

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – May 6, 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 Vice Chairperson Dick Woodburn at 6:30 p.m.
2. **Roll Call:** Members present: Barb Ridd, Clay Luttrell, Troy MacDonald, Mike Switzky, Bill Lapp and Dick Woodburn. Carol Barth 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. **Discussion with Madison Cricket Association (MCA) on facility needs:** Sateesh Thota, Vijay Kumen Kaffari, Kushagra Joshi and Naveen Pin from the Madison Cricket Association were present to discuss possible park venues for the Madison Cricket League. After a brief description of what the Cricket League requires for size (approximately 2 acres) and structure (permanent pitch), it was determined that the Town of Windsor may not be able to meet their needs. The Cricket League was given a park map and was asked to visit Oak Springs #2, Windsor Meadows, and Sunset Parks to see if the Cricket League thought any of the afore mentioned parks would be a good fit. The Cricket League will email L. Blaesing-LaRue with their thoughts and this item will be placed on the June agenda for further discussion.
5. **Norski Nibbles- Use of Fireman's Park:** Norski Nibbles is a non-profit group in the DeForest/Windsor area offering free summer meals for area children in need. Sandy Langdon requested use of Fireman's Park to distribute the free lunches. The dates would be June 11-August 29, 2014, excluding July 4, 2014. The time would be from 11:30 a.m. to 12:30 p.m. each weekday. Per their request a group of adults will be present to distribute the lunches and clean up the shelter area. Norski Nibbles filled out an application for a shelter reservation and asked the Park Commission to waive the rental fee. B. Lapp moved to approve that Norski Nibbles have permission to use Fireman's Park during the dates and times requested and that the park reservation fee be waived, seconded by T. MacDonald. The motion carried with a 6-0 vote. L. Blaesing-LaRue will contact Sandy Langdon to see if the restrooms will be needed.
6. **Approve Minutes:**
 - a. **April 8, 2014-** B. Ridd moved to approve the April 8, 2014 minutes, seconded by C. Luttrell. The motion carried with a 6-0 vote.
 - b. **April 23, 2014-** M. Switzky moved to approve the April 23, 2014 minutes, seconded by T. MacDonald. The motion carried with a 6-0 vote.
 - c. **April 24, 2014-** B. Lapp moved to approve the April 24, 2014 minutes, seconded by B. Ridd. The motion carried with a 6-0 vote.
7. **Treasurer's report:** L. Blaesing-LaRue gave the financial report.
 - a. **Vouchers-** There was no vouchers presented for payment in April.
 - b. **Balance Report-** The balance for the Park Commission Project fund is \$33,000.00. B. Ridd moved to approve the treasurer's report, seconded by T. MacDonald. The motion carried with a 6-0 vote.
 - c. **2014 Youth Sports and Recreation Program Update-** The program has brought in \$3,050.00 through April 30, 2014. The Park Commission asked L. Blaesing-LaRue for the program detail for 2013.
8. **Appearances before the Park Commission:**
9. **Election of 2014-2104 Chairperson and Vice Chairperson:** D. Woodburn nominated Barb Ridd as the Town of Windsor Park Commission Chairperson. B. Ridd accepted the nomination. B. Ridd was voted Chairperson with a 5-0 vote. B. Ridd abstained from the vote. B. Ridd nominated D. Woodburn as the

Town of Windsor Park Commission Vice Chairperson. D. Woodburn accepted the nomination. D. Woodburn was vote Vice Chairperson with a 5-0 vote. D. Woodburn abstained from the vote.

10. Old Business:

- a. **Game Time Outdoor Fitness Equipment:** B. Ridd updated the Park Commission on Game Time Outdoor Fitness Equipment with a flyer that showed different equipment, packages and pricing, noting that the price does not include installation. B. Ridd stated that the equipment offered is suitable for all age groups, two years old to adults. The Park Commission agreed that it is important to diversify when purchasing and planning future playground equipment.
- b. **Dane County PARC Grant Application Update:** L. Blaesing-LaRue reported that the PARC grant was submitted on May 1, 2014 and confirmed that each Commission member was emailed a complete pdf of the grant application.

11. New Business:

- a. **General Maintenance Issues/List-** The Park Commission reviewed the detailed list of park maintenance issues from the annual park tour and began to prioritize the needs and assign projects to Commission members.
- b. **Balsam Bay Signage-** D. Woodburn made a motion to install a "No Unauthorized Motor Vehicle" sign at the Balsam Bay entrance, seconded by C. Luttrell. Motion carried with a 6-0 vote. L. Blaesing-LaRue will work with the Public Works Supervisor, Jim Fredenberg to order and install the sign.
- c. **Minutes from the Soccer and Lacrosse meeting:** B. Ridd passed out the minutes from the March 6, 2014 Norski Lacrosse Club and Norski Soccer Club meeting. She encouraged all Park Commission members to review the minutes and mentioned the meeting had gone well.

12. Staff and Commission Comments:

L. Blaesing-LaRue answered the following questions from the park tours and will follow up with the answers in an email.

- a. Where does the revenue from the park rental fees go? The fees (\$35.00 to rent a park) are received into the Town of Windsor Park Fund, which then provides revenue for park operations.
- b. Will Revere Trails have a park? Revere Trails will have conservancy land, not a park.
- c. What relationship does the Town of Windsor have with Morrisonville Sanitary District given that some of the play equipment in the Morrisonville Children's Park is located on land owned by the Sanitary District? At this time the Town of Windsor has a "gentleman's agreement" in place.
- d. Does the Windsor Sanitary District have the option to place a reservoir or water tower in the Cradle Hill Park? Yes.
- e. During the park tours, the Park Commission noticed that the property owner had landscaped the entrance to Oak Springs Park #2, will the Town address this? Yes, the Town has sent a letter to the property owner regarding this issue.
- f. When will the Traveler Trail sign be ordered? L. Blaesing-LaRue will be placing the order at the end of May or beginning of June 2014.
- g. Do we pay the Church near Sunset Meadows Park for use of their parking lot? No.
- h. Do some neighborhoods have Homeowners Association (HOA) fees and if so where does the money go? Some neighborhoods in Windsor do have HOA fees. The fees are managed by the HOA and typically go towards storm water management expenses.

D. Woodburn asked if we could extend an invitation to Town Chairperson Bob Wipperfurth, Finance Director/Deputy Town Clerk Tina Butteris or Town Engineer Kevin Richardson to attend the June 3, 2014 Park Commission meeting and discuss current development and future parks.

13. Adjournment:

D. Woodburn moved to adjourn the meeting, seconded by T. MacDonald. The motion carried with a 6-0 vote.

Minutes prepared by Lisa Blaesing-LaRue

