bike Hub Ribbon Cutting – June 6th at 9:00am**
- 6. Review and Approve Agenda**
- 7. Discussion/Action Little Library in Seminole Glen Park – Chad & Jolen Neumann, Stewart & Barb Gaulogly-Turner**
- 8. Discussion Partnership with UW Madison Graduate Program in Urban and Regional Planning – Wade Thompson, City Planning**
- 9. Discussion/Action Community Garden Criteria & Site Selection – Wade Thompson, City Planning**
- 10. Discussion Update of 2010 – 2015 Comprehensive Park, Open Space, and Recreation Plan – Wade Thompson, City Planning**
- 11. Discussion/Action Fitchburg Fields Gardening Classes – Amanda Hall**
- 12. Discussion/Action Kona Ice Vending for Splashpad – Scott Sanftleben**
- 13. Discussion of Park Master Plan for Irish Road property – Jake Johnson**
- 14. Staff Reports/Updates**
 - A. Recreation**
 - B. Forestry**
 - C. Parks**
- 15. Future Agenda Items**
 - A. Adopt a Bike Trail Proposal**
 - B. Concession operation – Splashpad**
- 16. Announcements As Allowed By Law**
 - A. The next 2 Park Commission Meetings will be held on July 9th and August 6th.**
- 17. Adjournment**

NOTE: It is possible that members of and possibly a quorum of members of other government 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. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Rd., Fitchburg, WI 53711 608-270-4200.



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1. Call to Order

Scott Endl sat in as Chair of this meeting and called the meeting to order 7:00 P.M.

In attendance: Mark Vivian, Alder Jake Johnson, Terra Them, Mark Almond, and Director Scott Endl.

Others in attendance: Patrick Cheney and Dan Carpenter

Absent: Zyronia Mims

2. Approval of Minutes – April 2nd, 2015 meeting

Terra Them moved to approve as written Mark Vivian 2nd. Motion Carried.

3. Election of Park Commission Chairperson

Mark Almond moved to table, 2nd by Terra Them. Motion Carried.

4. Public Appearances - Non Agenda Items

None.

5. Communication

1. Fahey Fields – Plan Commission approval

Scott provided a map which included the entire area including McGaw Park, Quarry Hill Park and Tech Lands. This provided a good point of reference for development occurring in this area.

2. NSGC summer activities report

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Jake Johnson moved to approve, 2nd by Mark Almond. Motion Carried.

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Scott provided a brief report on behalf of The Rotary Club. Jake Johnson moved to approve the Little Free Library adjacent to the Spalshpad, 2nd by Terra Theim. Motion Carried.

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- B. Forestry**
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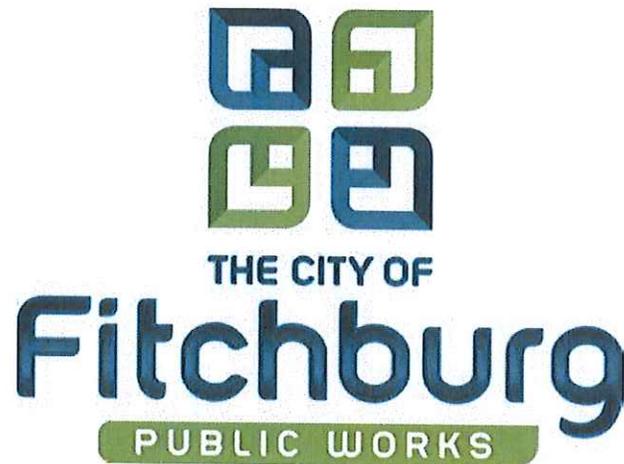
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11. Adjournment

Jake Johnson moved to adjourn, 2nd by Mark Almond. Motion Carried 7:22 pm

Minutes provided by Scott Endl

A
REQUEST FOR PROPOSAL (RFP)
FOR
PROFESSIONAL SERVICES
FOR
HUEGEL-JAMESTOWN PARK SHELTER



Issued By
City of Fitchburg Public Works Department
March 11, 2015

For further information regarding this RFP,
Contact Tracy M. Foss
Utility Project Engineer
(608) 270-4272

Proposals must be submitted
9:00 a.m.
March 20, 2015

LATE PROPOSALS WILL BE REJECTED

1.5 Proposal Schedule

<u>Huegel-Jamestown Park Shelter</u>	
<u>Request for Proposal</u>	
March 11, 2015	RFP document made available.
March 20, 2015	To be considered for this work, please submit a proposal to the City of Fitchburg by 9:00 a.m. on March 20, 2015. Proposals received before the submittal date will be securely kept, unopened. Proposals shall be sent to the Project Engineer.
March 31, 2015	Possible interview date.
April 14, 2015	Award contract.
June 14, 2015	Submit 50% plans and specifications to Public Works for review.
June 21, 2015	Submit required documents for architectural review.
July 6, 2015	Board of Public Works Review.
July 9, 2015	Parks Commission Review.
July 21, 2015	Plan Commission Approval.
July 28, 2015	Submit 90% plans and specifications for City review and approval.
August 11, 2015	Release plans and specifications for bid.
September 1, 2015	Bid opening.
September 8, 2015	Council award of construction contract.
September 23, 2015	Start construction.
May 31, 2016	Shelter construction complete and accepted.

1.6 Clarification and Revisions

Any questions concerning the RFP shall be directed to Tracy M. Foss, Utility Project Engineer, in written form via e-mail or mail. Responses to all questions and any revisions/amendments and/or supplements to the RFP will be provided to all recipients of this RFP.

