

Approved  
3.4.14

**TOWN OF WINDSOR  
PARK COMMISSION MEETING  
Tuesday – February 4, 2014 at 6:30 p.m.  
Windsor Town Hall, 4084 Mueller Road, DeForest**

MINUTES

1. **Call Meeting to Order:** The meeting was called to order by Rich Johnson at 6:30 p.m.
2. **Roll Call:** Chairperson Rich Johnson, Judith Hutchinson, Barb Ridd and Carol Barth were present. Dick Woodburn and Bill Lapp had an excused absence. Jim Fredenberg and Lisa Blaesing-LaRue were in attendance as staff representatives. Tony Hamelink resigned from his position on 1/20/14.
3. **Pledge of Allegiance:** The pledge was recited by all.
4. **Minutes from November 5, 2013:** The Park Commission asked if members of the Commission can vote to approve minutes if they were not in attendance for the meeting in which the minutes are referencing. L. Blaesing-LaRue will discuss the meeting rules with Town Office Manager Tina Butteris. C. Barth moved to approve the minutes, seconded by B. Ridd. Motion carried with a 4-0 vote.
5. **Treasurer's report:** L. Blaesing-LaRue gave the financial report.
  - a. **Vouchers-** The November and December 2013 vouchers were presented for a total of \$586.71.
  - b. **Balance Report-** The 2013 Park Commission Project Budget was reviewed (Exhibit A). The year-end remaining balance was \$15,148.72 of which \$15,000.00 was allocated to an assigned facility/shed fund for Windsor Sports Commons. The remaining \$148.72 is in an assigned balance fund for the park.

The remaining money from the booster drive of \$1,225.00 was placed in the assigned groomer fund.

In 2013 there was earned interest of \$239.59, which was placed in the assigned balance fund for the park.

The 2014 Park fund budget was reviewed (Exhibit B), which now includes all park expenses excluding man hours, vehicle and equipment purchases and snow plow repairs.

The total Park budget for the year 2014 is \$66,225.00, which includes \$33,000 for projects as shown in Exhibits C and D.

J. Hutchinson moved to accept the revised budget revenue received of \$33,000.00 and C. Barth seconded the motion. Motion carried with 4-0 vote. The revenue will not be further allocated into projects until after the annual park tours.

The \$10,000 amount (which was in an assigned fund balance) that D. Woodburn had inquired about has been placed in the general assigned funds. After researching Town records and not finding a specific allocation for the funds, per the auditors the funds were placed in the general assigned fund balance, which is managed at the discretion of the Town Board (request for use of funds can be made to the Board; however, expenses must be covered by allocated revenue first). An email (Exhibit E) from D. Woodburn dated 1/30/14 was shared regarding his concern for the Park finances. The park commission asked L. Blaesing-LaRue to check on the funds from the 2013 budget that were approved for the Cradle Hill flower/planter box.

6. **Appearances before the Park Commission:** None.
7. **Old Business:**
  - a. **Signage for the Windsor Corners/Traveler Trail Park-** L. Blaesing-LaRue reminded the Park

Commission that the Windsor Corners/Traveler Trail Park sign will be ordered after the 2014 spring construction has come to an end.

- b. Windsor Sports Commons Storage Shed-** B. Ridd shared a map (Exhibit I) of where the new Windsor Sports Commons shed would possibly be located. R. Johnson questioned why it was not centered on all the land and C. Barth asked why the shed was located so far away from the fields. B. Ridd answered that the shed should be located near the existing structure so that stored items can easily be transferred from one storage unit to the other and that the shed would ultimately be located where it would not be a visual distraction when looking at the fields. B. Ridd asked L. Blaesing-LaRue to research how to properly advertise and execute the bidding process for the new shed. B. Ridd asked if the DOT was aware of the drainage needs for the new fields and the question was asked on who is financially responsible for the parking lot/drive way and the irrigation of the new fields. L. Blaesing-LaRue will check with Town administration on both questions.

**8. New Business:**

- a. General Maintenance Issues-** L. Blaesing-LaRue reported that the Balsam Bay entrance no longer has signage. B. Ridd moved to replace the sign that would read "Balsam Bay Public Entrance" at a cost not to exceed \$200.00, seconded by C. Barth. Motion carried with a 4-0 vote. L. Blaesing-LaRue will work with Public Works to purchase the sign and have it installed.
- b. Reschedule April 1, 2014 Park Commission Meeting due to an election held at the Town Hall-** C. Barth moved to reschedule the April 1, 2014 meeting to April 8, 2014, seconded by B. Ridd. Motion carried with a 4-0 vote.

- 9. Staff and Commission Comments:** L. Blaesing-LaRue provided the following updates: R. Johnson will be resigning from the Park Commission and depending on his resignation date, the Park Commission may need to appoint both an interim chairperson and an interim vice-chairperson. L. Blaesing-LaRue will place the item on the March agenda if needed.

J. Hutchinson will be resigning from the Park Commission, her term ends in April 2014.

The Town Board adopted a new ordinance on the Park Commission composition (Exhibit H).

The Town Board approved designation of at least two fields in the new portion of Windsor Sports Commons for lacrosse use (Exhibit J). B. Ridd asked for this to be placed on the March 2014 agenda for future discussion.

L. Blaesing-LaRue had sent an email in January regarding GameTime outdoor fitness equipment, the Commission requested this to be on the March agenda for discussion.

Also on the March agenda, L. Blaesing-LaRue will be reviewing the opportunity to apply for a grant with Dane County (Exhibit G).

- 10. Token Creek Conservancy Commission Update-** J. Hutchinson gave a brief update on the Token Creek Conservancy Committee, reporting on Earth Day, Scout Projects, sealing the bridge at Mill Site and a project to remove the brush from the Mill Site bridge area to make the bridge more visible.
- 11. Adjournment:** J. Hutchinson moved to adjourn the meeting at 7:30, seconded by B. Ridd.