

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – March 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:** Members present: Chairperson Rich Johnson, Barb Ridd, Carol Barth, Bill Lapp, and Dick Woodburn. Judith Hutchinson had an excused absence. Others present: Public Works Supervisor Jim Fredenberg and Administrative Assistant Lisa Blaesing-LaRue.
3. **Pledge of Allegiance:** The pledge was recited.
4. **Minutes from March 4, 2014:** B. Ridd moved to approve the minutes, seconded by C. Barth. Motion carried with a 5-0 vote.
5. **Treasurer's report:** L. Blaesing-LaRue gave the financial report.
 - a. **Vouchers-** There was 0 vouchers presented for payment in February.
 - b. **Balance Report-** The balance for the Park Commission Project fund is \$33,000.00. L. Blaesing-LaRue reported that the 2013 funds allocated for the planter box in Cradle Hill in the amount of \$200.00 would need to be funded from the 2014 budget. At year-end (2013) the balance remaining for projects was \$15,148.72. \$15,000 was allocated to an assigned facility/shed fund for Windsor Sports Commons and the \$148.72 was allocated to assigned balance fund for the parks.
6. **Appearances before the Park Commission:** Bob Wipperfurth (Town of Windsor Board Chairperson), Tina Butteris (Town of Windsor Finance Director/Office Manager) and Paul Kirkegaard (Norski Soccer Club) were in attendance.
7. **Old Business:**
 - a. **Windsor Sports Commons Storage Shed-** B. Wipperfurth commented that the shed should be of good quality and present a good image. Windsor Sports Commons has a high reputation and the shed should reflect a building worthy of that reputation. He also commented that the shed should be built large enough to handle long-term growth for the complex and that the Park Commission will want to consider not only the needs of the Soccer Club, but also the needs of the Lacrosse Club when designing the shed. R. Johnson reported that currently the Park Commission has an allocated facility/shed fund in the amount of \$15,000.00 and the Park Commission is hoping to add an additional \$10,000.00 to the fund in 2014.

T. Butteris explained that the Town Electors must approve all new public buildings. The Park Commission asked if this included new dugouts and shelters. T. Butteris stated she believed it was only construction with roofing, however, she would check on the specifics. T. Butteris also reviewed the bidding process for the new shed stating that state law requires competitive bidding for "public construction" on estimated cost of which exceeds \$25,000. If the estimated cost exceeds \$5,000.00 but is not greater than \$25,000.00, the municipality must give a Class I notice, under Wisconsin Statutes Chapter 985, of the proposed construction before the contract is executed.

P. Kirkegaard, representing Norski Soccer, discussed the need for running water in the new shed. Due to the large amount of painting the soccer club does on the fields, there is a need to have a facility to clean up after painting. D. Woodburn suggested that the added expense for water would lead to a possible sewer expense, siting the current system may be undersized if water is added to the new shed; he also voiced concern over the disposal of the paint. J. Fredenberg reported that the paint being disposed of is water based paint. B. Ridd stated that the needs of the shed could change if indeed it

would be shared by both the Soccer Club and the Lacrosse Club.

8. New Business:

- a. **General Maintenance Issues/List-** There were no general maintenance issues at this time.
- b. **Schedule Park Tours for April 2014-** The annual Park Tours are scheduled for April 23 and 24th.
- c. **Grant Application-** L. Blaesing-LaRue reported a grant opportunity with Dane County. The funds are available through the PARC Grant Program (Partners for Recreation and Conservation). Applications are due May 2, 2014. C. Barth offered to assist L. Blaesing-LaRue with the application and it was suggested that Amy Anderson Schweppe, Town of Windsor staff also be consulted. C. Barth asked if the Town of Windsor had a park plan. T. Butteris answered yes; the Park does have a Comprehensive Outdoor Recreation Plan. The current plan is from 2007, the Park Commission may want to entertain updating the plan. L. Blaesing-LaRue offered to re-email it to the Park Commission members. D. Woodburn asked how the Park Commission could learn about area grants and if there was anyone on staff with grant writing experience. T. Butteris shared that the Town often receives emails about area grants and would share the emails with the Park Commission, and that at one point area businesses such as Coke, Pepsi and Alliant offered grants, and Amy Anderson Schweppe has grant writing experience. The Park Commission asked L. Blaesing-LaRue to confirm with Kevin Richardson, Town of Windsor Engineer, that the bike path in Cradle Hill is a permanent path. If so, the Park Commission would like to get a quote/bid on paving the existing path. The Park Commission requested that the Cradle Hill bike path be added to the April agenda. C. Barth moved to have L. Blaesing-LaRue begin working on the grant requesting funds to blacktop the existing bike trail at Fireman's Park. And after the April 8th Park Commission meeting possibly added the Cradle Hill bike path. B. Ridd seconded the motion. Motion carried with a 5-0 vote.
- d. **Update on Park Commission positions-** B. Wipperfurth reported that the Town has received several letters of interest regarding the three open Park Commission positions. He is hopeful that in March interviews will be held. R. Johnson reported that the Town Annual meeting held on April 15, 2014 would be his last meeting. R. Johnson voiced concern over the Park Commission position being a 7 year term. L. Blaesing-LaRue explained that this was a state statute, not a Town decision.
- e. **Park Equipment: Outdoor Fitness by Gametime-** B. Ridd offered to research Outdoor Fitness by Gametime park equipment; she requested that L. Blaesing-LaRue email her the link and that the item be added to the April agenda.
- f. **Booster Campaign funds disbursement back to community youth groups-** L. Blaesing-LaRue reported that the Town staff is working with legal counsel regarding the disbursement of the booster campaign funds. B. Ridd moved to have the Town staff work with the Chair to move forward with the campaign if legal council approved the disbursement to local youth sports organizations. B. Lapp seconded the motion. Motion carried with a 5-0 vote. D. Woodburn asked that this item be placed on the April agenda for an update and that the Commission develop parameters for the disbursement of the funds to local youth sports organizations.
- g. **Windsor Sports Commons- Lacrosse/Soccer fields-** B. Wipperfurth addressed the Town vote on November 25, 2013 where the Town Board voted that the Town of Windsor's vision for the Windsor Sports Commons addition include at least two fields designated for lacrosse. B. Ridd voiced concern over the Soccer Club sharing the complex with the Lacrosse Club and was confused with this vote as she assumed after several conversations with Tim Gotizon of the Lacrosse Club that they were not interested in practicing or playing at the complex and that they were seeking to use a different venue at either a local park or school. B. Wipperfurth asked B. Ridd if during the conversation she was speaking on behalf of the Soccer Club or as a Park Commission member. B. Ridd answered that she felt she was speaking as a Park Commission member. B. Wipperfurth suggested that the Soccer Club and the Lacrosse Club come to terms on this arrangement and suggested that the Park Commission invite a representative from the Lacrosse Club to the April 8, 2014 meeting. T. Butteris voiced that Windsor Sports Commons is a showcase venue for the Town of Windsor and would like to see it utilized as much as possible, this includes different groups using the facility and holding tournaments at the site. She said the Town has made a large investment in both the existing site and the new purchase. B. Wipperfurth mentioned it is likely that only 2 fields will be added to the new land, as lacrosse fields are larger than soccer fields. B. Ridd stated a major concern for the Soccer Club is the ratio of the space.