The CITY OF FITCHBURG Invites You



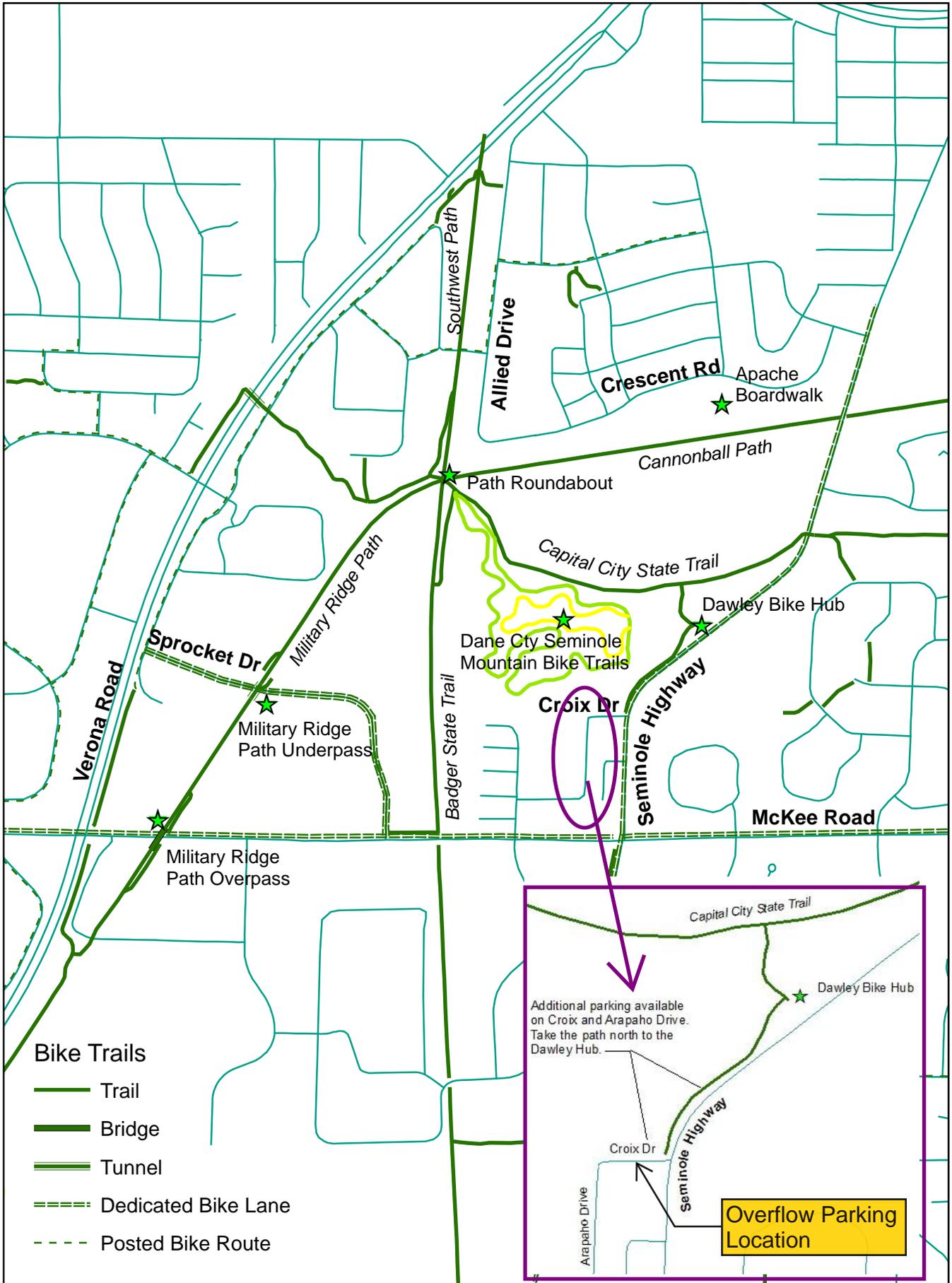
**GRAND OPENING
of the
DAWLEY BIKE HUB
and a
CELEBRATION OF BETTER BIKING
IN FITCHBURG**

When: Saturday, June 6, 2015, 9:00 AM

Where: Dawley Bike Hub, 3040 S. Seminole Hwy



Dawley Bike Hub Grand Opening Project Location Map



Chad and Jolen Neumann; Barb Gallogly-Turner and Stewart
Turner

May 27,2015

Proposal for

A Little Library and bench, in memory of,
Brett Turner, to be installed adjacent to
the Gallogly-Turner residence, on their
lot and the adjoining Seminole Glen
park by the end of July, 2015.

I. Summary

- The Neumann's and Gallogly-Turner's are long-time, active members of the Fitchburg community, neighbors and residents of Schumann Drive in Seminole Forest.
- A Little Library installed on the Gallogly-Turner property and the adjacent Seminole Glen Park land, will serve as a way to promote literacy and community in our neighborhood and also as a memorial to Brett Turner, the son of Stewart Turner and Barb Gallogly Turner.
- Approval to have the Little Library installed on park property and to have the Parks Department install a bench, with a memorial plaque, next to the Little Library.
- The total anticipated budget for the bench installation and plaque??
- The Neumann family will serve as managers of this Little Library for the duration of its lifetime. All maintenance, upkeep and repairs will be their responsibility.

II. Introduction

The Neumann's and Gallogly-Turner's are neighbors and residents of Schumann Drive. The Gallogly-Turners have been residents of Schumann Drive, and active in the Fitchburg community and Verona Area School District for over 25 years. The Neumann's, while newer to Schumann Drive, have been residents and active community members of Fitchburg and Madison for the past 16 years, residing in the Byrnewood subdivision for 12 years and last 4 in Seminole Forest. Jolen Neumann was a librarian with the Madison Metropolitan School District for over 12 years. Both families have/had children in the Stoner Prairie/Savannah Oaks schools.

In October, 2014 The Neumann's were awarded a Little Library, from a winning bid, at a silent auction supporting Forward Theater of Madison. The Gallogly-Turner's were in the process of considering a Little Library as a way of honoring their late son, Brett. After a brief discussion, between the families, it was decided this Little Library would serve as the memorial, to Brett Turner.

III. Needs

The Gallogly-Turner and Neumann families are asking the City of Fitchburg Parks Department to support the installation of a Little Library, in honor of Brett Turner, on the property adjacent to the Gallogly-Turner residence and partially in the Seminole Glen park, located on Schumann Drive. The Neumann family will install the Little Library, meeting the standards set forth by the Parks Department. They will also manage the Little Library over the course of its existence, which will include general upkeep and maintenance. The families are also asking for a bench, similar to the ones installed throughout McKee Farms park, to be installed, by the Parks Department, next to the Little Library. This bench would include a plaque honoring Brett Turner from the Gallogly-Turner family. This Little Library and bench will not only serve as a memorial for Brett, but will promote literacy and a sense of community for the residents of Seminole Forest and all those who utilize Seminole Glen Park.

IV. Goals/Objectives

- To promote literacy for all ages in the Seminole Forest neighborhood.
- To promote a sense of community in the Seminole Forest neighborhood.
- To serve as a memorial for Brett Turner.

V. Procedures/Scope of Work

At this time, the Neumann family is working on weather proofing the Little Library and creating a stand/post for it. It has already been filled with several books and more are being donated regularly, in anticipation of the installation. The Gallogly-Turner family will work with the City of Fitchburg Parks Department to secure a bench that will accompany the Little Library, with a plaque in honor of their son Brett. Once the Little Library and bench have been installed, there will be information sent to the Seminole Forest neighborhood announcing the addition to Schumann Drive. Over the course of its lifetime, it is hoped that the Little Library will promote a sense of community in Seminole Forest, promote literacy and always serve as a memorial to Brett Turner, an outstanding student of the Verona Area School District and long time member of this community.

VI. Timetable

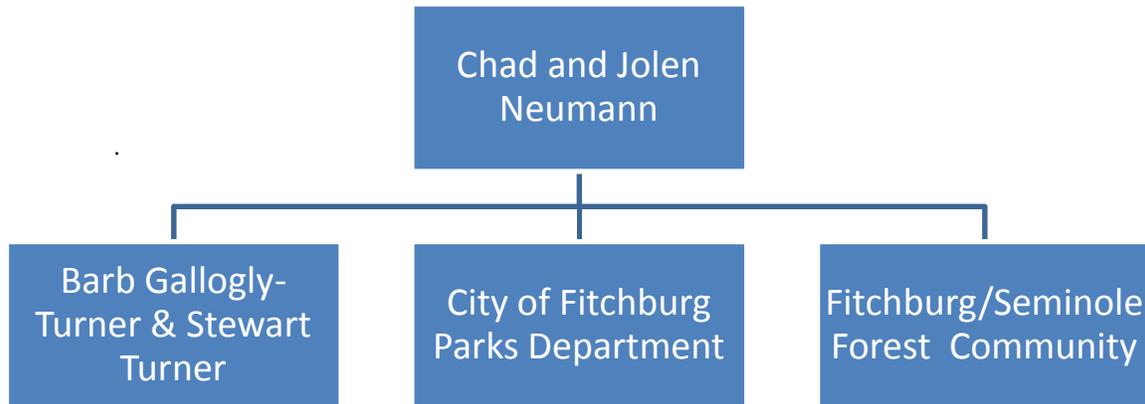
	Description of Work	Start and End Dates
Phase One	Approval from the City of Fitchburg to Install the Little Library and bench on the said property.	June 1, 2015 -June 30, 2015
Phase Two	The Neumann's will work with the City of Fitchburg Parks Department to insure the Little Library is installed appropriately and in the correct space.	June-July 31, 2015
Phase Three	Ongoing maintenance of the Little Library, including general care and upkeep and ensuring it is stocked with materials.	July, 2015- ongoing

VII. Budget

All maintenance/repair costs for the Little Library will be paid for by The Neumann Family over the course of the Little Library's lifetime.

	Description of Work	Anticipated Costs
Phase One	Bench installed with plaque.	??
	Total	\$ 0.00

VIII. Key Personnel



IX. Endorsements

Angela and Stephen Deutsch: 5849 Chicory Drive

Laura Olsen: 2958 Green Crest Court

Kim & Todd Schaffer: 5910 Woods Edge

Edward and Laura Lalik: 5852 Park Hill Circle

Jill and Peter Lundberg: 5927 Schumann Drive

Ronda and Robert Beggs: 5937 Schumann Circle

Vicki and Joshua Gormley: 5854 Schumann Drive

X. Next Steps

- Approval of proposed space and installation.
- Call to Diggers Hotline
- Installation of Little Library
- Installation of accompanying bench
- Announcement to the neighborhood.

**CITY OF FITCHBURG AND UNIVERSITY OF WISCONSIN – MADISON
DEPARTMENT OF URBAN AND REGIONAL PLANNING
COLLABORATIVE WORKING AGREEMENT – 2015**

WHEREAS, the City of Fitchburg Planning and Zoning Department and Parks, Recreation and Forestry Department (hereafter “Planning and Parks”) are working jointly on the following community planning and development projects;

1. Development of diverse agricultural land uses and enterprises and outdoor recreational opportunities along the Badger State Trail in the City;
2. Identification of potential neighborhood and community services in the North Fish Hatchery road area, and a central location to house administration and distribution of said services;

WHEREAS, the University of Wisconsin Urban and Regional Planning Department (hereafter “URPL”) offers a master’s degree in community planning, with curriculum consisting of a Pre-Workshop Module and Workshop designed to provide students with the opportunity to work on “real-world” projects by partnering the workshop with projects being undertaken by private consulting firms, or local governments (hereafter “Workshop Topics”);

WHEREAS, Planning and Parks and URPL have been in discussions regarding the following, **1.** and **2.**, as potential 2015 Workshop Topics:

1. Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study;
2. North Fish Hatchery Road Neighborhood Center Initial Development Study;

NOW THEREFORE, Planning and Parks staff will instruct URPL students in the Pre-Workshop Module in the 2015 Spring academic semester (January – May), introducing URPL students to the aforementioned 2015 Workshop Topics, and various other professional community planning and development concepts and principles;

Parks and Planning will hire an intern in May 2015 whose partial job duties will consist of working on the 2015 Workshop Topics, with the City to make a good-faith effort to consider selecting said intern from those URPL students that participated in the Pre-Workshop Module and apply for the intern position;

URPL students will continue work on the 2015 Workshop Topics in the 2015 Fall academic semester (September – December), with assistance provided by Planning and Parks staff as needed, with said students to produce some form of the following, **1.** and **2.**, to the City upon completion of the Workshop:

1. Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study;
2. North Fish Hatchery Road Neighborhood Center Initial Development Study;

The City and URPL shall both have a royalty-free, non-exclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use all products associated with the aforementioned 1. or 2. A notation indicating the preparation of all products by the City and URPL shall be included on said products and all reproductions thereof.

Workshop Project #1 - Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study

PROJECT BACKGROUND: The City of Fitchburg Agriculture Route (FAR) consists of a 4-mile segment of the Badger State Trail running north to south through the City. The FAR extends from the North Stoner Prairie Neighborhood in the north to the Old Fitchburg/Wendt Road settlement in the south, and is part of the City's larger 19-mile Heritage Circle Route, a proposed recreational trail/path encircling the City. Spread out along the FAR are areas vital to Fitchburg's history, as well as various existing enterprises that promote, sustain, and enhance agriculture in the City. These areas and enterprises collectively serve as a vital component of the City's history, identity, and economy (The City has recently allocated funding to develop "Agriculture Past and Present" signs along the FAR to begin to tell the story of the importance of the aforementioned areas and enterprises to the City's history, identity, and economy).

Lands surrounding the FAR have various characteristics that make diverse agricultural enterprises viable, including proximity to major roads, the Badger State Trail, and urban markets, a strong agricultural heritage, existing infrastructure and agricultural enterprises, and highly productive agricultural soils. The City is dedicated to working with landowners and business entrepreneurs to encourage various land uses adjacent and in close proximity to the FAR that promote, sustain, and enhance agriculture enterprises in the City, ensuring that these lands will continue to play a prominent role in writing Fitchburg's story as the City grows and develops.

The City is in the initial stages of exploring formation of the *Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study*. The intent and purpose of the *Study* is to identify the feasibility of enhancing existing and developing new agricultural enterprises and uses on lands adjacent to the FAR, ultimately creating a "place" out of a "space" by developing a holistic and integrated vision and identity for the City of Fitchburg's agricultural community. This vision and identity will be consistent with the City's Comprehensive Plan and consists of an "agricultural cluster", entailing diverse agricultural-related enterprises, interdependent and located in close proximity along the FAR, with the Badger State Trail serving as an "Agricultural Main Street". Existing and potential elements of this "agricultural cluster" include a commercial apple orchard, community gardens, local food-growing collective, fresh produce sales, a winery/brewery, bed and breakfast, ice-cream shop, artisan cheese production/sales, and museum/interpretive center.