The Soccer Club has roughly 400 members using 6 fields (according to the Norski Soccer Club website- there are 6 fields) and the Lacrosse Team has approximately 100 members and will be allotted two fields. B. Ridd also stated that the Norski Soccer Club paid for 1/3 of the existing shelter and now they will have to share the shelter with the Lacrosse Club. B. Ridd shared that the Soccer and Lacrosse Clubs will be meeting at the Rodeside Grill on Thursday, March 6 at 6:30 p.m. B. Lapp asked if there would be a need for a mediator/arbitrator as the topic seemed tense.

B. Wipperfurth reported that the Town has contracted with Mashuda to strip the top soil and rough grade the new addition to approximately the same level as the existing fields, however, the Town is not paying to have the fine grading done at this time. At some point there will need to be temporary seeding done. D. Woodburn asked if there was a time-line for the new fields to be completed, B. Wipperfurth responded no. D. Woodburn also questioned how the fields will be maintained until they are completed as playable fields. R. Wipperfurth stated at this time there was not a plan in place and it would depend on the time of year.

Paul Kirkegarrrd voiced concern over the excavation process with the new land (being at a higher elevation than the existing fields) and possible water damage to the existing soccer fields. He spoke with K. Richardson about placing a temporary berm between the construction and current soccer fields. B. Wipperfurth stated that there would need to be some type of storm water management/retention pond.

Regarding the new driveway and proposed additional parking area B. Wipperfurth stated that with the additional fields and use of the facility there will be a need for ample parking. The driveway will connect County Road V with the existing parking lot. At this time there are no plans to blacktop due to funding. The need for an additional parking lot near the new fields will need to be addressed as a future project. R. Johnson questioned whether now would be a good time financially to look into the new parking area since the DOT is already there and working. B. Wipperfurth also reported that Dane County requires turn lanes off of the new County Road V into the Sports Commons. After discussing the matter with Wisconsin Department of Transportation, they have agreed to incorporate the turn lanes into their design plan, saving the Town of Windsor approximately \$150,000.00.

B. Wipperfurth stated the irrigation needs for the new fields have not been determined at this time.

B. Wipperfurth noted that due to the sale of property, trees and the old sign, the Town of Windsor has money available for a new Windsor Sports Commons sign. D. Woodburn suggested the sign be visual to Hwy. 51 and B. Lapp suggested the sign be visual to both the Northbound and Southbound lanes of County Road V.

B. Ridd mentioned the DeForest High School Cross Country Club has inquired about having meets at the Windsor Sports Commons.

h. Windsor Gardens Park- placement of seasonal portable restroom. B. Lapp moved to have a portable restroom placed at Windsor Gardens Park from May 1- September 30, seconded by C. Barth. Motion carried with 5-0 vote.

9. Staff and Commission Comments: D. Woodburn stated that he felt the role of the Park Commission would now change due to the perceived tension between the Soccer and the Lacrosse Clubs sharing Windsor Sports Commons.

10. Adjournment: D. Woodburn moved to adjourn the meeting at 8:15 p.m., seconded by B. Ridd. Motion carried with a 5-0 vote.

Minutes prepared by Lisa Blaesing-LaRue