PROJECT SCOPE OF WORK – The City will work in conjunction with the 2015 University of Wisconsin-Madison Department of Urban and Regional Planning (URPL) Workshop to formulate a planning document containing the following, 1. -3.:

1. **Existing FAR Conditions** – *Research question: What is the context of this project?*
 - a. City Policy
 - b. Geography and History
 - c. Assets and Liabilities
2. **Enhancement of Existing FAR Agricultural Enterprises and Land Uses** – *Research question: What can we learn from existing City agricultural entrepreneurs /landowners, and other communities, governing bodies, and organizations regarding the potential of the FAR area for diverse agriculture and agriculture-related enterprise?*

- a. Entrepreneurial/Landowner Interest
- b. Potential Business Models/Enterprises
- c. City/Region Economic Impact

3. Development of New FAR Agricultural Enterprises and Land Uses – *Research question: How can existing conditions (Section I), the experience of other communities, governing bodies, and organizations in developing agriculture and agriculture-related enterprise (Section II), and the desires of agricultural entrepreneurs/ landowners be applied in the context of the FAR concept?*

- a. Entrepreneurial/Landowner Interest
- b. Potential Business Models/Enterprises
- c. City/Region Economic Impact

4. Future FAR Directions and Recommendations – *Research question: What conditions/policies/ actions (tools) will propel the FAR concept forward to create a vibrant and engaging rural enterprise zone?*

- a. Land Use Regulation/Zoning
- b. Coordinated Outreach and Marketing effort
- c. City/Landowner/Other Interested Party Committee
- d. Entrepreneurial/Landowner Incentives and Support

Workshop Project #2 - North Fish Hatchery Road Neighborhood Center Initial Development Study

PROJECT BACKGROUND – The City of Fitchburg’s North Fish Hatchery Road area (Arbor Hills and Leopold Neighborhoods) has a population that is younger, of lower-income, has higher percentages of racial minorities, and is more dependent on public transportation, on average, than the rest of the City’s population. Additionally, this area exhibits some of the highest residential densities, and the highest childhood obesity rates, in Dane County. Community and neighborhood services in this area, including but not limited to libraries, employment resource centers, child/adult programming/classes, and park/recreation spaces and facilities are either limited or non-existent. Additionally, access to fresh food options in this area has been identified as deficient.

Various community planning and development documents have been formulated in recent years to address the North Fish Hatchery Road area, including the following:

- *North Fish Hatchery Road Opportunity Analysis and Concept Planning* (2004);
- *Nine Springs Golf Course – Potential Park Use Option Master Plan* (2014);
- *North Fish Hatchery Road SmartCode Charrette – Conceptual Plan* (2010)
- *Arbor Hills – Leopold Neighborhood Plan* (2013);
- *Madison Transit Corridor Study – Investigating Bus Rapid Transit in the Madison Area* (2013);
- *Dane County Market Demand Study – Bus Rapid Transit & Other Local Investments in Walkable Transit-Supportive Communities* (2013);
- *Nine Springs Health Impact Assessment* (May, 2014);
- *Nine Springs Revitalization – 2013-2014 – Ben Luedtke – Senior Capstone Program, Department of Landscape Architecture, University of Wisconsin – Madison;*

The documents promote the concept of the North Fish Hatchery Road area as a “**Socially, economically, and ecologically healthy neighborhood**”, to be maintained and enhanced through activities and actions that encourage and promote **neighborhood identity, connectivity, and appropriate scale**. The documents were reviewed to identify “unifying themes and sub-themes”, significant ideas identified in a majority of the documents that promote the aforementioned concept..

As a result of identification and analysis of select themes and sub-themes, general recommendations for the City of Fitchburg to begin implementation of said themes/sub-themes are as follows:

1. Explore methods to **encourage fresh food vendors/food carts** and **commercial signage on a more “pedestrian” scale** in the North Fish Hatchery Road area;
2. Explore the feasibility of utilizing **Community Development Block Grant (CDBG) Funds** in the North Fish Hatchery Road area;
3. Explore the feasibility of creating a “**Neighborhood Center**” facility at or near the Nine Springs Golf Course;

PROJECT SCOPE OF WORK – The City will work in conjunction with the 2015 University of Wisconsin-Madison Department of Urban and Regional Planning (URPL) Workshop to formulate a planning document containing the following, 1. – 3.:

1. **Existing North Fish Hatchery Road Area Conditions** – *Research question: What is the context of this project?*
 - a. City Policy

b. Geography and History

c. Assets and Liabilities

2. North Fish Hatchery Road Neighborhood Center Stakeholders/Visioning, Location, and Operational/Layout Elements – *Research question: What can we learn from City residents and other communities, governing bodies, and organizations regarding the potential location and composition of a North Fish Hatchery Road neighborhood center?*

a. Initial North Fish Hatchery Road neighborhood center planning steps, including but not limited to stakeholder identification and scenario planning;

b. Potential locations of a North Fish Hatchery Road neighborhood center;

c. Operational and layout elements of a potential North Fish Hatchery Road neighborhood center, including but not limited to a farmers market, food carts, community gardens, employment resource center, business incubator, child and adult programming/classes, and recreational and educational spaces and facilities;

3. North Fish Hatchery Road Neighborhood Center Partnerships, Capital Funding, and Operational Resources – *Research question: What conditions/policies/actions (tools) will propel the North Fish Hatchery Road neighborhood center concept forward to potentially create a vibrant, engaging, and stable neighborhood center?*

a. Potential partnerships;

b. Potential capital funding sources;

c. Operational financial and human resources;

COMMUNITY GARDENS ON CITY OF FITCHBURG PARK LAND – PROPOSED METHODOLOGY AND PROCESS – 2015-2016

1. Staff propose garden criteria on City park lands and select sites to Parks Commission– **June 2015**
2. Staff outreach to neighborhoods surrounding select sites – **July/August 2015:**
 - a. Survey
 1. Garden introduction, identify benefits on public land, etc.
 2. Would you be interested in gardening on City land?
 3. Would you be interested in attending a meeting on gardening on City land?
 4. Do you have any concerns about gardening on public land?
 5. Include map and site matrix and ask participants to identify most suitable garden location.
 6. Would you like to be informed as events progress?
 - b. Public meetings
3. Staff identify most appropriate sites for gardens based on community feedback – **July/August 2015**
4. Staff develop garden “policy” framework (definitions, rules, guidelines, etc.), per City attorney review/approval – **Fall 2015**
5. Staff incorporate most appropriate sites, and associated information/policies, etc., into Parks Plan update – **Fall/Winter 2015**
6. Staff work with interested parties to locate gardens on designated sites – **Winter/Spring 2016**



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Minutes provided by Scott Endl

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FOR
PROFESSIONAL SERVICES
FOR
HUEGEL-JAMESTOWN PARK SHELTER



Issued By
City of Fitchburg Public Works Department
March 11, 2015

For further information regarding this RFP,
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Utility Project Engineer
(608) 270-4272

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March 20, 2015	To be considered for this work, please submit a proposal to the City of Fitchburg by 9:00 a.m. on March 20, 2015. Proposals received before the submittal date will be securely kept, unopened. Proposals shall be sent to the Project Engineer.
March 31, 2015	Possible interview date.
April 14, 2015	Award contract.
June 14, 2015	Submit 50% plans and specifications to Public Works for review.
June 21, 2015	Submit required documents for architectural review.
July 6, 2015	Board of Public Works Review.
July 9, 2015	Parks Commission Review.
July 21, 2015	Plan Commission Approval.
July 28, 2015	Submit 90% plans and specifications for City review and approval.
August 11, 2015	Release plans and specifications for bid.
September 1, 2015	Bid opening.
September 8, 2015	Council award of construction contract.
September 23, 2015	Start construction.
May 31, 2016	Shelter construction complete and accepted.

1.6 Clarification and Revisions

Any questions concerning the RFP shall be directed to Tracy M. Foss, Utility Project Engineer, in written form via e-mail or mail. Responses to all questions and any revisions/amendments and/or supplements to the RFP will be provided to all recipients of this RFP.

The CITY OF FITCHBURG Invites You



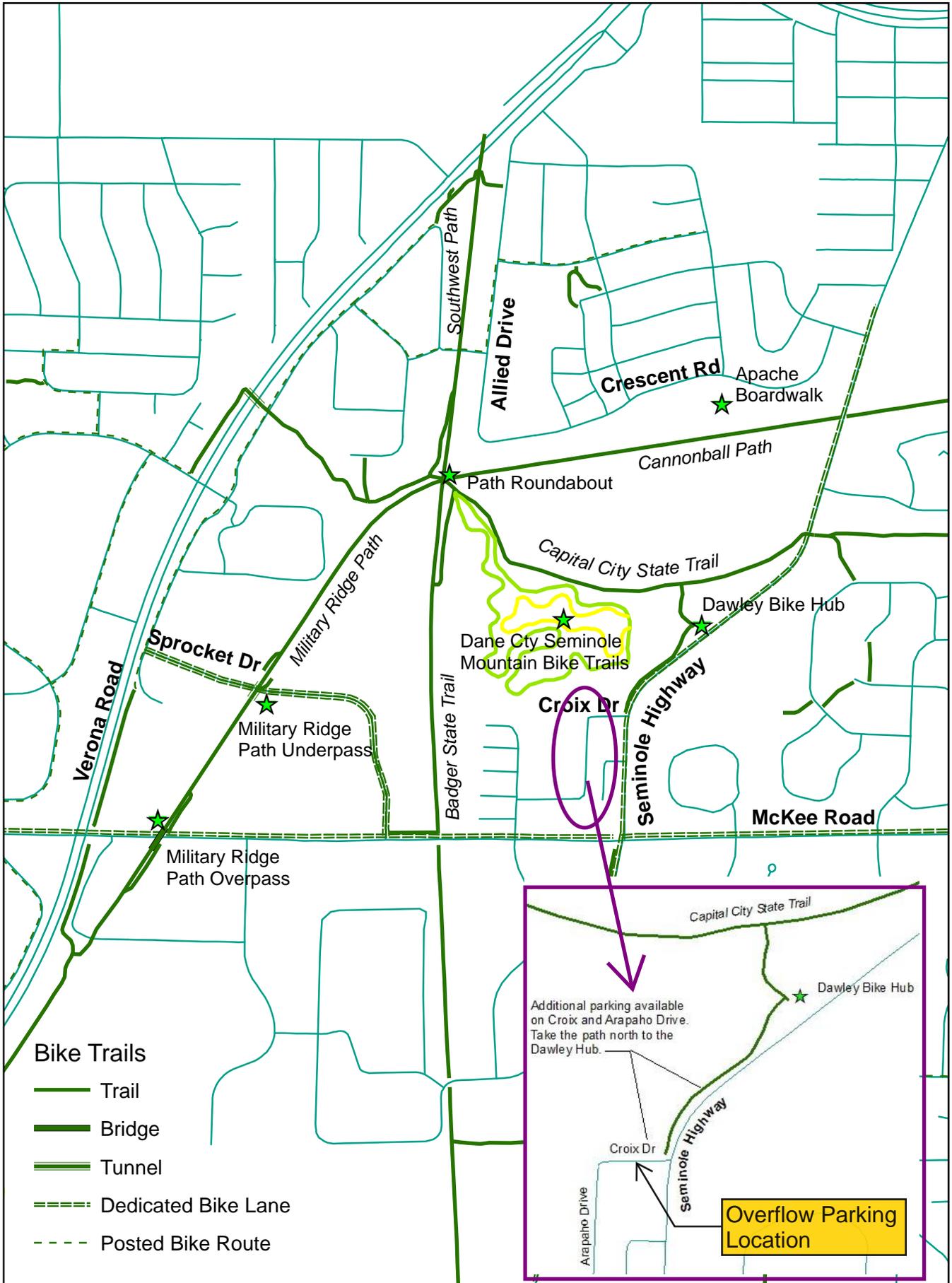
**GRAND OPENING
of the
DAWLEY BIKE HUB
and a
CELEBRATION OF BETTER BIKING
IN FITCHBURG**

When: Saturday, June 6, 2015, 9:00 AM

Where: Dawley Bike Hub, 3040 S. Seminole Hwy



Dawley Bike Hub Grand Opening Project Location Map



Chad and Jolen Neumann; Barb Gallogly-Turner and Stewart
Turner

May 27,2015

Proposal for

A Little Library and bench, in memory of,
Brett Turner, to be installed adjacent to
the Gallogly-Turner residence, on their
lot and the adjoining Seminole Glen
park by the end of July, 2015.

I. Summary

- The Neumann's and Gallogly-Turner's are long-time, active members of the Fitchburg community, neighbors and residents of Schumann Drive in Seminole Forest.
- A Little Library installed on the Gallogly-Turner property and the adjacent Seminole Glen Park land, will serve as a way to promote literacy and community in our neighborhood and also as a memorial to Brett Turner, the son of Stewart Turner and Barb Gallogly Turner.
- Approval to have the Little Library installed on park property and to have the Parks Department install a bench, with a memorial plaque, next to the Little Library.
- The total anticipated budget for the bench installation and plaque??
- The Neumann family will serve as managers of this Little Library for the duration of its lifetime. All maintenance, upkeep and repairs will be their responsibility.

II. Introduction

The Neumann's and Gallogly-Turner's are neighbors and residents of Schumann Drive. The Gallogly-Turners have been residents of Schumann Drive, and active in the Fitchburg community and Verona Area School District for over 25 years. The Neumann's, while newer to Schumann Drive, have been residents and active community members of Fitchburg and Madison for the past 16 years, residing in the Byrnewood subdivision for 12 years and last 4 in Seminole Forest. Jolen Neumann was a librarian with the Madison Metropolitan School District for over 12 years. Both families have/had children in the Stoner Prairie/Savannah Oaks schools.

In October, 2014 The Neumann's were awarded a Little Library, from a winning bid, at a silent auction supporting Forward Theater of Madison. The Gallogly-Turner's were in the process of considering a Little Library as a way of honoring their late son, Brett. After a brief discussion, between the families, it was decided this Little Library would serve as the memorial, to Brett Turner.

III. Needs

The Gallogly-Turner and Neumann families are asking the City of Fitchburg Parks Department to support the installation of a Little Library, in honor of Brett Turner, on the property adjacent to the Gallogly-Turner residence and partially in the Seminole Glen park, located on Schumann Drive. The Neumann family will install the Little Library, meeting the standards set forth by the Parks Department. They will also manage the Little Library over the course of its existence, which will include general upkeep and maintenance. The families are also asking for a bench, similar to the ones installed throughout McKee Farms park, to be installed, by the Parks Department, next to the Little Library. This bench would include a plaque honoring Brett Turner from the Gallogly-Turner family. This Little Library and bench will not only serve as a memorial for Brett, but will promote literacy and a sense of community for the residents of Seminole Forest and all those who utilize Seminole Glen Park.

IV. Goals/Objectives

- To promote literacy for all ages in the Seminole Forest neighborhood.
- To promote a sense of community in the Seminole Forest neighborhood.
- To serve as a memorial for Brett Turner.

V. Procedures/Scope of Work

At this time, the Neumann family is working on weather proofing the Little Library and creating a stand/post for it. It has already been filled with several books and more are being donated regularly, in anticipation of the installation. The Gallogly-Turner family will work with the City of Fitchburg Parks Department to secure a bench that will accompany the Little Library, with a plaque in honor of their son Brett. Once the Little Library and bench have been installed, there will be information sent to the Seminole Forest neighborhood announcing the addition to Schumann Drive. Over the course of its lifetime, it is hoped that the Little Library will promote a sense of community in Seminole Forest, promote literacy and always serve as a memorial to Brett Turner, an outstanding student of the Verona Area School District and long time member of this community.

VI. Timetable

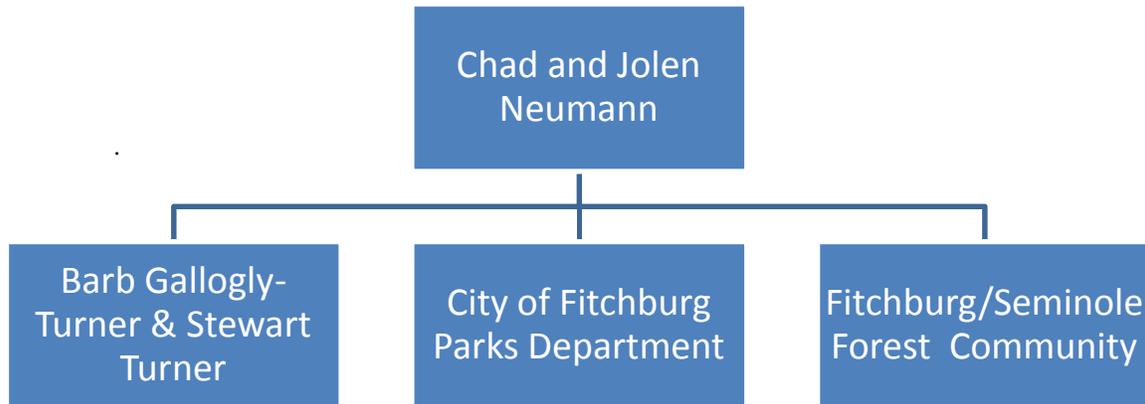
	Description of Work	Start and End Dates
Phase One	Approval from the City of Fitchburg to Install the Little Library and bench on the said property.	June 1, 2015 -June 30, 2015
Phase Two	The Neumann's will work with the City of Fitchburg Parks Department to insure the Little Library is installed appropriately and in the correct space.	June-July 31, 2015
Phase Three	Ongoing maintenance of the Little Library, including general care and upkeep and ensuring it is stocked with materials.	July, 2015- ongoing

VII. Budget

All maintenance/repair costs for the Little Library will be paid for by The Neumann Family over the course of the Little Library's lifetime.

	Description of Work	Anticipated Costs
Phase One	Bench installed with plaque.	??
	Total	\$ 0.00

VIII. Key Personnel



IX. Endorsements

Angela and Stephen Deutsch: 5849 Chicory Drive

Laura Olsen: 2958 Green Crest Court

Kim & Todd Schaffer: 5910 Woods Edge

Edward and Laura Lalik: 5852 Park Hill Circle

Jill and Peter Lundberg: 5927 Schumann Drive

Ronda and Robert Beggs: 5937 Schumann Circle

Vicki and Joshua Gormley: 5854 Schumann Drive

X. Next Steps

- Approval of proposed space and installation.
- Call to Diggers Hotline
- Installation of Little Library
- Installation of accompanying bench
- Announcement to the neighborhood.

**CITY OF FITCHBURG AND UNIVERSITY OF WISCONSIN – MADISON
DEPARTMENT OF URBAN AND REGIONAL PLANNING
COLLABORATIVE WORKING AGREEMENT – 2015**

WHEREAS, the City of Fitchburg Planning and Zoning Department and Parks, Recreation and Forestry Department (hereafter “Planning and Parks”) are working jointly on the following community planning and development projects;

1. Development of diverse agricultural land uses and enterprises and outdoor recreational opportunities along the Badger State Trail in the City;
2. Identification of potential neighborhood and community services in the North Fish Hatchery road area, and a central location to house administration and distribution of said services;

WHEREAS, the University of Wisconsin Urban and Regional Planning Department (hereafter “URPL”) offers a master’s degree in community planning, with curriculum consisting of a Pre-Workshop Module and Workshop designed to provide students with the opportunity to work on “real-world” projects by partnering the workshop with projects being undertaken by private consulting firms, or local governments (hereafter “Workshop Topics”);

WHEREAS, Planning and Parks and URPL have been in discussions regarding the following, **1.** and **2.**, as potential 2015 Workshop Topics:

1. Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study;
2. North Fish Hatchery Road Neighborhood Center Initial Development Study;

NOW THEREFORE, Planning and Parks staff will instruct URPL students in the Pre-Workshop Module in the 2015 Spring academic semester (January – May), introducing URPL students to the aforementioned 2015 Workshop Topics, and various other professional community planning and development concepts and principles;

Parks and Planning will hire an intern in May 2015 whose partial job duties will consist of working on the 2015 Workshop Topics, with the City to make a good-faith effort to consider selecting said intern from those URPL students that participated in the Pre-Workshop Module and apply for the intern position;

URPL students will continue work on the 2015 Workshop Topics in the 2015 Fall academic semester (September – December), with assistance provided by Planning and Parks staff as needed, with said students to produce some form of the following, **1.** and **2.**, to the City upon completion of the Workshop:

1. Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study;
2. North Fish Hatchery Road Neighborhood Center Initial Development Study;

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Workshop Project #1 - Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study

PROJECT BACKGROUND: The City of Fitchburg Agriculture Route (FAR) consists of a 4-mile segment of the Badger State Trail running north to south through the City. The FAR extends from the North Stoner Prairie Neighborhood in the north to the Old Fitchburg/Wendt Road settlement in the south, and is part of the City's larger 19-mile Heritage Circle Route, a proposed recreational trail/path encircling the City. Spread out along the FAR are areas vital to Fitchburg's history, as well as various existing enterprises that promote, sustain, and enhance agriculture in the City. These areas and enterprises collectively serve as a vital component of the City's history, identity, and economy (The City has recently allocated funding to develop "Agriculture Past and Present" signs along the FAR to begin to tell the story of the importance of the aforementioned areas and enterprises to the City's history, identity, and economy).

Lands surrounding the FAR have various characteristics that make diverse agricultural enterprises viable, including proximity to major roads, the Badger State Trail, and urban markets, a strong agricultural heritage, existing infrastructure and agricultural enterprises, and highly productive agricultural soils. The City is dedicated to working with landowners and business entrepreneurs to encourage various land uses adjacent and in close proximity to the FAR that promote, sustain, and enhance agriculture enterprises in the City, ensuring that these lands will continue to play a prominent role in writing Fitchburg's story as the City grows and develops.

The City is in the initial stages of exploring formation of the *Fitchburg Agriculture Route (FAR) Development and Enhancement Pre-Feasibility and Market Assessment Study*. The intent and purpose of the *Study* is to identify the feasibility of enhancing existing and developing new agricultural enterprises and uses on lands adjacent to the FAR, ultimately creating a "place" out of a "space" by developing a holistic and integrated vision and identity for the City of Fitchburg's agricultural community. This vision and identity will be consistent with the City's Comprehensive Plan and consists of an "agricultural cluster", entailing diverse agricultural-related enterprises, interdependent and located in close proximity along the FAR, with the Badger State Trail serving as an "Agricultural Main Street". Existing and potential elements of this "agricultural cluster" include a commercial apple orchard, community gardens, local food-growing collective, fresh produce sales, a winery/brewery, bed and breakfast, ice-cream shop, artisan cheese production/sales, and museum/interpretive center.

PROJECT SCOPE OF WORK – The City will work in conjunction with the 2015 University of Wisconsin-Madison Department of Urban and Regional Planning (URPL) Workshop to formulate a planning document containing the following, 1. -3.:

1. **Existing FAR Conditions** – *Research question: What is the context of this project?*
 - a. City Policy
 - b. Geography and History
 - c. Assets and Liabilities
2. **Enhancement of Existing FAR Agricultural Enterprises and Land Uses** – *Research question: What can we learn from existing City agricultural entrepreneurs /landowners, and other communities, governing bodies, and organizations regarding the potential of the FAR area for diverse agriculture and agriculture-related enterprise?*

- a. Entrepreneurial/Landowner Interest
- b. Potential Business Models/Enterprises
- c. City/Region Economic Impact

3. Development of New FAR Agricultural Enterprises and Land Uses – *Research question: How can existing conditions (Section I), the experience of other communities, governing bodies, and organizations in developing agriculture and agriculture-related enterprise (Section II), and the desires of agricultural entrepreneurs/ landowners be applied in the context of the FAR concept?*

- a. Entrepreneurial/Landowner Interest
- b. Potential Business Models/Enterprises
- c. City/Region Economic Impact

4. Future FAR Directions and Recommendations – *Research question: What conditions/policies/ actions (tools) will propel the FAR concept forward to create a vibrant and engaging rural enterprise zone?*

- a. Land Use Regulation/Zoning
- b. Coordinated Outreach and Marketing effort
- c. City/Landowner/Other Interested Party Committee
- d. Entrepreneurial/Landowner Incentives and Support

Workshop Project #2 - North Fish Hatchery Road Neighborhood Center Initial Development Study

PROJECT BACKGROUND – The City of Fitchburg’s North Fish Hatchery Road area (Arbor Hills and Leopold Neighborhoods) has a population that is younger, of lower-income, has higher percentages of racial minorities, and is more dependent on public transportation, on average, than the rest of the City’s population. Additionally, this area exhibits some of the highest residential densities, and the highest childhood obesity rates, in Dane County. Community and neighborhood services in this area, including but not limited to libraries, employment resource centers, child/adult programming/classes, and park/recreation spaces and facilities are either limited or non-existent. Additionally, access to fresh food options in this area has been identified as deficient.

Various community planning and development documents have been formulated in recent years to address the North Fish Hatchery Road area, including the following:

- *North Fish Hatchery Road Opportunity Analysis and Concept Planning (2004);*
- *Nine Springs Golf Course – Potential Park Use Option Master Plan (2014);*
- *North Fish Hatchery Road SmartCode Charrette – Conceptual Plan (2010)*
- *Arbor Hills – Leopold Neighborhood Plan (2013);*
- *Madison Transit Corridor Study – Investigating Bus Rapid Transit in the Madison Area (2013);*
- *Dane County Market Demand Study – Bus Rapid Transit & Other Local Investments in Walkable Transit-Supportive Communities (2013);*
- *Nine Springs Health Impact Assessment (May, 2014);*
- *Nine Springs Revitalization – 2013-2014 – Ben Luedtke – Senior Capstone Program, Department of Landscape Architecture, University of Wisconsin – Madison;*

The documents promote the concept of the North Fish Hatchery Road area as a “**Socially, economically, and ecologically healthy neighborhood**”, to be maintained and enhanced through activities and actions that encourage and promote **neighborhood identity, connectivity, and appropriate scale**. The documents were reviewed to identify “unifying themes and sub-themes”, significant ideas identified in a majority of the documents that promote the aforementioned concept..

As a result of identification and analysis of select themes and sub-themes, general recommendations for the City of Fitchburg to begin implementation of said themes/sub-themes are as follows:

1. Explore methods to **encourage fresh food vendors/food carts** and **commercial signage on a more “pedestrian” scale** in the North Fish Hatchery Road area;
2. Explore the feasibility of utilizing **Community Development Block Grant (CDBG) Funds** in the North Fish Hatchery Road area;
3. Explore the feasibility of creating a “**Neighborhood Center**” facility at or near the Nine Springs Golf Course;

PROJECT SCOPE OF WORK – The City will work in conjunction with the 2015 University of Wisconsin-Madison Department of Urban and Regional Planning (URPL) Workshop to formulate a planning document containing the following, 1. – 3.:

1. **Existing North Fish Hatchery Road Area Conditions** – *Research question: What is the context of this project?*
 - a. City Policy

b. Geography and History

c. Assets and Liabilities

2. North Fish Hatchery Road Neighborhood Center Stakeholders/Visioning, Location, and Operational/Layout Elements – *Research question: What can we learn from City residents and other communities, governing bodies, and organizations regarding the potential location and composition of a North Fish Hatchery Road neighborhood center?*

a. Initial North Fish Hatchery Road neighborhood center planning steps, including but not limited to stakeholder identification and scenario planning;

b. Potential locations of a North Fish Hatchery Road neighborhood center;

c. Operational and layout elements of a potential North Fish Hatchery Road neighborhood center, including but not limited to a farmers market, food carts, community gardens, employment resource center, business incubator, child and adult programming/classes, and recreational and educational spaces and facilities;

3. North Fish Hatchery Road Neighborhood Center Partnerships, Capital Funding, and Operational Resources – *Research question: What conditions/policies/actions (tools) will propel the North Fish Hatchery Road neighborhood center concept forward to potentially create a vibrant, engaging, and stable neighborhood center?*

a. Potential partnerships;

b. Potential capital funding sources;

c. Operational financial and human resources;

COMMUNITY GARDENS ON CITY OF FITCHBURG PARK LAND – PROPOSED METHODOLOGY AND PROCESS – 2015-2016

1. Staff propose garden criteria on City park lands and select sites to Parks Commission– **June 2015**
2. Staff outreach to neighborhoods surrounding select sites – **July/August 2015:**
 - a. Survey
 1. Garden introduction, identify benefits on public land, etc.
 2. Would you be interested in gardening on City land?
 3. Would you be interested in attending a meeting on gardening on City land?
 4. Do you have any concerns about gardening on public land?
 5. Include map and site matrix and ask participants to identify most suitable garden location.
 6. Would you like to be informed as events progress?
 - b. Public meetings
3. Staff identify most appropriate sites for gardens based on community feedback – **July/August 2015**
4. Staff develop garden “policy” framework (definitions, rules, guidelines, etc.), per City attorney review/approval – **Fall 2015**
5. Staff incorporate most appropriate sites, and associated information/policies, etc., into Parks Plan update – **Fall/Winter 2015**
6. Staff work with interested parties to locate gardens on designated sites – **Winter/Spring 2016**

SITE	GARDEN SUITABILITY CRITERIA AND SCORE											TOTAL SITE SCORE	Other Comments
	Lack of Potential Neighborhood "Resistance"	Surrounding Land Use Dynamic (i.e. Multi-family/small-lot residences, user businesses etc.)	Surrounding Socio-Economic Demographic (i.e. Food deserts, high obesity rates, etc.)	Opportunities for Programming (i.e. Classes, etc.)	Walkable/Bikable Location	Adequate Sun	Water	Parking	Restrooms	Adequate Soils	Infrastructure (i.e. Storage, etc.)		
1. Belmar Hills	1	2	2	2	2	1	2	1	1	1	1	16	
2. W. Clayton Road	2	1	1	1	1	1	1	1	1	2	1	13	
3. Fish Hatchery Road/Irish Lane	2	1	1	1	1	1	2	2	1	2	1	15	
4. Fitchburg Center Park	2	2	1	2	2	1	1	1	1	2	1	16	
5. Huelgel/Jamestown	1	1	1	1	2	1	2	1	2	2	1	15	
6. McGaw	1	2	1	1	2	1	2	2	2	2	1	17	
7. McKee	1	2	1	2	2	1	2	2	2	2	1	18	
8. Nine Springs Golf Course	1	2	2	2	2	1	2	1	2	2	1	18	
9. Oak Hall Cemetary	2	1	1	1	1	1	1	2	1	2	1	14	
10. Quarry Hill	1	1	1	1	2	1	2	1	1	1	1	13	
11. Quarry Ridge	2	1	1	1	1	1	2	2	2	1	1	15	
12. Pinnacle Park	2	2	1	1	2	1	1	1	1	1	1	14	
13. Swan Creek	1	2	1	1	2	1	2	1	2	1	1	15	
14. Wilwood South	1	1	1	1	2	1	1	1	1	2	1	13	
Others??												0	

2-point Criteria Scoring Scale - Higher score indicates higher garden suitability.

PARKS PLAN – 5-YEAR UPDATE – 2015-16

- **PROPOSED TIMELINE AND PROCESS - June 2015 – February 2016**

1. Staff kick-off meeting – **Late May**
 2. Staff presentation of timeline/process to, and issues identification by:
 - Parks Commission – **June**
 - Plan Commission – **July**
 - Other Commissions/Committees??
 3. Public opinion survey – **June**
 4. Public input meeting/workshop #1 – **July**
 5. Public input meeting/workshop #2 – **August**
 6. Staff update on timeline/process to COW – **September**
 7. Staff update on timeline/process and presentation of draft Plan to Parks Commission – **October**
 8. Staff presentation of draft plan to public (open house) – **November**
 9. Staff complete final draft – **December**
 10. Staff presentation of final draft plan and public hearing/adoption process (Relevant Committees and Council) – **January/February**
-

- **MAJOR ISSUES**

- Standards revision (Appropriate new park/open space “placement” and identifying/prioritizing uses that reflect demographics of surrounding population, etc.)
- Emerging trends in park/open space uses as “third places” (activities for aging population, community gardens, for-profit vending, farmers markets, beer gardens, etc.)
- Taking advantage of attributes that make Fitchburg unique (trail system, agricultural identity, etc.)
- N. Fish Hatchery Road neighborhood center concept
- Long-term vision for Nine Springs property
- Trails as multi-functional (recreation, transportation, environmental corridors, etc.)
- Incorporating Recreation Dept. vision

- Moraine Edge Park prospects
 - Heritage Circle Route concept
 - Staffing, etc.
-

- **PLAN STRUCTURE/CONTENT**

1. Executive Summary
2. Introduction and Overview
3. Inventory (To include Assessment of Needs and Implementation)
4. Goals, Objectives, Policies, and Recommendations (To include Standards and Conceptual Park and Open Space Proposal)
5. Appendices

DRAFT: 5-29-2015

2015 Proposal for Kona Ice of Madison LLC, to vend at Fitchburg McKee Farms Park.

Kona Ice will be allowed to sell at McKee Farms Park the following dates and times:

Flag Football Saturday's

9:00 am - Noon

September 6th – October 25th

Splash Pad

Open From Memorial Day – Labor Day, 2015.

Kona Ice start selling at McKee on June 1st.

11:00am – 5:00pm when available and weather permitting.

Kona Ice will pay a fee of \$400 for the right to vend in McKee Farms Park.

Kona Ice agrees to the 12 general rules that were in the agreement from 2014.

Signed Scott Sanftleben 5/27/2015